

**APPENDIX B**

10/04/2017

Business - Application to vary a premises licence under the Licensing Act 2003

Ref No. 798397

Please enter the name(s) of the premises licence holders who is applying to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

	Julia Rose-Weir
Premises licence number	837482

Non-domestic rateable value of premises in order to see your rateable value click here (opens in new window)

£	0
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Postal address of premises or, if none, ordnance survey map reference or description

Address Line 1	DARWIN COURT
Address Line 2	1 CRAIL ROW
Town	LONDON
County	
Post code	SE17 1AD
Ordnance survey map reference	178743532823
Description of the location	
Telephone number	██████████

Please select the capacity in which you are applying to convert your existing licence

Daytime contact telephone number	██████████
Email address	████████████████████
Postal Address if different from premises address	
Town / City	
Postcode	

Do you want the premises licence to have effect as soon as possible?

Please tick	Yes
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If not from what date do you want the variation to take effect?

(DD/MM/YYYY)	
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Please describe briefly the nature of the proposed variation ( see guidance note 2 )

	To extend the current licence to Monday , Tuesday, Wednesday, Thursday, Friday and Saturday 8am - 10pm each day.
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If 5,000 or more people attend the premises at any one time, please state the number

Please select number from range	Less than 5000
If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time. Please state the number expected to attend	

What licensable activities do you intend to carry on from the premises?

	(Please see sections 1 and 14 of the Licensing Act 2003 and schedule 1 and 2 to the Licensing Act 2003)
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Provision of regulated entertainment


Provision of late night refreshment

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Supply of alcohol

	j) Supply of alcohol
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Will the supply of alcohol be for consumption ( Please read guidance note 8)

	On the premises
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Standard days and timings for Supply of alcohol ( Please read guidance note 7 )

Day	Start	Finish
Mon	08:00	22:00
Tues	08:00	22:00
Wed	08:00	22:00
Thur	08:00	22:00
Fri	08:00	22:00
Sat	08:00	22:00
Sun		

State any seasonal variations for the supply of alcohol ( Please read guidance 5 )

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Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed. Please list, ( Please read guidance note 6 )

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Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children ( Please read guidance note 9 )

	<p>None</p> <p>Activities Provided – There is a range of activities carried out on the premises some free of charge (through other funding streams) and some for which a charge is made. The centre is open to a range of ages from babies to the very elderly. Activities include swimming, exercise classes, beauty treatments, complimentary therapies, coffee bar providing a breakfast and lunch service with light refreshments throughout the day. There is a training and employment service provided by Peabody. There is also a conference room and quiet area for meetings and hire.</p>
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Hours premises are open to the public ( standard timings Please read guidance note 7 )

Day	Start	Finish
Mon	08:00	20:00
Tues	08:00	20:00
Wed	08:00	20:00
Thur	08:00	20:00
Fri	08:00	20:00
Sat	09:00	16:00
Sun		

State any seasonal variations ( Please read guidance note 5 )

	None - the activities will occur on days and within times stated above.
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Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed. Please list, ( Please read guidance note 6 )

	The only variation to the above timings is that any exclusive meetings/events being booked on any of the days Mon - Sat until 22:00 we plan retail supply of alcohol until 22:00 for the attendees of the function booked and the centre being closed to the public from 20:00 in line with standard opening hours.
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Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

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a) General - all four licensing objectives (b,c,d,e) ( Please read guidance note 10 )

	<p>Description – The premises are owned by Peabody, a registered social landlord and registered charity. It is proposed that the sale of alcohol take place from the coffee bar situated within the resource centre which occupies all the ground floor of this 6 story building. The coffee bar sells food from a fixed counter which faces onto a large open plan dining space open to the public, the dining space contains tables and chairs for 80 covers. There is a small outdoor seating area contained within a walled garden used during summer months with an additional 16 covers. There are 2 permanent staff employed in the coffee bar including a coffee bar manager who oversees day to day operation and is a personal licence holder. No staff are under 18.</p> <p>Floors 1 to 5 comprises of 76 flats for social rent with their own entrances separate from the resource centre.</p> <p>The healthy living centre is open to the public and consists of a swimming pool, changing and toilet facilities, conference room, multi- purpose room (used for exercise classes), bistro with dining area, health suite and office space used by staff managing the resource centre and housing above. Two receptionists are based at the reception desk near the main entrance covering an early and late shift from opening until closing times. The Healthy Living Centre Manager has overall responsibility for the day to day management of the resource centre. The Darwin Court Services Manager manages the Healthy Living centre Manager, who in turn manages the Coffee Bar Manager, and is based in the centre for part of the week. She is also the designated premises supervisor and is a personal licence holder.</p> <p>Type of activities provided                  Activities Provided – There is a range of activities carried out on the premises some free of charge (through other funding streams) and some for which a charge is made. The centre is open to a range of ages from babies to the very elderly. Activities include swimming, exercise classes, beauty treatments, complimentary therapies, coffee bar providing a breakfast and lunch service with light refreshments throughout the day. There is a training and employment service provided by Peabody. There is also a conference room and quiet area for meetings and hire.</p> <p>Times licensable activities will take place                  The coffee bar is open from 8am until 6pm with the centre being open from 8am until 8pm. Although the coffee bar currently closes at 6pm our current licence is in place until 8pm in case opening hours of the coffee bar are extended on either a one off or permanent basis. We are applying to extend our licence for Saturdays also and as we now open every Saturday and extend it to 10pm each day as we are becoming increasingly busy and might host meetings or social exclusive events (closed doors)</p>
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	<p>until 10pm.  <b>Opening times of Premises</b>                  The premises are open from 8am until 8pm Monday to Friday and from 9am until 4pm on a Saturday.</p> <p><b>Name and Address of Designated Premises Supervisor</b>                  The Designated Premises Supervisor is Julia Rose-Weir (Darwin Court Services Manager). She holds a personal licence registered with Epping District Council – personal licence number LN/210006377</p> <p><b>Retail Supply of Alcohol</b>                  It is proposed that a limited range of alcohol be on sale to the public including wine, beer and cider. This will be for consumption on the premises.</p>
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b) the prevention of crime and disorder

	<p>1. The prevention of crime and disorder</p> <ul style="list-style-type: none"> <li>• CCTV is installed throughout the centre; this can be monitored by a screen based at the reception desk. There is a hard drive where CCTV images are stored for 28 days continuously; these can then be burnt to a memory stick if required.</li> <li>• There are a number of pull cords that can alert staff or a call centre (in the evenings) if there are issues.</li> <li>• There panic buttons installed in various places around the building, including on reception with a direct police response.</li> <li>• Alcohol will not be served after 8pm in the evening.</li> <li>• The designated premises supervisor or any member of her management team has the right to bar a customer from using the resource centre if behaving in a violent or aggressive manor or in a way likely to cause offence to other customers.</li> </ul>
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c) public safety

	<p>2. Ensuring Public Safety</p> <ul style="list-style-type: none"> <li>• There are good levels of internal lighting</li> <li>• There are good levels of lighting at all entrances/exits</li> <li>• The entrances are all level access without stairs to prevent trip hazards</li> </ul>
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d) the prevention of public nuisance

	<p>3. The prevention of public nuisance</p> <ul style="list-style-type: none"> <li>• Whilst the centre is open throughout the day, there are unlikely to be significant numbers of people leaving the centre at any one time.</li> <li>• The enclosed seating area is situated behind a garden area which is enclosed by a wall of approximately 5 feet in height.</li> <li>• Staff have the discretionary right to temporarily bar anyone who is being disruptive from the premises.</li> <li>• The building has roads around it on all four sides and no adjacent neighbouring buildings.</li> </ul>
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e) the protection of children from harm

	<p>4. The protection of children from harm</p> <ul style="list-style-type: none"> <li>• Whilst children are allowed unaccompanied into the Bistro they will not be permitted to purchase alcohol</li> <li>• A Challenge 21 policy (requiring all those believed to be under the age of 21 to provide identification) will be adopted and a poster on the premises will be displayed to this effect.</li> <li>• All staff selling alcohol will receive training on appropriate proof of age methods prior to starting work, or in the case of existing staff prior to the premises beginning to</li> </ul>
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	<p>retail alcohol.</p> <ul style="list-style-type: none"> <li>• The centre closes to the public at 8pm (although it may take up to half an hour for the building to be empty)</li> <li>• CCTV will allow managers to review staff practices regarding sales of alcohol</li> <li>• There are two personal licence holders on the premises, the designated premises supervisor and the Coffee Bar Manager in the coffee bar.</li> <li>• All staff receives monthly 1:1s from the coffee bar manager when the protection of children from harm objective can be raised and discussed.</li> <li>• Safeguarding is also an agenda item in team meetings.</li> <li>• All alcohol sales will be authorised by a personal licence holder and that authorisation displayed in the coffee bar office.</li> </ul>
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If the plan of the premises are varying please upload a plan of the premises,

Upload proposed plans	
Upload existing plans	

Checklist

	<p>I understand that I must now advertise my application.          I understand that if I do not comply with the above requirements my application&lt;br&gt; will be rejected.</p>
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I agree to the above statement

	I agree
PaymentDescription	10091666144, ,
AuthCode	096183
LicenceReference	LPV-94212-73
PaymentContactEmail	

Please provide name of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If completing on behalf of the applicant, please state in what capacity.

Full name	Julia Rose-Weir
Date (DD/MM/YYYY)	10/04/2017
Capacity	Darwin Court Services Manager

Where the premises licence is jointly held, please enter the 2nd applicants name (the current premises licence holder) or 2nd solicitor or other authorised agent (please read guidance note 13). If completing on behalf of the applicant, please state i

Full name	
Date (DD/MM/YYYY)	
Capacity	

Contact name (where not previously given) an address for correspondence associated with this application (please read guidance note 14)

Contact name and address for correspondence	
Telephone No.	
If you prefer us to correspond with you by e-mail, your email address (optional)	

The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.