

APPENDIX D

From: Jack Spiegler [<mailto:JSpiegler@tandtp.com>]

Sent: Wednesday, January 03, 2018 5:47 PM

To: Tear, Jayne; SouthwarkLicensing@met.police.uk; SouthwarkLicensing@met.police.uk; Masini, Bill

Cc: Mills, Dorcas; Tilly Burton

Subject: Re: Premises ilicence application - The Foundry, 30 Gt Guildford Street, SE1

Dear All

Happy New Year

Thank you for your comments in respect of the application. I have set out the agreed conditions at the bottom of this email. All your proposed conditions are agreed in their entirety, except for amendments made to 3 of your conditions - highlighted in red. I explain the reasons for these amendments below.

Off sales – Licensing Authority condition 1

As you may know, the applicant provides in house catering for Workspace at the Metal Box building on Great Guildford Street. Workspace operates as a flexible working and office space. The application relates to the buildings lower floors, namely the café and restaurant area.

Licensable activities will include the sale of alcohol to persons working in the building, at office functions held by Workspace and to general members of the public visiting the building – most likely for meetings etc.

Off sales were included to also allow an alcohol sale to Workspace users elsewhere in the office building – for example a bottle of champagne to celebrate a business deal in a meeting room on one the other floors.

CCCTV – Police conditions 3 & 4

The CCTV is controlled centrally by Workspace. I have amended the CCTV conditions to allow our client to work with Workspace to get copies of the CCTV to officers on request ASAP.

Capacity

Carolyn – in relation to your query on capacity - the overall capacity is substantial as it includes all the Workspace office areas. You will see from page 2 of the attached plan that the café/restaurant area is small.

I appreciate this is slightly unusual application so please feel free to call me if you'd like to discuss in more detail and go through the amendments to your proposed conditions.

AGREED CONDITIONS:

Licensing Authority

1. **Any 'off sales' of alcohol shall only be provided: (a) in sealed containers and taken away from the premises; or (b) taken to other parts of the premises building not included in the licence demise.**

2. That clear legible signage shall be prominently displayed where it can be easily seen and read, requesting that alcohol sold as '*off sales*' should not be opened and consumed in the vicinity of the premises

Police

3. That a CCTV system be installed at the premises and be maintained in good working order and be continually recording at all times the premises are in use under the licence. The CCTV System must be capable of capturing a clear facial image of every person who enters the premises.
4. All CCTV footage be kept for a period of 31 days and shall on request be made available to officers of the police and the council as soon as practicable.
5. A member of the office management staff should be trained in the use of the CCTV and able to view and download images to a removable device on request of Police or council officer.
6. That all staff are trained in their responsibilities under the licensing act 2003 and training records to be kept and updated every 6 months and shall, upon request, be made immediately available to Officers of the Police and the Council.

Trading Standards

7. 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.
8. 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.
9. 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.
10. 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.

Thanks and kind regards

Jack

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