

From: [Jason Hoffman](#)
To: [Sharpe, Carolyn](#)
Cc: [McArthur, Wesley](#)
Subject: 138 Rye Lane. Premises License.
Date: 21 November 2017 23:29:42
Attachments: [Cover Letter.doc](#)
[Dispersal policy.doc](#)
[Draft Business Introduction Letter .doc](#)
[Occupancy Figure Calculations.doc](#)
[Operating schedule.doc](#)
[Proposed Conditions.doc](#)

Dear Carolyn Sharpe,

Thank you for your Representation dated 10.10.2017 regarding our Premises License for 138 Rye Lane. Attached is a Cover Letter replying to the issues you have raised, and supporting documents.

I have also attached our proposed conditions that we agree to put in place.

Attached:

- 1) Cover Letter
- 2) Proposed Conditions
- 3) Occupancy Figure Calculations
- 4) Occupancy Figure Calculations Map
- 5) Dispersal Policy
- 6) Operating Schedule
- 7) Draft Introduction Business Letter
- 8) Site Map - Inside
- 9) Site Map - Garden

- So as to not exceed the mb limit per email - I will send the last 5 documents in a separate email.

- 10) Risk Assessment
- 11) Signed Risk Assessment
- 12) Age Verification Policy Staff Declaration
- 13) Challenge 25 Poster
- 14) Refusal Log

If you are unable to open any of these files, please let me know and I will re-send in a different format.

I hope this is enough to satisfy Public Health, however we are more than happy to add further restrictions to the license that you may deem necessary, in order to ensure we are able to trade safely and successfully.

Please note that we are in the process of arranging a Noise Impact Assessment, and will send to the Public Health upon its completion.

Please let me know at your earliest convenience your thoughts, as it is my hope we are able to reach an agreement without the application having to go to committee.

Kindest regards,

Jason Hoffman.
tel:

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Urban Planning and Design for the renewal and revitalisation of public spaces

Dear Carolyn Sharpe

We note your representation for our application for 138 Rye Lane, and fully understand the concerns you have raised. I hope I am able to clarify all of these issues and illustrate how we plan on ensuring all licensing objectives are adhered to - and how we will not further contribute to the negative local cumulative impact on the surrounding area. It is my intention that by clarifying all these issues, I am able to give you a much clearer understanding as to our intentions for the business.

Your representation was partly submitted under The Prevention of Crime and Disorder, The Prevention of Public Nuisance, and Public Safety. We will be putting the following measures in place to ensure these licensing objectives are strictly adhered to. These will be in addition to the Proposed Conditions (attached)

The Prevention of Crime and Disorder:

- 1) A full and comprehensive CCTV system will be installed throughout the site. This will monitor entrances, exits, the garden, and all other parts of the premises. Recordings will be kept for a minimum of 31 days. All managers will be trained in how to use this system in case police might require any footage. Please see the site map included, which illustrates exactly where these cameras will be placed.
- 2) There will be strictly no selling of alcohol to drunk or intoxicated customers. Water will however be provided for any customers deemed to be drunk on the premises. Staff will be trained to spot these customers and help to ensure they are offered water without having to ask for it.
- 3) We will have two SIA approved security on the door during busy periods. We expect this to be on a Friday and Saturday night from 19:30pm to close. They will be easily identifiable by wearing a uniform and high-vis jacket.. They will remain on the door and ensure no drunk people will be able to enter the venue, and no alcohol or glass will be taken out from the venue. A clicker counter will be used to ensure capacity limits are not surpassed.
- 4) All management will be expected to undergo First Aid training and take an SIA training course to ensure a safe and professional environment will be created at

all times. This cost of this training will be covered by the business.

- 5) Once the bar is closed, customers will be given up to 30 minutes to leave the venue. This is to ensure people are able to leave in small groups, and therefore any issues that might negatively affect the immediate area is kept to a minimum.
- 6) A clear and legible notice will be put up outside the premises, indicating the hours during which licensable activities are permitted.
- 7) All staff will be trained in the prevention and vigilance of any potential illegal drug use in the venue.
- 8) Clear notices will be displayed, warning of potential criminal activity - such as theft that may target customers.
- 9) Clear signage will be put up, reminding customers to respect the neighbours and leave quietly. The door staff will also repeat this reminder verbally, as customers leave the venue at the end of the night.
- 10) Hot food will be available for customers at a fair and affordable price, at all times alcohol is available.
- 11) An alarm system will be installed at the premises to protect it when closed. This will be integrated with the CCTV system and will notify the police if activated.
- 12) External lighting will be used as a crime deterrence, however care will be taken so that lighting doesn't impact on neighbours
- 13) Daily staff briefings will take place at management handover, to help improve working practices.
- 14) We will deliberately run below capacity to afford comfort to the customers and avoid conflict, violence or aggression.
- 15) A line of communication will be set up between other licensed venues and police to enable information regarding any issues to be shared

quickly. Please see 'Cumulative Impact Policy' for more information regarding this.

- 16) A zero tolerance policy towards drugs and the carrying of weapons will be implemented. Posters will be displayed to remind customers of this. There will be a clear process put in place for seizing retaining and documenting drugs and weapons.
- 17) All bags will be checked on the door, by door staff on Fridays and Saturdays from 19:30pm.
- 18) Drug awareness training will be provided for all staff and a record will be kept of the date and name of the person trained
- 19) There will be no secluded or dimly lit parts of the premises which may encourage crime
- 20) Mirrors will be purposely used to aid supervision and act as a deterrent to thieves
- 21) A lost and found policy will be put in place behind the bar, which will include logging and disposal of property. Passports and ID will be handed to the police.
- 22) Any alcohol displayed will be done so out of reach of customers, and will be covered by CCTV
- 23) There will always be at least two members of staff at the end of the evening to manage a controlled shut down of the premises and maintain good order as people leave
- 24) Staff will be trained to be aware of their responsibilities under the Licensing Act 2003 and will be able to recognize appropriate 'cut off' points so as to not serve any drunk customers - reducing the likelihood of fights or aggressive behaviour. Records will be kept of all staff trained, and be available to the police or licensing authority if necessary.
- 25) A Duty of Care policy regarding people suffering adversely from the effects of alcohol will be put in place. It will clearly express that every effort will be made by staff to prevent patrons from deteriorating to an uncontrolled intoxicated extent. All staff will be briefed on the policy

- 26) Drink Aware posters will be displayed in the premises to remind customers of the unit content in alcoholic drinks and safe alcohol consumption limits
- 27) Strong Beer and Cider above 5.5 ABV will not be made available.

The prevention of public nuisance

- 1) There will be no 'cheap alcohol' or binge drinking promotions to take place. Alcohol will be priced responsibly and not encourage excessive drinking. We aim to create an intimate space where cocktails can be sipped and enjoyed, rather than knocked back in quick succession. Staff will be trained to spot drunk customers, and cut them off and offer water before any further escalation takes place.
- 2) A stretch canvas roof will be installed in the garden to help minimise noise pollution for any neighbouring residents. Background music in the garden will not be played at a volume where it is audible to neighbouring residential properties. A noise assessment will be conducted to find out what the appropriate levels are to achieve this and , and a decibel meter will be kept on site to ensure this remains the case
- 3) The garden will close at 10pm and customers will be brought inside. There will be prominent signage in the garden area informing customers of the closing time for the garden, and a member of staff will give all customers a personal and intimate notice 10 minutes prior to the time. We will install soundproofing within the inside of the venue, to ensure any noise inside does not affect neighboring residents.
- 4) There will be prominent, clear and legible notices displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly. The door staff will again repeat this verbally as customers are leaving.
- 5) Deliveries of goods necessary for the operation of the business will be carried out at a time and manner, as to prevent nuisance and disturbance to nearby residents.

- 6) Any staff that arrive very early in the morning or leave very late at night will be trained to conduct themselves in such a way to avoid causing disturbance to nearby residents.
- 7) Customers will be asked not to stand around loudly talking in the street outside the premises.
- 8) Customers will not be admitted into the premises out of the opening hours.
- 9) Rubbish will be put out in line with Southwark council's timings for rubbish collection, for collection from Southwark Business Waste and Recycling ltd.
- 10) Any lighting on or outside the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.
- 11) Polycarbonate glassware will be used after 22:00pm.
- 12) A business introduction letter will be posted to all neighbouring residents to inform them of who we are and our licensing hours. This will also include a direct phone number to the manager on duty, if any issues were to arise. Please see the draft introduction letter (attached)
- 13) The details of a local minicab service will be kept behind the bar to help anyone get home who is not aware of public transport services in the local area. Staff will also be trained in local transport links in the area, so can relay appropriate information to customers leaving the venue.
- 14) There will be a smoking area at the front of the premises, however security will ensure that no more than four people can be outside at any one time, so large groups do not congregate outside- therefore minimising noise pollution.
- 15) We will actively promote non-alcoholic cocktails and will stock non-alcoholic beer. Customers will be given a clear choice at the bar between alcoholic and non-alcoholic drinks.

Public Safety

- 1) Internal and external lighting will be bright enough to avoid tripping hazards.
- 2) Staff will be trained to adhere to all environmental health requirements.
- 3) Strictly no underage customers will be served. All staff will be trained in the implementation of underage ID checks.
- 4) All parts of the premises, fittings and apparatus will be maintained at all times in order to ensure good order and a safe condition.
- 5) Polycarbonate glassware will be used after 22:00.pm
- 6) SIA trained, and First Aid trained management will be on site and front of house at all times.
- 7) Fire Extinguishers to be placed at the entrance, behind the bar, in the kitchen and in the garden.

The protection of children from harm

- 1) Challenge 25 will be adopted to ensure anyone under 18 will not be served alcohol.
- 2) Staff will be trained in regards to asking for and establishing identification and age.
- 3) No one under the age of 18 will be allowed inside the venue after 19:30pm

As well as these measures, we have also clarified the following points with Trading Standards.

- That a challenge 25 scheme shall be maintained at the premises requiring that staff selling alcohol request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a driving licence, passport, UK armed services ID card and any Proof of Age Standards Scheme (PASS) accredited card such as the Proof of Age London (PAL) card.
 - Any staff responsible for the sale of alcohol in the premises will be made to sign an Age Verification Policy Staff Declaration (attached).

- That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request. The training record shall include the trainee's name (in block capitals), the trainer's name (in block capitals), the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received.
 - This will be done through the CPL Training Group and evidence will be submitted to Trading Standards before the sale of alcohol is to take place.
 - Further to this, management will also be provided First Aid training and SIA training to ensure a safe environment can be created at all times.

- That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where

alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.

- Please see Challenge 25 Poster (attached) that will be put up at the entrance of the premises and clearly behind the bar.

- That a register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the licence holder. The register shall be kept / be accessible at the premises at all times. On a monthly basis, the Designated Premises Supervisor (DPS) shall check the register to ensure it is being properly completed. The DPS shall sign and date the register to that effect and where appropriate take corrective action in a timely manner if the register is not being completed correctly. The register shall be made immediately available for inspection at the premises to council or police officers on request.

- Refusal Log (attached) will be kept behind the bar at all times, and will be maintained and managed by the DPS Jason Hoffman.

Cumulative Impact Policy

We have had a chance to go through in detail the relevant sections of the Southwark Statement of Licensing Policy.

As such, we are very aware of the issues surrounding The Cumulative Impact Policy, and would like to assure you, we take our responsibilities as a possible licensed venue very seriously.

We are hereby amending our licensing hours to the following:

| | |
|-----------------|-------------|
| Monday-Thursday | - 11am -2am |
| Friday-Saturday | - 11am -3am |
| Sunday | - 11am -1am |

This is to include the supply of alcohol, live music, recorded music and late night refreshment.

I can confirm we will cease the supply of alcohol, live music, recorded music and late night refreshment, 30 minutes prior to closing time on each day. This will ensure the last drink, and all music will cease at:

Monday-Thursday - 1:30am
Friday-Saturday - 2:30am
Sunday - 12:30am

Patrons will then be given 30 minutes to vacate - ensuring all customers will have left the venue by closing time for that day.

We note your request for us to amend our closing hours to be in line with the licensing policy. We are more than willing to add further conditions to our premises license that Public Health deems necessary, to ensure we can achieve these hours safely, professionally and successfully. We would like to cultivate a close working relationship with yourselves and the other Responsible Authorities within Southwark Council to help work together for the benefit of the local community.

We will take it upon ourselves to contact other licensed venues in the surrounding area, and set up a form of communication between us - most likely a 'Whatsapp' group. This will be done for the sole purpose that any problem one venue is experiencing - a problem customer for example, can be relayed to the other venues in real time, so that everyone is aware of the issue and can take appropriate steps to not exacerbate the situation. Problems such as drunk and disorderly customers are perhaps inevitable in a Cumulative impact Area - however by being proactive as a business community, I believe we can positively fight against these negative issues. We were running a street food market in Brixton last summer and were part of a similar arrangement. We found this to be an extremely effective way of stopping problem customers entering the venue, and warning other venues in turn. It may also help to have local police as part of the group to help deal with potential issues that may arise.

In order to further decrease any potential negative impact on the Cumulative Policy,

we are decreasing the capacity for the venue to help ensure we are able to properly manage the people inside. Using official Occupancy Calculations, we have calculated the number of people that can safely reside in the premises is 95. We have however set a more modest figure of 85 people, which is a figure we feel we can realistically manage professionally and successfully, so would ask you take this into consideration. Please see the document 'Occupancy Figure Calculations' for further information regarding this.

Our Application form was under the working title 'Dirty Renegade'. After gauging much public opinion (and in particular, my mother) we will not be using this title for the name of the business. We will likely name the bar an abstract title as to ensure not to upset anyone who may take offence to the name. We are currently working with the title 'One Three Eight'.

London Spacemakers is a company made up of Jason Hoffman and Olga Zajac, who collectively have over 20 years experience in the hospitality industry. We have both managed many venues over the years, from pubs and bars to clubs and restaurants, and opened our first business in Brixton in 2015 - a street food market and cocktail bar, driven by a core philosophy of Placemaking - so are very adept at running an operation such as this, both safely and successfully. We look forward to working alongside the council, and will be more than happy to take any suggestions on board, to ensure this business can be one which has a positive impact on Peckham, and adds to the already rich and varied culture in the area.

From: [Jason Hoffman](#)
To: [Tear, Jayne](#)
Cc: [McArthur, Wesley](#)
Subject: 138 Rye Lane. Premises License.
Date: 21 November 2017 21:43:51
Attachments: [Cover Letter.doc](#)
[Dispersal policy.doc](#)
[Draft Business Introduction Letter.doc](#)
[Occupancy Figure Calculations.doc](#)
[Operating schedule.doc](#)
[Proposed Conditions.doc](#)

Dear Jane Tear,

Thank you for your Representation dated 10.10.2017 regarding our Premises License for 138 Rye Lane. Attached is a Cover Letter replying to the issues you have raised, and supporting documents.

I have also attached our proposed conditions that we agree to put in place.

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I hope this is enough to satisfy the Licensing Team, however we are more than happy to add further restrictions to the license that you may deem necessary, in order to ensure we are able to trade safely and successfully.

Please note that we are in the process of arranging a Noise Impact Assessment, and will send to the Licensing Team upon its completion.

Please let me know at your earliest convenience your thoughts, as it is my hope we are able to reach an agreement without the application having to go to committee.

Kindest regards,

Jason Hoffman.
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Urban Planning and Design for the renewal and revitalisation of public spaces

Dear Jayne Tear,

We note your representation for our application for 138 Rye Lane, and fully understand the concerns you have raised. I hope I am able to clarify all of these issues and illustrate how we plan on ensuring all licensing objectives are adhered to - and how we will not further contribute to the negative local cumulative impact on the surrounding area. It is my intention that by clarifying all these issues, I am able to give you a much clearer understanding as to our intentions for the business.

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- 15) We will actively promote non-alcoholic cocktails and will stock non-alcoholic beer. Customers will be given a clear choice at the bar between alcoholic and non-alcoholic drinks.

Public Safety

- 1) Internal and external lighting will be bright enough to avoid tripping hazards.
- 2) Staff will be trained to adhere to all environmental health requirements.
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As well as these measures, we have also clarified the following points with Trading Standards.

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underage persons, and the challenge 25 scheme in operation at the premises. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request. The training record shall include the trainee's name (in block capitals), the trainer's name (in block capitals), the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received.

- This will be done through the CPL Training Group and evidence will be submitted to Trading Standards before the sale of alcohol is to take place.
- Further to this, management will also be provided First Aid training and SIA training to ensure a safe environment can be created at all times.
- That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.
 - Please see Challenge 25 Poster (attached) that will be put up at the entrance of the premises and clearly behind the bar.
- That a register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the licence holder. The register shall be kept / be accessible at the premises at all times. On a monthly basis, the Designated Premises Supervisor (DPS) shall check the register to ensure it is being properly completed. The DPS shall sign and date the register to that effect and where appropriate take corrective action in a timely manner if the register is not being completed

correctly. The register shall be made immediately available for inspection at the premises to council or police officers on request.

- Refusal Log (attached) will be kept behind the bar at all times, and will be maintained and managed by the DPS Jason Hoffman.

Cumulative Impact Policy

We have had a chance to go through in detail the relevant sections of the Southwark Statement of Licensing Policy.

As such, we are very aware of the issues surrounding The Cumulative Impact Policy, and would like to assure you, we take our responsibilities as a possible licensed venue very seriously.

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| Sunday | - 11am -1am |

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I can confirm we will cease the supply of alcohol, live music, recorded music and late night refreshment, 30 minutes prior to closing time on each day. This will ensure the last drink, and all music will cease at:

| | |
|-----------------|-----------|
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| Friday-Saturday | - 2:30am |
| Sunday | - 12:30am |

Patrons will then be given 30 minutes to vacate - ensuring all customers will have left the venue by closing time for that day.

We note your request for us to amend our closing hours to be in line with the licensing policy. We are more than willing to add further conditions to our premises license that the licensing team deems necessary, to ensure we can achieve these hours safely, professionally and successfully. We would like to cultivate a close working relationship with yourselves and the other Responsible Authorities within Southwark Council to help work together for the benefit of the local community.

We will take it upon ourselves to contact other licensed venues in the surrounding area, and set up a form of

communication between us - most likely a 'Whatsapp' group. This will be done for the sole purpose that any problem one venue is experiencing - a problem customer for example, can be relayed to the other venues in real time, so that everyone is aware of the issue and can take appropriate steps to not exacerbate the situation. Problems such as drunk and disorderly customers are perhaps inevitable in a Cumulative impact Area - however by being proactive as a business community, I believe we can positively fight against these negative issues. We were running a street food market in Brixton last summer and were part of a similar arrangement. We found this to be an extremely effective way of stopping problem customers entering the venue, and warning other venues in turn. It may also help to have local police as part of the group to help deal with potential issues that may arise.

In order to further decrease any potential negative impact on the Cumulative Policy, we are decreasing the capacity for the venue to help ensure we are able to properly manage the people inside. Using official Occupancy Calculations, we have calculated the number of people that can safely reside in the premises is 95. We have however set a more modest figure of 85 people, which is a figure we feel we can realistically manage professionally and successfully, so would ask you take this into consideration. Please see the document 'Occupancy Figure Calculations' for further information regarding this.

Our Application form was under the working title 'Dirty Renegade'. After gauging much public opinion (and in particular, my mother) we will not be using this title for the name of the business. We will likely name the bar an abstract title as to ensure not to upset anyone who may take offence to the name. We are currently working with the title 'One Three Eight'.

London Spacemakers is a company made up of Jason Hoffman and Olga Zajac, who collectively have over 20 years experience in the hospitality industry. We have both managed many venues over the years, from pubs and bars to clubs and restaurants, and opened our first business in Brixton in 2015 - a street food market and cocktail bar, driven by a core philosophy of Placemaking - so are very adept at running an operation such as this, both safely and successfully. We look forward to working alongside the council, and will be more than happy to take any

suggestions on board, to ensure this business can be one which has a positive impact on Peckham, and adds to the already rich and varied culture in the area.

From: [Jason Hoffman](#)
To: southwarklicensing@met.police.uk
Cc: [McArthur, Wesley](#)
Subject: 138 Rye Lane. Premises License. ref: MD/21/3031/17
Date: 21 November 2017 22:00:07
Attachments: [Cover Letter.doc](#)
[Dispersal policy.doc](#)
[Draft Business Introduction Letter.doc](#)
[Occupancy Figure Calculations.doc](#)
[Operating schedule.doc](#)
[Proposed Conditions.doc](#)

Dear PC Ian Clements,

Thank you for your Representation dated 11.10.2017 regarding our Premises License for 138 Rye Lane. Attached is a Cover Letter replying to the issues you have raised, and supporting documents.

I have also attached our proposed conditions that we agree to put in place.

Attached:

- 1) Cover Letter
- 2) Proposed Conditions
- 3) Occupancy Figure Calculations
- 4) Occupancy Figure Calculations Map
- 5) Dispersal Policy
- 6) Operating Schedule
- 7) Draft Introduction Business Letter
- 8) Site Map - Inside
- 9) Site Map - Garden

- So as to not exceed the mb limit per email - I will send the last 5 documents in a separate email.

- 10) Risk Assessment
- 11) Signed Risk Assessment
- 12) Age Verification Policy Staff Declaration
- 13) Challenge 25 Poster
- 14) Refusal Log

If you are unable to open any of these files, please let me know and I will re-send in a different format.

I hope this is enough to satisfy the Police licensing Unit, however we are more than happy to add further restrictions to the license that you may deem necessary, in order to ensure we are able to trade safely and successfully.

Please note that we are in the process of arranging a Noise Impact Assessment, and will send to the Police licensing Unit upon its completion.

Please let me know at your earliest convenience your thoughts, as it is my hope we are able to reach an agreement without the application having to go to committee.

Kindest regards,

Jason Hoffman.
tel:

www.londonpacemakers.com

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www.londonpacemakers.com

Urban Planning and Design for the renewal and revitalisation of public spaces

Dear PC Ian Clements,

We note your representation for our application for 138 Rye Lane, and fully understand the concerns you have raised. I hope I am able to clarify all of these issues and illustrate how we plan on ensuring all licensing objectives are adhered to - and how we will not further contribute to the negative local cumulative impact on the surrounding area. It is my intention that by clarifying all these issues, I am able to give you a much clearer understanding as to our intentions for the business.

Your representation was partly submitted due to a lack of detail, of the proposed control measures and conditions to promote the licensing objectives, in particular the prevention of crime and disorder. I would like to clarify exactly what measures we will be putting in place to ensure the license objectives are strictly adhered to. These will be in addition to the Proposed Conditions (attached)

The Prevention of Crime and Disorder:

- 1) A full and comprehensive CCTV system will be installed throughout the site. This will monitor entrances, exits, the garden, and all other parts of the premises. Recordings will be kept for a minimum of 31 days. All managers will be trained in how to use this system in case police might require any footage. Please see the site map included, which illustrates exactly where these cameras will be placed.
- 2) There will be strictly no selling of alcohol to drunk or intoxicated customers. Water will however be provided for any customers deemed to be drunk on the premises. Staff will be trained to spot these customers and help to ensure they are offered water without having to ask for it.
- 3) We will have two SIA approved security on the door during busy periods. We expect this to be on a Friday and Saturday night from 19:30pm to close. They will be easily identifiable by wearing a uniform and high-vis jacket.. They will remain on the door and ensure no drunk people will be able to enter the venue, and no alcohol or glass will be taken out from the venue. A clicker counter will be used to ensure capacity limits are not surpassed.

- 4) All management will be expected to undergo First Aid training and take an SIA training course to ensure a safe and professional environment will be created at all times. This cost of this training will be covered by the business.
- 5) Once the bar is closed, customers will be given up to 30 minutes to leave the venue. This is to ensure people are able to leave in small groups, and therefore any issues that might negatively affect the immediate area is kept to a minimum.
- 6) A clear and legible notice will be put up outside the premises, indicating the hours during which licensable activities are permitted.
- 7) All staff will be trained in the prevention and vigilance of any potential illegal drug use in the venue.
- 8) Clear notices will be displayed, warning of potential criminal activity - such as theft that may target customers.
- 9) Clear signage will be put up, reminding customers to respect the neighbours and leave quietly. The door staff will also repeat this reminder verbally, as customers leave the venue at the end of the night.
- 10) Hot food will be available for customers at a fair and affordable price, at all times alcohol is available.
- 11) An alarm system will be installed at the premises to protect it when closed. This will be integrated with the CCTV system and will notify the police if activated.
- 12) External lighting will be used as a crime deterrence, however care will be taken so that lighting doesn't impact on neighbours
- 13) Daily staff briefings will take place at management handover, to help improve working practices.
- 14) We will deliberately run below capacity to afford comfort to the customers and avoid conflict, violence or aggression.

- 15) A line of communication will be set up between other licensed venues and police to enable information regarding any issues to be shared quickly. Please see 'Cumulative Impact Policy' for more information regarding this.
- 16) A zero tolerance policy towards drugs and the carrying of weapons will be implemented. Posters will be displayed to remind customers of this. There will be a clear process put in place for seizing retaining and documenting drugs and weapons.
- 17) All bags will be checked on the door, by door staff on Fridays and Saturdays from 19:30pm.
- 18) Drug awareness training will be provided for all staff and a record will be kept of the date and name of the person trained
- 19) There will be no secluded or dimly lit parts of the premises which may encourage crime
- 20) Mirrors will be purposely used to aid supervision and act as a deterrent to thieves
- 21) A lost and found policy will be put in place behind the bar, which will include logging and disposal of property. Passports and ID will be handed to the police.
- 22) Any alcohol displayed will be done so out of reach of customers, and will be covered by CCTV
- 23) There will always be at least two members of staff at the end of the evening to manage a controlled shut down of the premises and maintain good order as people leave
- 24) Staff will be trained to be aware of their responsibilities under the Licensing Act 2003 and will be able to recognize appropriate 'cut off' points so as to not serve any drunk customers - reducing the likelihood of fights or aggressive behaviour. Records will be kept of all staff trained, and be available to the police or licensing authority if necessary.
- 25) A Duty of Care policy regarding people suffering adversely from the effects of alcohol will be put in place. It will clearly express that every effort will be made by staff to prevent patrons from

deteriorating to an uncontrolled intoxicated extent. All staff will be briefed on the policy

- 26) Drink Aware posters will be displayed in the premises to remind customers of the unit content in alcoholic drinks and safe alcohol consumption limits
- 27) Strong Beer and Cider above 5.5 ABV will not be made available.

The prevention of public nuisance

- 1) There will be no 'cheap alcohol' or binge drinking promotions to take place. Alcohol will be priced responsibly and not encourage excessive drinking. We aim to create an intimate space where cocktails can be sipped and enjoyed, rather than knocked back in quick succession. Staff will be trained to spot drunk customers, and cut them off and offer water before any further escalation takes place.
- 2) A stretch canvas roof will be installed in the garden to help minimise noise pollution for any neighbouring residents. Background music in the garden will not be played at a volume where it is audible to neighbouring residential properties. A noise assessment will be conducted to find out what the appropriate levels are to achieve this and , and a decibel meter will be kept on site to ensure this remains the case
- 3) The garden will close at 10pm and customers will be brought inside. There will be prominent signage in the garden area informing customers of the closing time for the garden, and a member of staff will give all customers a personal and intimate notice 10 minutes prior to the time. We will install soundproofing within the inside of the venue, to ensure any noise inside does not affect neighboring residents.
- 4) There will be prominent, clear and legible notices displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly. The door staff will again repeat this verbally as customers are leaving.
- 5) Deliveries of goods necessary for the operation of the business will be carried out at a time and

manner, as to prevent nuisance and disturbance to nearby residents.

- 6) Any staff that arrive very early in the morning or leave very late at night will be trained to conduct themselves in such a way to avoid causing disturbance to nearby residents.
- 7) Customers will be asked not to stand around loudly talking in the street outside the premises.
- 8) Customers will not be admitted into the premises out of the opening hours.
- 9) Rubbish will be put out in line with Southwark council's timings for rubbish collection, for collection from Southwark Business Waste and Recycling ltd.
- 10) Any lighting on or outside the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.
- 11) Polycarbonate glassware will be used after 22:00pm.
- 12) A business introduction letter will be posted to all neighbouring residents to inform them of who we are and our licensing hours. This will also include a direct phone number to the manager on duty, if any issues were to arise. Please see the draft introduction letter (attached)
- 13) The details of a local minicab service will be kept behind the bar to help anyone get home who is not aware of public transport services in the local area. Staff will also be trained in local transport links in the area, so can relay appropriate information to customers leaving the venue.
- 14) There will be a smoking area at the front of the premises, however security will ensure that no more than four people can be outside at any one time, so large groups do not congregate outside- therefore minimising noise pollution.
- 15) We will actively promote non-alcoholic cocktails and will stock non-alcoholic beer. Customers will be given a clear choice at the bar between alcoholic and non-alcoholic drinks.

Public Safety

- 1) Internal and external lighting will be bright enough to avoid tripping hazards.
- 2) Staff will be trained to adhere to all environmental health requirements.
- 3) Strictly no underage customers will be served. All staff will be trained in the implementation of underage ID checks.
- 4) All parts of the premises, fittings and apparatus will be maintained at all times in order to ensure good order and a safe condition.
- 5) Polycarbonate glassware will be used after 11pm.
- 6) SIA trained, and First Aid trained management will be on site and front of house at all times.

The protection of children from harm

- 1) Challenge 25 will be adopted to ensure anyone under 18 will not be served alcohol.
- 2) Staff will be trained in regards to asking for and establishing identification and age.
- 3) No one under the age of 18 will be allowed inside the venue after 5:30pm

As well as these measures, we have also clarified the following points with Trading Standards.

- That a challenge 25 scheme shall be maintained at the premises requiring that staff selling alcohol

request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a driving licence, passport, UK armed services ID card and any Proof of Age Standards Scheme (PASS) accredited card such as the Proof of Age London (PAL) card.

- Any staff responsible for the sale of alcohol in the premises will be made to sign an Age Verification Policy Staff Declaration (attached).

- That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request. The training record shall include the trainee's name (in block capitals), the trainer's name (in block capitals), the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received.
 - This will be done through the CPL Training Group and evidence will be submitted to Trading Standards before the sale of alcohol is to take place.
 - Further to this, management will also be provided First Aid training and SIA training to ensure a safe environment can be created at all times.

- That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where

alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.

- Please see Challenge 25 Poster (attached) that will be put up at the entrance of the premises and clearly behind the bar.
- That a register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the licence holder. The register shall be kept / be accessible at the premises at all times. On a monthly basis, the Designated Premises Supervisor (DPS) shall check the register to ensure it is being properly completed. The DPS shall sign and date the register to that effect and where appropriate take corrective action in a timely manner if the register is not being completed correctly. The register shall be made immediately available for inspection at the premises to council or police officers on request.
- Refusal Log (attached) will be kept behind the bar at all times, and will be maintained and managed by the DPS Jason Hoffman.

Cumulative Impact Policy

We have had a chance to go through in detail the relevant sections of the Southwark Statement of Licensing Policy.

As such, we are very aware of the issues surrounding The Cumulative Impact Policy, and would like to assure you, we take our responsibilities as a possible licensed venue very seriously.

We are hereby amending our licensing hours to the following:

| | |
|-----------------|-------------|
| Monday-Thursday | - 11am -2am |
| Friday-Saturday | - 11am -3am |
| Sunday | - 11am -1am |

This is to include the supply of alcohol, live music, recorded music and late night refreshment.

I can confirm we will cease the supply of alcohol, live music, recorded music and late night refreshment, 30 minutes prior to closing time on each day. This will ensure the last drink, and all music will cease at:

Monday-Thursday - 1:30am
Friday-Saturday - 2:30am
Sunday - 12:30am

Patrons will then be given 30 minutes to vacate - ensuring all customers will have left the venue by closing time for that day.

We note your request for us to amend our closing hours to be in line with the licensing policy. We are more than willing to add further conditions to our premises license that the Southwark Police Licensing Unit deems necessary, to ensure we can achieve these hours safely, professionally and successfully. We would like to cultivate a close working relationship with yourselves and the other Responsible Authorities within Southwark Council to help work together for the benefit of the local community.

If not already set up and running - We will take it upon ourselves to contact other licensed venues in the surrounding area, and set up a form of communication between us - most likely a 'Whatsapp' group. This will be done for the sole purpose that any problem one venue is experiencing - a problem customer for example, can be relayed to the other venues in real time, so that everyone is aware of the issue and can take appropriate steps to not exacerbate the situation. Problems such as drunk and disorderly customers are perhaps inevitable in a Cumulative impact Area - however by being proactive as a business community, I believe we can positively fight against these negative issues. We were running a street food market in Brixton last summer and were part of a similar arrangement. We found this to be an extremely effective way of stopping problem customers entering the venue, and warning other venues in turn. I would like to propose that the Police Licensing Unit are also part of this group which can help to successfully deal with potential issues that may arise.

In order to further decrease any potential negative impact on the Cumulative Policy, we are decreasing the capacity for the venue to help ensure we are able to properly manage the people inside. Using official Occupancy Calculations, we have calculated the number of people that can safely reside in the premises is 95. We have however set a more modest figure of 85 people, which is a figure we feel we can realistically manage professionally and successfully, so would ask you take this into consideration. Please see the document 'Occupancy Calculations' for further information regarding this.

Our Application form was under the working title 'Dirty Renegade'. After gauging much public opinion (and in particular, my mother) we will not be using this title for the name of the business. We will likely name the bar an abstract title as to ensure not to upset anyone who may take offence to the name. We are currently working with the title 'One Three Eight'.

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From: [Jason Hoffman](#)
To: [Masini, Bill](#)
Cc: [McArthur, Wesley](#)
Subject: 138 Rye Lane. Premises License.
Date: 21 November 2017 22:47:42
Attachments: [Cover Letter.doc](#)
[Dispersal policy.doc](#)
[Draft Business Introduction Letter .doc](#)
[Occupancy Figure Calculations.doc](#)
[Operating schedule.doc](#)
[Proposed Conditions.doc](#)

Dear Bill Masini

Thank you for your Representation dated 27.10.2017 regarding our Premises License for 138 Rye Lane. Attached is a Cover Letter replying to the issues you have raised, and supporting documents.

I have also attached our proposed conditions that we agree to put in place.

Attached:

- 1) Cover Letter
- 2) Proposed Conditions
- 3) Occupancy Figure Calculations
- 4) Occupancy Figure Calculations Map
- 5) Dispersal Policy
- 6) Operating Schedule
- 7) Draft Introduction Business Letter
- 8) Site Map - Inside
- 9) Site Map - Garden

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- 10) Risk Assessment
- 11) Signed Risk Assessment
- 12) Age Verification Policy Staff Declaration
- 13) Challenge 25 Poster
- 14) Refusal Log

If you are unable to open any of these files, please let me know and I will re-send in a different format.

I hope this is enough to satisfy Trading Standards, however we are more than happy to add further restrictions to the license that you may deem necessary, in order to ensure we are able to trade safely and successfully.

Please note that we are in the process of arranging a Noise Impact Assessment, and will send to the Trading Standards upon its completion.

Please let me know at your earliest convenience your thoughts, as it is my hope we are able to reach an agreement without the application having to go to committee.

Kindest regards,

Jason Hoffman.
tel:

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Urban Planning and Design for the renewal and revitalisation of public spaces

Dear Bill Masini,

We note your representation for our application for 138 Rye Lane, and fully understand the concerns you have raised.

I hope I am able to clarify all of these issues and illustrate how we plan on ensuring the licensing objectives you have mentioned are adhered to.

It is my intention that by clarifying all these issues, I am able to give you a much clearer understanding as to our intentions for the business.

First of all, we agree to all the conditions you have suggested:

- That a challenge 25 scheme shall be maintained at the premises requiring that staff selling alcohol request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a driving licence, passport, UK armed services ID card and any Proof of Age Standards Scheme (PASS) accredited card such as the Proof of Age London (PAL) card.
 - Any staff responsible for the sale of alcohol in the premises will be made to sign an Age Verification Policy Staff Declaration (attached).
- That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request. The training record shall include the trainee's name (in block capitals), the trainer's name (in block capitals), the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received.
 - This will be done through the CPL Training Group and evidence will be submitted to Trading Standards before the sale of alcohol is to take place.

- Further to this, management will also be provided First Aid training and SIA training to ensure a safe environment can be created at all times.
- That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.
 - Please see Challenge 25 Poster (attached) that will be put up at the entrance of the premises and clearly behind the bar.
- That a register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the licence holder. The register shall be kept / be accessible at the premises at all times. On a monthly basis, the Designated Premises Supervisor (DPS) shall check the register to ensure it is being properly completed. The DPS shall sign and date the register to that effect and where appropriate take corrective action in a timely manner if the register is not being completed correctly. The register shall be made immediately available for inspection at the premises to council or police officers on request.
 - Refusal Log (attached) will be kept behind the bar at all times, and will be maintained and managed by the DPS Jason Hoffman.

I would like to take this opportunity to clarify the issue of under 18's being on the premises.

- Under 18's will only be allowed on the premises with an accompanied responsible adult who is sitting and eating until 19:30pm.

- After 19:30pm no under 18's will be allowed onto the premises.

Cumulative Impact Policy

We have had a chance to go through in detail the relevant sections of the Southwark Statement of Licensing Policy. As such, we are very aware of the issues surrounding The Cumulative Impact Policy, and would like to assure you, we take our responsibilities as a possible licensed venue very seriously.

We are hereby amending our licensing hours to the following:

| | |
|-----------------|-------------|
| Monday-Thursday | - 11am -2am |
| Friday-Saturday | - 11am -3am |
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This is to include the supply of alcohol, live music, recorded music and late night refreshment.

I can confirm we will cease the supply of alcohol, live music, recorded music and late night refreshment, 30 minutes prior to closing time on each day. This will ensure the last drink, and all music will cease at:

| | |
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| Monday-Thursday | - 1:30am |
| Friday-Saturday | - 2:30am |
| Sunday | - 12:30am |

Patrons will then be given 30 minutes to vacate - ensuring all customers will have left the venue by closing time for that day.

We are more than willing to add further conditions to our premises license that the Trading Standards team deems necessary, to ensure we can achieve these hours safely, professionally and successfully. We would like to cultivate a close working relationship with yourselves and the other Responsible Authorities within Southwark Council to help work together for the benefit of the local community.

We would also like to assure Trading Standards that the following measures will be put in place in regards to the Licensing Objectives. These will be in addition to the proposed conditions (attached)

The Prevention of Crime and Disorder:

- 1) A full and comprehensive CCTV system will be installed throughout the site. This will monitor entrances, exits, the garden, and all other parts of the premises. Recordings will be kept for a minimum of 31 days. All managers will be trained in how to use this system in case police might require any footage. Please see the site map included, which illustrates exactly where these cameras will be placed.
- 2) There will be strictly no selling of alcohol to drunk or intoxicated customers. Water will however be provided for any customers deemed to be drunk on the premises. Staff will be trained to spot these customers and help to ensure they are offered water without having to ask for it.
- 3) We will have two SIA approved security on the door during busy periods. We expect this to be on a Friday and Saturday night from 19:30pm to close. They will be easily identifiable by wearing a uniform and high-vis jacket.. They will remain on the door and ensure no drunk people will be able to enter the venue, and no alcohol or glass will be taken out from the venue. A clicker counter will be used to ensure capacity limits are not surpassed.
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- 6) A clear and legible notice will be put up outside the premises, indicating the hours during which licensable activities are permitted.
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- 1) There will be no 'cheap alcohol' or binge drinking promotions to take place. Alcohol will be priced responsibly and not encourage excessive drinking. We aim to create an intimate space where cocktails can be sipped and enjoyed, rather than knocked back in quick succession. Staff will be trained to spot drunk customers, and cut them off and offer water before any further escalation takes place.

- 2) A stretch canvas roof will be installed in the garden to help minimise noise pollution for any neighbouring residents. Background music in the garden will not be played at a volume where it is audible to neighbouring residential properties. A noise assessment will be conducted to find out what the appropriate levels are to achieve this and , and a decibel meter will be kept on site to ensure this remains the case
- 3) The garden will close at 10pm and customers will be brought inside. There will be prominent signage in the garden area informing customers of the closing time for the garden, and a member of staff will give all customers a personal and intimate notice 10 minutes prior to the time. We will install soundproofing within the inside of the venue, to ensure any noise inside does not affect neighboring residents.
- 4) There will be prominent, clear and legible notices displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly. The door staff will again repeat this verbally as customers are leaving.
- 5) Deliveries of goods necessary for the operation of the business will be carried out at a time and manner, as to prevent nuisance and disturbance to nearby residents.
- 6) Any staff that arrive very early in the morning or leave very late at night will be trained to conduct themselves in such a way to avoid causing disturbance to nearby residents.
- 7) Customers will be asked not to stand around loudly talking in the street outside the premises.
- 8) Customers will not be admitted into the premises out of the opening hours.
- 9) Rubbish will be put out in line with Southwark council's timings for rubbish collection, for collection from Southwark Business Waste and Recycling ltd.
- 10) Any lighting on or outside the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.

- 11) Polycarbonate glassware will be used after 22:00pm.
- 12) A business introduction letter will be posted to all neighbouring residents to inform them of who we are and our licensing hours. This will also include a direct phone number to the manager on duty, if any issues were to arise. Please see the draft introduction letter (attached)
- 13) The details of a local minicab service will be kept behind the bar to help anyone get home who is not aware of public transport services in the local area. Staff will also be trained in local transport links in the area, so can relay appropriate information to customers leaving the venue.
- 14) There will be a smoking area at the front of the premises, however security will ensure that no more than four people can be outside at any one time, so large groups do not congregate outside- therefore minimising noise pollution.
- 15) We will actively promote non-alcoholic cocktails and will stock non-alcoholic beer. Customers will be given a clear choice at the bar between alcoholic and non-alcoholic drinks.

Public Safety

- 1) Internal and external lighting will be bright enough to avoid tripping hazards.
- 2) Staff will be trained to adhere to all environmental health requirements.
- 3) Strictly no underage customers will be served. All staff will be trained in the implementation of underage ID checks.
- 4) All parts of the premises, fittings and apparatus will be maintained at all times in order to ensure good order and a safe condition.
- 5) Polycarbonate glassware will be used after 22:00pm
- 6) SIA trained, and First Aid trained management will be on site and front of house at all times.

The protection of children from harm

1) Challenge 25 will be adopted to ensure anyone under 18 will not be served alcohol.

2) Staff will be trained in regards to asking for and establishing identification and age.

3) No one under the age of 18 will be allowed inside the venue after 19:30pm

Our Application form was under the working title 'Dirty Renegade'. After gauging much public opinion (and in particular, my mother) we will not be using this title for the name of the business. We will likely name the bar an abstract title as to ensure not to upset anyone who may take offence to the name. We are currently working with the title 'One Three Eight'.

London Spacemakers is a company made up of Jason Hoffman and Olga Zajac, who collectively have over 20 years experience in the hospitality industry. We have both managed many venues over the years, from pubs and bars to clubs and restaurants, and opened our first business in Brixton in 2015 - a street food market and cocktail bar, driven by a core philosophy of Placemaking - so are very adept at running an operation such as this, both safely and successfully. We look forward to working alongside the council, and will be more than happy to take any suggestions on board, to ensure this business can be one which has a positive impact on Peckham, and adds to the already rich and varied culture in the area.

ONE THREE EIGHT. GENERAL DISPERSAL POLICY.

One Three Eight will prioritise community cohesion throughout all aspects of the business, and emphasis will be placed on this philosophy within our dispersal policy. We will pay considerable attention on building and maintaining close relationships with our neighbours and local residents. A direct phone line will be given to all neighbouring residents that will take them directly to the manager on duty. The manager will be expected to deal with any complaints from local residents quickly and effectively. If particular complaints persist, we will take active measures to change our mode of operation accordingly, to appease anyone with a particular issue. Please see our draft business introduction letter that will be posted through all doors of neighbouring residents. In addition, we will ensure to work closely with all responsible authorities of the council, and police - to ensure we are aware of any local issues and how best to solve them.

In regards to the dispersal policy, we will routinely evaluate and look to improve the way we conduct our business. As new issues arise, we will look at these and work out how best to solve them, in a way that is in line with our licensing objectives and pays particular attention to the Cumulative Impact Policy.

- There will be a management presence, front of house at all times. Management will be First Aid and SIA trained, and responsibility for all aspects of the business will lie with this person. However, the DPS Jason Hoffman will be ultimately responsible.

-High levels of staff and management training. This will be conducted by Jason Hoffman and Olga Zajac, who each have over 10 years experience in the hospitality sector, and have trained staff and management in a wide variety of professional bars and restaurants.

- 2 SIA trained security will be on the door during busy periods - Friday and Saturday evenings from 19:30pm to close. Security will ensure no drunk people are admitted onto the premises and that no glass or alcohol is taken off the premises.

- All drinks will be responsibly priced, and no binge drinking promotions will take place, to minimize the risk of anti social behaviour away from the premises.

- A 30 minute drinking up time will be incorporated into the license, which will assist with the gradual dispersal of all customers in the premises at the end of the evening.

- Signage will be placed at exit doors, reminding customers to please leave quietly and to respect the neighbours. On Fridays and Saturdays, security on the door will also verbally remind customers of this as they leave.

- A local minicab service number will be provided to any customers who may require it. Staff will also be trained on local public transport routes, so can relay this information to customers.

- Music will be turned off 30 minutes before the venue closes, which will give customers time to equalize their volume, and not leave the venue unwittingly using raised voices as they are used to talking against the music that has been playing.

- All doors and windows in the venue will remain closed after 22:00pm to ensure neighbours are not disturbed. This coupled with soundproofing of the inside of the premises will also lower the risk of any disturbance caused by music or general customer noise.

- All rubbish and bottles etc will be disposed of at a reasonable time as to not make noise in the later hours. This will be done through Southwark Business Waste and Recycling ltd

- The supply of alcohol, live music, recorded music and late night refreshment, will cease 30 minutes prior to closing time on each day.

- SIA Door Staff will be provided by Secured Locations Ltd - unless the Police Licensing Unit would like us to use a preferred company.

Please see cover letter for further information regarding what measures will be put in place to assist overall management of the venue. Also please see proposed conditions.

Draft business introduction letter to
neighbouring residents of 138 Rye Lane.

Hello Neighbour,

We are writing to you to inform you that we have opened a new bar, restaurant and community space at 138 Rye Lane - 'One Three Eight' located on the former site of 'The Grill and Pizza'.

We will be providing a world food menu, cocktails and music - and will open between the times of:

| | |
|-----------------|-------------|
| Monday-Thursday | - 11am -2am |
| Friday-Saturday | - 11am -3am |
| Sunday | - 11am -1am |

If you do have any queries please don't hesitate to pop in, or alternatively you can call us during our open hours to speak with the manager on duty if there are ever any urgent matters, on: [REDACTED]

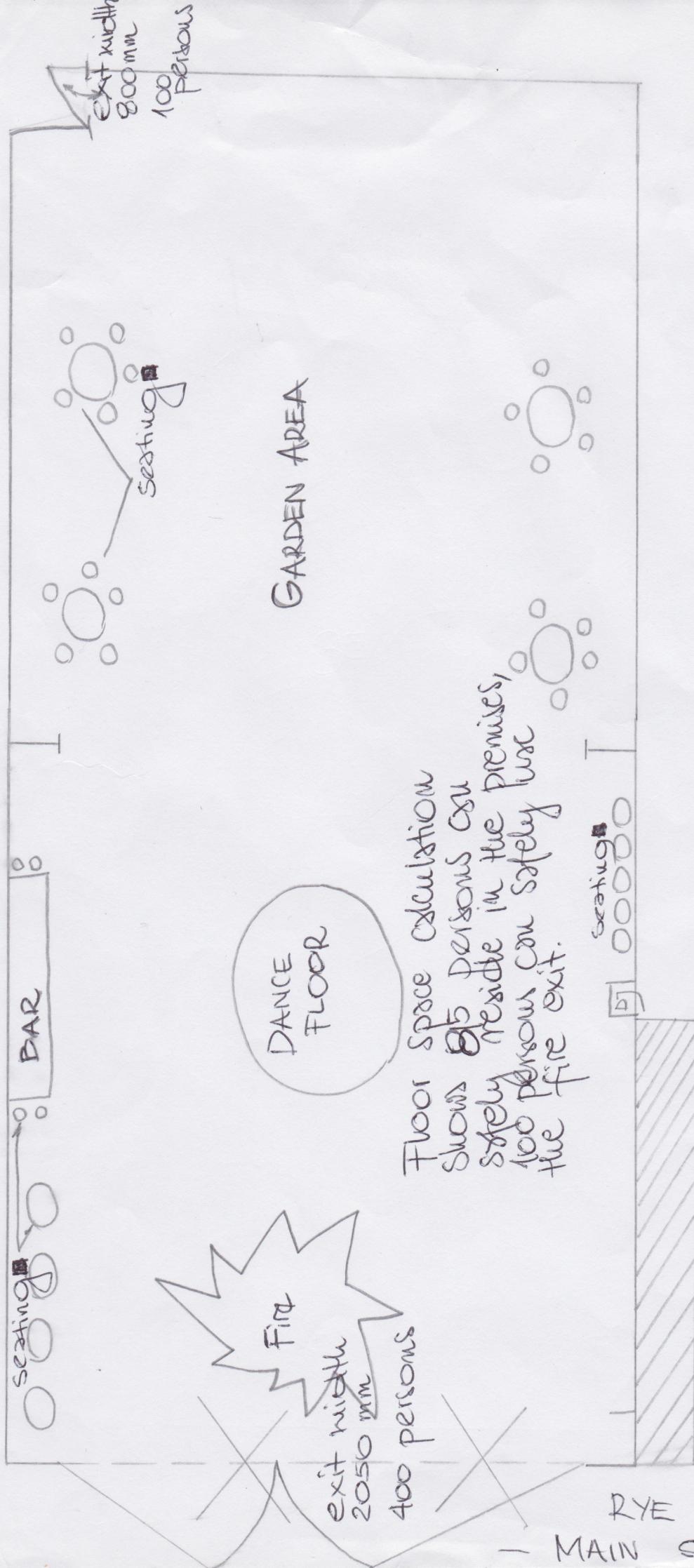
Bring this letter with you for tea/coffee and cake on us!

We look forward to meeting and getting to know you.

Many thanks,

Jason Hoffman and Ola Zajac.
One Three Eight.

138 RYE LANE, PECKHAM



OCCUPANCY FOR THIS PREMISES = 185 persons.

One Three Eight. Occupancy Figure Calculations.

PREMISES CAPACITY:

DANCE AREA: (assembly) $4m^2 / 0.5 = 32$ People

BAR AREA: $2m^2 / 0.3 = 13$ People

SEATING: 50

TOTAL : 95 People - The number of people who can safely reside in the premises.

ESCAPE ROUTE CAPACITY

Exit 1 - 2050mm = 400 people

Exit 2 - 800mm = 100 people

- The total exit capacity after discounting the largest exit is **100 people**

There will always be a minimum of two members of staff on duty. One of which will be the Manager who will be both SIA and First Aid trained.

We have decided to run below capacity and lower the number of people who can safely reside in the premises to 85, to ensure customers can be managed safely and to further decrease any negative impact to the Cumulative Impact Area.

The OCCUPANCY FIGURE FOR THE PREMISES IS 85 PEOPLE.

Please see 'Occupancy Calculation Map' for details (attached).

OPERATING SCHEDULE.

ONE THREE EIGHT.

138 Rye Lane. SE15 4RZ.

Licensable Activities:

- supply of alcohol,
- live music,
- recorded music
- late night refreshment

Time licensable activities will take place;

| | |
|-----------------|------------------|
| Monday-Thursday | 11:00am- 01:30am |
| Friday-Saturday | 11:00am- 02:30am |
| Sunday | 11:00am- 00:30am |

All customers to have left the premises within 30 minutes of licensable activities ceasing.

Hours premises are open to the public

| | |
|-----------------|------------------|
| Monday-Thursday | 07:30am- 02:00am |
| Friday-Saturday | 07:30am- 03:00am |
| Sunday | 07:30am- 01:00am |

We will eventually open for a breakfast service, hence early opening hours. - However alcohol will not be available till 11am.

Information about the premises supervisor;

Jason Hoffman will be the DPS for the premises and will be overly responsible for the running of the premises. He will be supported in this endeavor by the General Manager, Olga Zajac, - who is also a Personal License holder.

Jason Hoffman is first aid trained, and will be undertaking SIA training alongside Olga Zajac. One of the two will always be on site, at least until other management are brought on and trained to a similarly high standard.

Physical description of the Premises

- 138 Rye Lane was originally a terraced house, built in the mid 20th century.
- It comprises of three storeys with no basement, and falls within the Rye Lane Peckham Conservation Area.
- The space we intend to undertake licensable activities occupies a rectangular shaped unit on the

ground floor. It has a rectangular shaped garden at the back which will be used as an additional seating area for customers.

- There is a computer repair shop on one side (140 Rye Lane) and barber shop on the other (136 Rye Lane)
- The property is enclosed by walls constructed of London Stock Brick, and is located approximately halfway through a terrace of similar houses,
- The front of the property dates more recently, and is constructed of aluminium and glass.
- The original fascia has been covered by a plastic and aluminium light box sign.
- There is a door immediately off the pavement, which takes you into the property and is 0.9m wide.

Overview

One Three Eight will open as an intimate cocktail bar, restaurant and community space. There will be a garden in the back, open to the public, which will turn a previously disused abandoned space into a green oasis - that will be open to the public for everyone to enjoy. We also hope to create a platform within the space for local artists to showcase their art, and engage within the community.

Drinks will be wide ranging and responsibly priced, so as to ensure responsible drinking, and discourage binge drinking. The restaurant will serve a selection of world food, which will be priced affordably. The space will be used for A4 purposes, with all alcohol to be consumed on the premises - no alcohol or glass will be allowed to leave the premises. We hope to create a space where everyone feels welcome, and adds to the diversity, creativity and positivity of Peckham's Conservation Area.

Please see cover letter and proposed conditions, for full information on what measures we will be putting in place so as not to contribute to crime and disorder and public nuisance within the policy area.

One Three Eight, at 138 Rye Lane, agree to putting the following conditions in place:

1. The provision of the licensable activities, for an audience of no more than 85 persons. We will not exceed this limit at any time.
2. A clicker system will be employed by the premises to count persons in and out of the premises and a record made of the numbers of persons in the bar every hour. This record is to be made available to police officers and local authority officers on request.
3. There will be a maximum of one bar on site.
4. Hot food will be made available whilst the sale of alcohol takes place.
5. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
6. Staff serving alcohol shall receive suitable training on preventing the sale of alcohol to those under 18
7. There shall be no persons under the age of 18 years permitted on the premises after 19:30pm
8. There shall be no alcohol or drinks brought into the premises or removed from it; there shall be a system in place at the main entrance to confiscate/dispose of any containers of alcoholic and non alcoholic drink. Signs shall be prominently displayed at the entrance advising patrons of this requirement.
9. All drinking vessels used in the venue after 22:00pm shall be polycarbonate.
10. We will devise and implement a robust dispersal policy to ensure that patrons leave the premises and vicinity as quietly and speedily as possible. Ensure that patrons are verbally advised by SIA/staff upon leaving to be mindful of the neighbouring residents so as not to disturb the peace.
11. There are residential properties in close proximity to the space in addition to a busy main road. We will not cause nuisance from cooking odours or smoke to other residents or businesses.

12. Tap water will be made available for the customers. The kitchen will have satisfactory equipment, food, and hand washing facilities, the hand washing facilities must have hot water for hand washing to prevent the risk of food poisoning

13. Adequate toilet facilities will be in place. will have facilities with hot water for hand washing and antibacterial soap to manage the risk of infection.

14. A risk assessments will be provided Southwark's Food Health and Safety

15. Patrons will be advised to wait on site until their cab has arrived as opposed to waiting out on the street.

16. A drugs safe and log system will be employed at the premises to account for the seizure of drugs from customers. The premises management will liaise with police for regular collection of seized drugs.

17. An incident/refusals book will be maintained and used at the premises. Upon request, it will be readily available for inspection by the police or local authority officer.

18. No person found with, or using, a weapon or illegal drugs may enter or remain on the premises

19. Any persons with a bag entering the premises on a Friday or Saturday night after 19:30 will have it searched.

20. The designated premises supervisor - Jason Hoffman, shall undertake a risk assessment of any significant promotion or event (as defined below) using the MPS Promotion/Event Risk Assessment (Form 696) or an equivalent and provide a copy* to the Metropolitan Police Service and the licensing authority not less than 14 days before the event is due to take place.

21. Where an event has taken place, the licensee shall complete an MPS After Promotion/Event Debrief Risk Assessment (Form 696A) and submit this* to the Metropolitan Police and the Licensing Authority, within 14 days of the conclusion of the event. Note: Metropolitan Police Definition of a 'Significant Event' This definition relates to events that require a Promotion/Event Risk Assessment Form 696.

22. Two security personnel to be employed and to remain on the door on a Friday and Saturday night from 19:30pm till close.

23. The details (including company name, address, telephone and SIA registration details) of any company or agency providing door supervisors to the premises, or the details of any individual employed by the premises directly as a door supervisor, must be provided to police. Following checks the police may, if they have good reason, veto the provider or individual door supervisor in the interests of preventing crime and disorder at the premises and the premises must comply with such a veto.

24. Security personnel, registered with the Security Industry Authority (SIA), employed at the premises will enter their full name, valid phone contact details, SIA badge number, employing company, along with the times they are working in a register upon commencement of their work at the premises. The Designated Premises supervisor/manager at the time will be responsible for ensuring that this is done and for confirming the security staff's details and permissions to work, via the public SIA website facility.

25. The management must instruct security staff and other staff members to assist police or local authority officers with any enquiries they make in the execution of their duties.

26. The venue itself will directly employ the security personnel or security company responsible for supplying personnel. External promoters will not be allowed to use their own security personnel. The DPS and premises management must be responsible for the security staff at their premises.

27. Sufficient SIA registered security staff must be employed by the management to deal with all potential reasonable expectations of trouble within the premises, or caused by the premises in the near vicinity.

28. Door supervisors are to use walkie-talkie or other forms of electronic communication devices to communicate with each other including the use of ear-pieces to ensure communications can be properly heard and understood at all times the premises are open to the public.

29. All reasonable efforts are to be employed by the management and security personnel to keep customers quiet and orderly prior to entry and upon leaving the Premises.

30. The Premises are to permanently exclude any person found with weapons or illegal drugs at the premises as well as customers known to have contributed to crime or serious disorder in the premises.

31. The Premises are to take reasonable steps to make security and other staff members aware of the identities of excluded persons.

32. Any information regarding crimes committed within the premises, including suspected drug dealing and violence, should be reported to the police immediately or as soon as is reasonably practicable.

33. The Premises are to keep a record of all excluded persons. This record is to be made available to police officers and local authority officers on request.

34. A qualified first aider will be employed on the premises at all times that the premises are open to the public. This first aider will be proactive in checking customers prior to entry to the club for signs of drugs abuse.

35. No customers carrying open bottles shall be admitted to the premises. No customers shall be allowed to leave the premises whilst carrying open drinking vessels. (Open shall be taken to mean an opening of the original manufacturers sealing of the vessel). No alcohol is to leave the premises.

36. The premises shall prominently display signage informing customers: - To leave quietly and to respect your neighbours. Stating that CCTV is in operation

37. Searching of customers bags prior to entry on a Friday and Saturday evening from 7:30pm is a requirement of entry. No search -No entry.

38. Any person found carrying weapons or illegal drugs will be permanently excluded and the police will be informed.

39. Privacy shields must be fitted to all chip and pin machines (PDQ's) the privacy shields must be sufficient to prevent customers Personal Information Numbers (PIN) being compromised.

40. Only electronic musical instruments shall be used for the performance of live music so that they can be connected to and regulated by the sound limiting device at all times.

41. The Premises Licence Holder shall provide all sound and amplification equipment including speakers for the performance of all regulated entertainment.

42. The Premises Licence Holder shall prohibit all persons providing regulated entertainment (excluding musical instruments used for the performance of live music) from bringing in and utilising their own sound /amplification equipment.

43. Customers will not be allowed to leave the site with any food or drink.

44. There must be suitable provision of bins for patrons to dispose all drinking vessels and food/miscellaneous waste prior to leaving the site.

45. A suitable health and safety risk assessment must be undertaken pertaining to the provision of artificial lighting on access to and within the site.

46. Announcements should be made at a minimum of 30 minutes before the cessation of licensable activities advising patrons to leave the site quietly.

47. On all literature, website and all other forms of social media, public transport should be actively promoted at all times as a primary form of transport to and from the site. Accordingly, use of private vehicles shall be discouraged. Details of the tube, rail, bus network and reputable licensed taxi-cab operators to be fully specified.

48. The Premises Licence Holder shall obtain a suitable trade waste agreement pursuant to Section 34 of the Environmental Protection Act 1990 and Waste (England and Wales) Regulations 2011 to deal with all waste generated and maintain such documentation for a period of up to two years. This documentation is subject to inspection on demand at any time and/or by service of a statutory notice.

49. The Premises Licence Holder shall seek to actively engage with local residents and residents' associations/groups within the vicinity to facilitate open dialogue and communication so as to provide a forum

for residents to raise any issues or concerns they have with the business operation and to devise measures to reduce or eliminate any noise or public nuisance issues.

From: Ian.Clements@met.pnn.police.uk on behalf of SouthwarkLicensing@met.pnn.police.uk
To: jasonhoffman@hotmail.co.uk; SouthwarkLicensing@met.pnn.police.uk
Cc: [McArthur, Wesley](#); [Tear, Jayne](#)
Subject: RE: 138 Rye lane. Premises License ref: MD/21/3031/17
Date: 23 November 2017 14:16:25

Dear Mr Hoffman

Thank you for your prompt and detailed response.

I note however that although you have amended the opening times slightly, for a majority of the time they still sit three hours outside of those recommended by the policy.

Southwark's licensing policy was as a result of comprehensive consultation between members and the responsible authorities. The Policy is there in part to allow new businesses to tailor their applications to reflect the recommendations designed for the promotion of the licensing objectives.

As the hours you are applying for are still considerably greater than those recommended, I am still not in a position to withdraw my representation and will be asking the licensing sub committee to consider this matter.

Kind Regards

Ian Clements

From: Jason Hoffman [mailto:]
Sent: 21 November 2017 22:14
To: MD Mailbox - Southwark Licensing <SouthwarkLicensing@met.pnn.police.uk>
Cc: McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>
Subject: 138 Rye lane. Premises License ref: MD/21/3031/17

Apologies,

I had sent you a cover letter addressed to the licensing officer Jane Tear. Please see attachment for the correct Cover Letter directed to yourself.

Kind regards,

Jason Hoffman.

From: [Masini, Bill](#)
To: ["Jason Hoffman"](#)
Cc: [McArthur, Wesley](#)
Subject: RE: 138 Rye lane. Premises license.
Date: 22 November 2017 23:24:32
Attachments: [image001.png](#)

Thanks for getting back to me so quickly Jason.

I see Wesley made a suggestion later this afternoon as to wording which incorporated both of my "children related" conditions into just one condition. I don't have any firm views on that but accepting his proposal, then you don't need your No.2 condition in your email tonight below.

Wesley, we can go for the 1 & 3 in Jason's email below plus the age verification ones as per in Trading Standards' original representations that Jason accepted yesterday.

On that basis Trading Standards withdraws its representations in this application.

Best regards

Bill Masini - Trading Standards Officer

Southwark Council Trading Standards | Environment & Social Regeneration

3rd Floor Hub 1, PO Box 64529 | London SE1P 5LX

Direct line 020 7525 2629 | Fax 020 7525 5735 | Call Centre 020 7525 2000

Visit our web pages www.southwark.gov.uk/TradingStandards

Need clear practical consumer advice? Visit Consumer Direct at www.direct.gov.uk/consumer



From: Jason Hoffman [mailto:]
Sent: Wednesday, November 22, 2017 9:09 PM
To: Masini, Bill
Cc: McArthur, Wesley
Subject: Re: 138 Rye lane. Premises license.

Dear Bill,

Fantastic news - and yes, mum always knows best!

Further to my previous email, we agree to the following conditions:

- 1) Children are only permitted to be on the premises until 19:30 hours **and only when accompanied by a responsible adult who is sitting and eating.**
- 2) No children shall be on the premises after 19.30 hours.
- 3) No beers, lagers or ciders in single cans, bottles or multi-packs with an ABV of more than 5.5% will be displayed, sold or offered for sale on or from the premises.

I hope this satisfies Trading Standards, of course if there is anything else you would like us to add, please let me know.

Best,

Jason Hoffman.

From: McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>
Sent: 22 November 2017 17:00:14
To: Masini, Bill; 'Jason Hoffman'
Cc: Graham White (graham.s.white@met.pnn.police.uk); 'Ian.Clements@met.pnn.police.uk'
Subject: RE: 138 Rye lane. Premises license.

Dear Bill / Jason,

You may wish to consider amending the first condition to read:

- Children are only permitted to be on the premises until 19:30 hours **and only when accompanied by a responsible adult who is sitting and eating.**

Regards,

Wesley McArthur

Principal Enforcement Officer

London Borough of Southwark

E-mail: wesley.mcarthur@southwark.gov.uk

General: licensing@southwark.gov.uk

Phone: 020 7525 5779

Fax: 020 7525 5705

Address: Licensing, Health & Safety, Hub 1, 3rd Floor, 160 Tooley Street, SE1 2QH
<http://www.southwark.gov.uk/business/licences/entertainment-and-alcohol-licences/women-s-safety>

From: Masini, Bill
Sent: Wednesday, November 22, 2017 4:13 PM
To: 'Jason Hoffman'

Cc: McArthur, Wesley; Graham White (graham.s.white@met.pnn.police.uk); 'Ian.Clements@met.pnn.police.uk'
Subject: RE: 138 Rye lane. Premises license.

Dear Jason

Many thanks for your 2 emails together with the attachments.

Firstly, duly noted about the name change; made me smile what you said about listening to your mum's advice! It's usually very sound in my experience.

Pleased you are happy re the conditions Trading Standards proposed.

Re children on the premise, to cover this I've drafted the condition below. Please let me confirm that is ok with you.

- Children are only permitted to be on the premises with an accompanied responsible adult who is sitting and eating until 19:30 hours.
- No children shall be on the premises after 19.30 hours.

In your cover letter under heading of "The prevention of Crime and disorder" at paragraph 27 you mention that you are not sell beers and ciders above 5.5% ABV and I formally express our acknowledgement of this responsible approach. This is an issue that arises for premises in Southwark on a regular basis. I have drafted the following condition to cover this. Again please confirm you are happy as worded.

- No beers, lagers or ciders in single cans, bottles or multi-packs with an ABV of more than 5.5% will be displayed, sold or offered for sale on or from the premises.

On receipt of your email (assuming you are happy with these) Trading Standards will be in a position to withdraw its "objections" to your application.

Best regards

Bill

Bill Masini - Trading Standards Officer

Southwark Council Trading Standards | Environment & Social Regeneration

3rd Floor Hub 1, PO Box 64529 | London SE1P 5LX

Direct line 020 7525 2629 | Fax 020 7525 5735 | Call Centre 020 7525 2000

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