

Heron, Andrew

From: Mark Saunderson [REDACTED]
Sent: 08 May 2017 16:28
To: Heron, Andrew
Subject: Darwin Court Healthy Living Centre - Premises Alcohol License Variation Application - Resident Information Meeting and Outcomes
Attachments: Draft Resident Letter - Alcohol Licence Variation Meeting Outcomes 08 05 17.docx; Draft Resident Letter - Alcohol Licence Variation 25 04 17.docx

Dear Mr Heron,

Further to our conversation at the premises, please see attached letters issued to the residents at the centre with regards to the coffee bar's application to extend the licensing hours of the premises.

The invitation letter is supported by a FAQ sheet based upon the verbal questions and subsequent centre responses I had been asked up to the construction & issuing of the letter whilst the meeting outcome letter indicates additional questions and responses discussed in the meeting itself. Please be further advised that the invitation letter included an incorrect deadline for formal presentations to be made to LB Southwark but this was identified and recommunicated correctly on the 04/05/17. Formal notification of the application had also been display for the 28 day period leading up to today's deadline in compliance of the application process.

Happy to discuss in further detail if required.

Kind Regards,

Mark Saunderson | Healthy Living Centre Manager
[REDACTED]

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26 April 2017

Darwin Court Healthy Living Centre

1 Crail Road

London

SE17 1AD

Dear Resident,

R.E. Application to extend alcohol licensing hours by the Healthy Living Centre

Further to the erection of public consultation notices in the communal areas of the healthy living centre, I am writing to inform you that the coffee bar has applied to extend the licensing hours of the premises to the following:

Monday to Friday 08:00 to 22:00

Saturday 08:00 to 22:00

I have scheduled a meeting for the residents to raise views on this application on the 3rd May 2017 at 17:00 to 17:30 in the conference room and invite you to attend if you wish. I have made the lead licensing officer from Southwark council aware of this meeting and also confirm that the meeting will be held prior to the end of the public consultation period on the 10th May 2017.

If you are unable to attend the above meeting, you can make presentations in writing to me by 12:00pm on the 3rd May 2017.

I have also included a frequently asked questions document with this letter based on the verbal feedback supplied by residents and service users since the application notices have been displayed.

Yours Faithfully,

Mark Saunderson
Healthy Living Centre Manager
Darwin Court



Darwin Court Healthy Living Centre – Frequently Asked Questions – Alcohol Licence Extension Application April 2017

- **Why are you applying to extend the alcohol license of the premises?**

The centre has primarily applied to extend the alcohol license hours to accommodate alcohol sales on Saturdays which is currently prohibited under the current license. The centre has also applied to extend the current Monday to Friday licensing to 22:00 in order to accommodate alcohol sales at any private functions.

- **Will the change in alcohol licensing hours affect opening times of the centre?**

No - current centre operation times will remain the same

- **Will the change in licensing hours result in increased noise levels?**

The centre hosted 3 private hires, two of which were for residents of Darwin Court, last year that were outside of the normal operating hours of the centre. Staff were employed to manage noise and participants behaviour at each event and this arrangement will continue. The applied for hours are also below the licensed premises hours in effect in the Southwark area

- **How will you manage incidents of disorderly behaviour on the premises?**

The centre has procedures to deal with all eventualities of disorderly behaviour, including incidents where individuals are under the influence of alcohol, and staff are trained in these processes. This will include the refusal to sell alcohol to individuals who appear under the influence. The centre has recorded 0 incidents of anti-social behaviour resulting from alcohol purchased from the premises in the last 3 years.

- **How will you prevent alcohol sales to minors?**

The centre has adopted the “challenge 25” scheme principles (staff will ask for identification from individuals who appear to look under the age of 25 who wish to purchase alcohol) under the current license and will continue to do. Again, the centre has recorded 0 incidents of selling alcohol to minors at the premises in the last 3 years.

- **Will the product range of alcohol on sale at the premises change?**

No – the centre will continue to sell bottled beer and wine only

08 May 2017

Darwin Court Healthy Living Centre
1 Crail Road
London
SE17 1AD

Dear Resident,

**R.E. Application to extend alcohol licensing hours by the Healthy Living Centre –
Outcomes of Residential License Application Information Meeting 3rd May 2017**

Further to the above meeting, I am writing to confirm discussion points that were made within the meeting and the centre's responses to these discussion points. Please be advised, that due to the similar nature of several individual points raised, I have summarised both these points and responses in the below.

In terms of attendance, all residents were invited to attend the meeting, in writing, with 11 residents present during the meeting. Further, the centre invited written observations for those who could not attend, at time of meeting invitation, and 1 written observation was received by the residential community by the specified deadline (Note: no further written observations have been received by the centre).

Discussion Points Summary:

1. Who is the alcohol license holder for the premises?

Peabody is the named license holder for the premises. Additionally, both Robert and Julia hold alcohol licenses and act as the designated premises supervisors.

2. How will you manage noise levels in the surrounding area after individuals leave the premises?

The centre has processes in place for staff to manage this aspect for both normal and private hire events. Further, for private hires, there is a behaviour expectation set in the hire agreement form covering leaving the premises after an event and event staff are trained to enforce this. The centre will also make residents aware of events in writing 7 days prior to the event as agreed in the meeting.

3. How will the centre manage the interaction of individual's under the influence of alcohol and the children using the premises on a daily basis?

The centre has several processes in place to prevent a scenario occurring including the refusal to sell alcohol to an individual who appears to be under the influence of alcohol. Further the centre has processes to manage safeguarding incidents in line with current governing body processes and staff are trained to spot and manage these type of events. As stressed previously, the centre has recorded 0 incidents of anti-social behaviour resulting from alcohol purchased from the premises in the last 3 years.

4. You have stated that you have no plans to change or increase the range of alcohol products but can this be changed in the future if the amended license is granted?

The centre could introduce additional alcohol products, including draft beer and spirit optics, under its current alcohol licensing hours and also of those applied for. However, due to the cost – both in terms of monetary and space – this is highly unlikely.

The majority of the group then proposed that the centre consider changing the application hours to the following:

Mon to Fri – no change to current license

Sat – Alcohol sold only within the opening hours of the centre (09:00 to 16:00)

The discussion group also requested that private hires outside of the normal operating hours of the centre be limited to resident only hires with written notice provided to residents 7 days in advance of the event date.

These recommendations were then discussed in further detail on the 05/05/17. After consideration the decision to pursue the original application was made on the following basis:

- 7 day advance notice of private hire events to residents in writing to be introduced with immediate effect.
- With the exception of private hires, the centre will not sell alcohol outside of opening hours of the centre.
- The track record of the centre over the last 3 years (0 incidents) with regards to incidents relating to alcohol sales from the premises.
- The processes in place at the centre will effectively manage and control incidents of anti-social behaviour including noise levels.

I will also ensure that the copies of both this and invitation letter will be sent to the lead licensing officer from the London Borough of Southwark, before the formal presentation deadline of the close of business of the 08/05/17, to ensure that both the views of the residents and the centre's responses are considered in the application.

Yours Faithfully,

Mark Saunderson
Healthy Living Centre Manager
Darwin Court