# **APPENDIX A**

24/06/2019 Business - Application for a premises licence to be granted under the Licensing Act 2003 Ref No. 1254848

### Name of Applicant

Please enter the name(s) who is applying for a premises licence under section 17 of the Licensing Act 2003 and am making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

 D I O II COLLAND and Cumpanalogista	
Royal College of Obstetricians and Gynaecologists	

### Premises Details

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

£	1,160,000
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	No

### Premises trading name

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

Address Line 1	10-18 UNION STREET	2
Address Line 2		
Town	LONDON	2
County		
Post code	SE1 1SZ	
Ordnance survey map reference	8	4
Description of the location		
Telephone number	020 7772 6438	

Applicant Details

Please select whether you are applying for a premises licence as

a charity

## Other Applicants

Personal Details - First Entry

Name

ROYAL COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS

## Address - First Entry

Street number or building name	27				,	
Street Description	Sussex Place					
Town	Regent's Park					
County	London					
Post code	NW1 4RG					
Registered number ( where applicable )	213280			2	4	C.
Description of applicant ( for example, partnership, company, unincorporated association etc )	Charity	, 1	а -		2	ũ

## Contact Details - First Entry

Telephone number	(020) 7772 6438
Email address	

**Operating Schedule** 

When do you want the premises licence to start?

01/01/2020

If you wish the licence to be valid only for a limited period, when do you want it to end?

## General description of premises (see guidance note 1)

с <sub>6</sub> и. л	The building will provide contemporary office spaces supporting new ways of working for the RCOG's 200+ staff as well as conferencing facilities and café, catering for staff and the public The College aims to provide a fully accessible building with an emphasis on health and wellbeing and sustainable design. The two adjoining buildings provide a combined NET internal area of approximately 56000ft2/ 5200m2 on four floors and a part-basement. The site is abutted to full height by other buildings on the North and

	East sides with party and/or boundary walls but is open to Union Street to the south and also to a private yard on the West. Until recently the site has been in B1 use as a training centre for Price Waterhouse Coopers who were the freehold owners until December 2017 when RCOG purchased the site. The North building is a converted hop warehouse which dates originally from 1853. The building was converted to office use in the 1970s and was internally refurbished around 2007. The South Building was purpose-built for offices in the 1980s. The two buildings are in effect independent, but connecting by a glazed roofed covered atrium.
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If 5,000 or more people are expected to attend the premises at any one time please use the drop down below to select the number.

Less than 5000
Loss man occo

Operating Schedule part 2

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

(Please see sections 1 and 14 of the Licensing Act 2003 and schedule 1 and 2 of the Licensing Act 2003)

Provision of regulated entertainment (Please read guidance note 2)

- <u>*</u> _*	b) films
	e) live music
	f) recorded music
	g) performance of dance
	h) anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment

i) Late night refreshment

Supply of alcohol

j) Supply of alcohol

B- Films

Will the exhibition of films take place indoors or outdoors or both? ( Please read guidance note 3)

Indoors			
1000 Data 2000 Sec. 2000 Data 2			

Please give further details here (Please read guidance note 4)

	Contraction of the second s	el l'estrere contra l'arrante l'	- I Can al films a
Event ergenicere and ('ollogo	tunctione may	chow chort	equicational tilms
Event organisers and College	IUNCIONS May	SHOW SHOLL	cuucational mino.

Standard days and timings for Films (Please read guidance note 7)

Day	Start	Finish
Mon	09:00	17:00
	17:00	01:30
Tues	09:00	17:00
	17:00	01:30
Wed	09:00	17:00
	17:00	01:30
Thur	09:00	17:00
	17:00	01:30
Fri	09:00	17:00
	17:00	01:30
Sat	09:00	17:00
	17:00	01:30
Sun	11:00	17:00
	17:00	00:30

State any seasonal variations for the exhibition of films (Please read guidance note 5)

The request for short film events can take place anytime or day during the year and are restricted and contained to allocated areas of the building

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

20 X 1	The request for short film events can take place anytime or day during the year and are restricted and contained to allocated areas of the building.
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E - Live Music

Will the performance of live music take place indoors or outdoors or both? (Please read guidance note 3)

11 N	Indoors		

Please give further details here (Please read guidance note 4)

2	Live music may occasionally be requested by the client for their events e.g team building events, jazz trios/quartets for drinks reception and dinners. The equipment is provided by the organiser and The RCOG will always assess each event individually
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(3	before any approval is given. These events can be held anytime or day during the year and are restricted and contained to allocated areas of the building.
	and are restricted and contained to allocated areas of the building.

### Standard days and timings for Live Music (Please read guidance note 7)

Day	Start	Finish
Mon	09:00	17:00
V	17:00	01:30
Tues	09:00	17:00
	17:00	01:30
Wed	00:00	17:00
1	17:00	01:30
Thur	09:00	17:00
	17:00	01:30
Fri	09:00	17:00
	17:00	01:30
Sat	09:00	17:00
2	17:00	01:30
Sun	11:00	17:00
1	17:00	00:30

State any seasonal variations for the performance of live music (Please read guidance note 5)

	The request for live music events can take place at anytime during the year and are restricted and are contained to allocated areas of the building
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Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed. ( Please read guidance note 6 )

5 *	The request for live music events can take place at anytime or day during the year and are restricted and contained to allocated areas of the building

### F - Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? ( Please read guidance note 3 )

Indoors		
	Indoors	

Please give further details here (Please read guidance note 4)

	Recorded music will be played briefly at admission ceremonies. Events may request a DJ set up amplified/non amplified Recorded music can be requested when there are performances and conferences. These events can be requested to be held any day of the week and are restricted and contained to allocated areas of the building.The RCOG will always assess each event individually before any approval is given to hold the event.
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Standard days and timings for Recorded Music (Please read guidance note 7)

Day	Start	Finish
Mon	09:00	17:00
	17:00	01:30
Tues	09:00	17:00
	17:00	01:30
Wed	09:00	17:00
	17:00	01:30
Thur	09:00	17:00
	17:00	01:30
Fri	09:00	17:00
	17:00	01:30
Sat	09:00	17:00
and the second s	17:00	01:30
Sun	11:00	17:00
	17:00	00:30

State any seasonal variations for playing recorded music (Please read guidance note 5)

	There are no seasonal variations to when the events are held and are restricted and contained to allocated areas of the building.	G
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Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed. ( Please read guidance note 6 )

	These events can be held at anytime or day during the year and are restricted and contained to allocated areas of the building.
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G - Performances of Dance

Will the performances of dance take	place indoors or outdoors or both?	(Please read guidance note 3)
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Indoors

Please give further details here (Please read guidance note 4)

There may be events that require a dance floor with amplified pre-recorded or live music, events which may have cultural performances, all equipment would be provided by the event organiser. The RCOG will always assess each event individually before any approval is given to hold the event.

Standard days and timings for Performance of dance (Please read guidance note 7)

Day	Start	Finish
Mon	09:00	17:00
	17:00	01:30
Tues	09:00	17:00
	17:00	01:30
Wed	09:00	17:00
	17:00	01:30
Thur	09:00	17:00
	17:00	01:30
Fri	09:00	17:00
	17:00	01:30
Sat	09:00	17:00
	17:00	01:30
Sun	11:00	17:00
	17:00	00:30

State any seasonal variations for the performance of dance (Please read guidance note 5)

ese types of events can be held at any time or day during the year and are contained allocated areas of the building.

Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed. ( Please read guidance note 6)

These types of events can be held at any time or day during the year and are contained to allocated areas of the building.

H - Anything of a similar description to that falling within (e), (f) or (g)

Please give a description of the type of entertainment you will be providing

	Amplified and non amplified pre-recorded music Live music non amplified/non-amplified with or without dancefloor. The RCOG will always assess each event individually before any approval is given to hold the event.
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Will the entertainment take place indoors or outdoors or both? (Please read guidance note 3)

Indoors

Please give further details here (Please read guidance note 4)

Entertainment will be held and restricted to allocated areas of the premises.

Standard days and timings for Anything of a similiar description to that falling within (e), (f) or (g) ( Please read guidance note 7)

Day	Start	Finish
Mon	09:00	17:00
1	17:00	01:30
Tues	09:00	17:00
	17:00	01:30
Wed	09:00	17:00
1100	17:00	01:30
Thur	09:00	17:00
	17:00	01:30
Fri	09:00	17:00
	17:00	01:30
Sat	09:00	17:00
an l	17:00	01:30
Sun	11:00	17:00
	17:00	00:30

State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) ( Please read guidance note 5)

1	Requests for entertainment are received throughout the year and are restricted and contained to allocated areas of the building.

Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed. (Please read guidance note 6)

Events may request for an extended end time to their events but the RCOG will always assess and then make their decision before the event is confirmed.

### I - Late Night Refreshment

Will the provision of late night refreshment take place indoors or outdoors or both? (Please read guidance note 3)

Indoors

## Please give further details here (Please read guidance note 4)

	Alcohol and food will only be supplied to RCOG Members and to events who have booked and paid in advance. The service of alcohol and food would be supplied in the following scenarios:
5	<ul> <li>pre booked drinks reception</li> <li>pre booked lunch or lunch event</li> <li>pre booked dinner or dinner event</li> <li>The RCOG will always assess each event individually before a decision is made to hold the event.</li> </ul>

Standard days & timings for Late night refreshment (Late night start time is from 23.00, see guidance notes 7)

Day	Start	Finish	
Mon			
	23:00	01:30	
Tues			
12	23:00	01:30	
Wed			
	23:00	01:30	
Thur			
	23:00	01:30	
Fri		2	
	23:00	01:30	
Sat			
	23:00	01:30	
Sun			
	23:00	00:30	

State any seasonal variations for the provision of late night refreshment (Please read guidance note 5)

Events with alcohol and food can be requested to be held at any time during the year and will be served and consumed in allocated areas of the building.

Non standard timings. Where you intend to use the premises for the provision of late night refreshmentat different times, to those listed. Please list, ( Please read guidance note 6 )

Events with alcohol and food can be requested to be held at any time during the year and will be served and consumed in allocated areas of the building.
and will be served and consumed in allocated areas of the building.

J - Supply of Alcohol

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

On the premises

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

Day	Start	Finish
Mon	11:00	17:00
	17:00	01:30
Tues	11:00	17:00
	17:00	01:30
Wed	11:00	17:00
-	17:00	01:30

Thur	11:00	17:00
	17:00	01:30
Fri	11:00	17:00
	17:00	01:30
Sat	11:00	17:00
1	17:00	01:30
Sun	11:00	17:00
	17:00	00:30

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

Events where alcohol is requested can be booked for any day during the year.

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

2	Events where alcohol is requested can be booked for any day during the year.

Please download and then upload the consent form completed by the designated proposed premises supervisor

Premises-licence-consent-form-for-designated-Supervisor.pdf

**Premises Supervisor** 

Full name of proposed designated premises supervisor

First names	Mr Pawel Jerzy	15
Surname	Zwiernik-Bogacki	

DOB

Date Of Birth

Address of proposed designated premises supervisor

Street number or Building name					
Street Description			м.		
Town		8			
County				×	
Post code					

K

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- M. I. M.

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

# L

Hours	premises	are	State any seasonal variations (please read guidance note 5)
open t Standa timing	o the pub rd days ar s (please r ce note 7)	lic nd read	<u>Dente un y Benbonni vur metono</u> (preuso rota garanteo noto e)
Day	Start	Finish	n n n
Mon	08.00	17.00	
	17.00	01.30	
Tue	08.00	17.00	
	17.00	01.30	
Wed	08.00	17.00	
	17.00	01.30	Non standard timings. Where you intend the premises to be open
Thur	08.00	17.00	to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
	17.00	01.30	
	08.00	17.00	
	17.00	01.30	A second s
Sat	08.00	17.00	
	17.00	01.30	
Sun	11am	17.00	n s. M
	17.00	00.30	

Personal licence number of proposed designated premises supervisor, if any,

Personal licence number ( if known )		8	
Issuing authority ( if known )	Three Rivers District Council		

Κ

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

£.	Events where there may be mature themes, semi/full nudity, violence or gambling of any nature are not permitted.
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L - Hours premises are open to public

Hours premises are open to the public (standard timings Please read guidance note 7)

Day	Start	Finish
Mon	08:00	17:00
	17:00	21:00
Tues	08:00	17:00
1400	17:00	21:00
Wed	08:00	17:00
	17:00	21:00
Thur	08:00	17:00
- That	17:00	21:00
Fri	08:00	17:00
	17:00	21:00
Sat	08:00	17:00
	17:00	21:00
Sun	08:00	17:00
	17:00	20:00

State any seasonal variations (Please read guidance note 5)

The standard opening times are 8am-17.00 Monday-Friday, anything after these times and any weekends/Bank Holidays are for pre-booked events only.

Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed. Please list, ( Please read guidance note 6 )

The Café will be available to the public and may remain open later than 5pm.

## M - Steps to promote four licencing objectives

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

	The Royal College of Obstetricians & Gynaecologists (RCOG) will ensure that its building and the facilities it provides are regularly maintained. There will be free water available to all visitors.
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## b) the prevention of crime and disorder

а 17 <sup>- 14</sup> 1	<ol> <li>CCTV will be in place across the premises and in operation 24/7.</li> <li>Reception staff will be on site from 8am-5pm.</li> <li>Once the building is vacated by staff and visitors, the building will be secured via an alarm system connected to the police.</li> <li>Where an event requires additional security i.e because of the number of delegates on site, the RCOG will ensure this is arranged before the event takes place.</li> <li>Events taking place on the premises are organised by the RCOG or the on-site sales team and staff from either or both parties will be on site for the duration of the event.</li> <li>Alcohol is not sold over the counter at any event.</li> <li>The RCOG's on site catering and sales are managed by their contractor Graysons who will be trained in the laws relating to under age sales and that training shall be</li> </ol>
e e	documented. 8. Substantial food and suitable beverages other than intoxicating liquor will be available during all events within the permitted hours in all allocated areas of the building where intoxicating liquor is sold or supplied.

## c) public safety

<ol> <li>There will be RCOG trained First Aid Officers on site from 8am-17.00 Monday-Friday. For events taking place after 5pm,weekends and Bank holidays this will be looked after and managed by the on-site catering company Graysons. It is the RCOG 's responsibility to ensure that all First Aid Officers undertake regular training.</li> <li>First Aid supplies and equipment will be regularly checked and maintained.</li> <li>Regular safety checks shall be carried out by the College Buildings Team.</li> <li>The premises shall maintain an Accident and Log and Public Liability Insurance</li> <li>There shall be dedicated events team overseeing all events that take place on the premises and all their staff knowledgeable of the building and fire evacuation procedures.</li> <li>The RCOG shall liaise with the Fire Authority on all aspects of the fire safety regulations.</li> </ol>

## d) the prevention of public nuisance

1	<ol> <li>The Dispersal Policy shall be adopted and applied to at all times. Notices will be displayed at all exits used by visitors requesting guests to leave the building in a quiet manner.</li> <li>No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to nuisance.</li> <li>Smoking or vaping is not permitted on the premises.</li> <li>Management will be available during operational hours.</li> <li>Light from the premises shall not cause a nuisance to nearby premises.</li> </ol>
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## e) the protection of children from harm

10	1. Children under the age of 18 are not permitted on the premises unless accompanied y an adult.
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	<ol> <li>Pre-booked events which may have children under the age of 18 in attendance are to be authorised by the RCOG before the event is confirmed.</li> <li>Substantial food and suitable beverages other than intoxicating liquor shall be available during the whole event and in all parts of the premises where intoxicating liquor is sold or supplied as part of the event.</li> <li>All areas of the building where children will be present will be safety checked for any potential risks and will be made safe ahead of the event taking place.</li> <li>Fires exits and evacuation procedures will be made clear to the client prior to the event taking place.</li> </ol>
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### Please upload a plan of the premises

Dromisos-floor-plans ndf	
Premises-noor-plans.put	

## Please upload any additional information i.e. risk assessments

2018 00 07 EBA June 2018 pdf	
2018-09-07-FRA-June-2018.pdf	
2010 00 01 1101 0010 2010 001	

### Checklist

20 20	I have enclosed the plan of the premises. I understand that if I do not comply with the above requirements my application will be rejected. I understand that I must now advertise my application (In the local paper within 14 days of applying
	of applying

Home Office Declaration

## Please tick to indicate agreement

I am a company or limited liability partnership

Declaration

I agree to the above statement

	Yes	а. С
PaymentDescription		
AuthCode		
LicenceReference		4
PaymentContactEmail		

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

Full name	Fred Emden	÷	

Date (DD/MM/YYYY)	24/06/2019	
Capacity	Deputy CEO Royal College of Obstetricians & Gynaecologists	

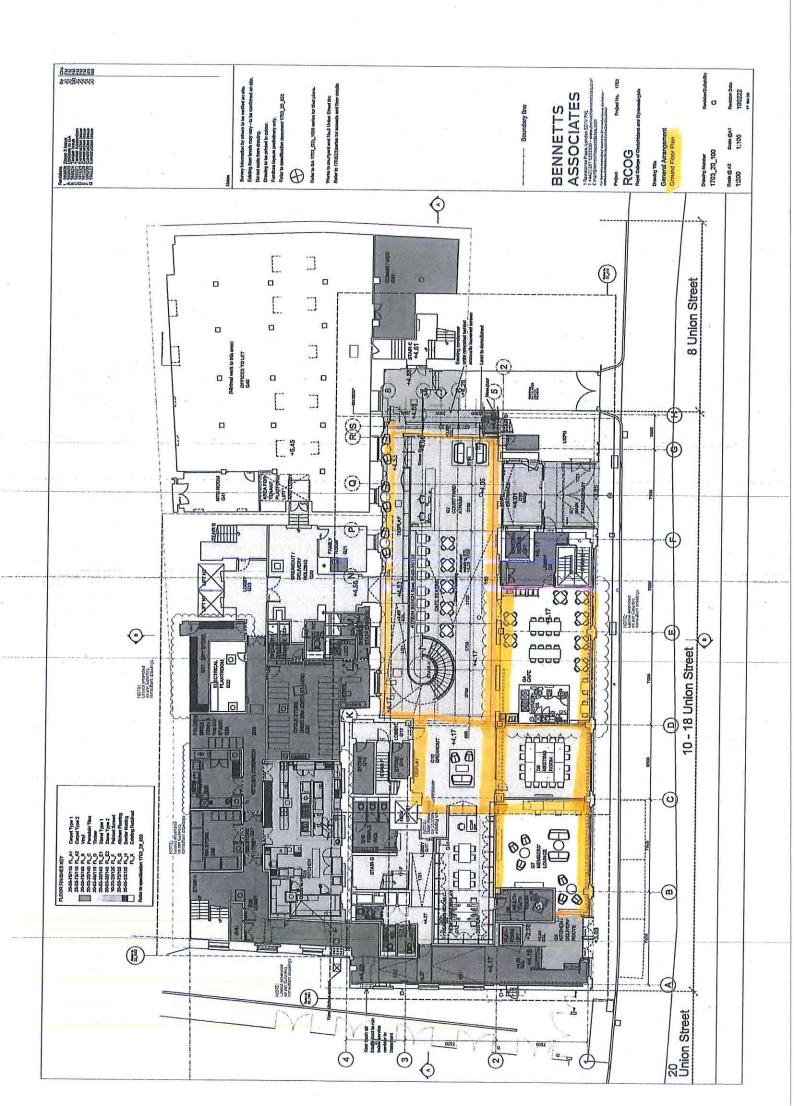
Where the premises licence is jointly held, enter the 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (guidance note 13). If completing on behalf of the applicant state in what capacity

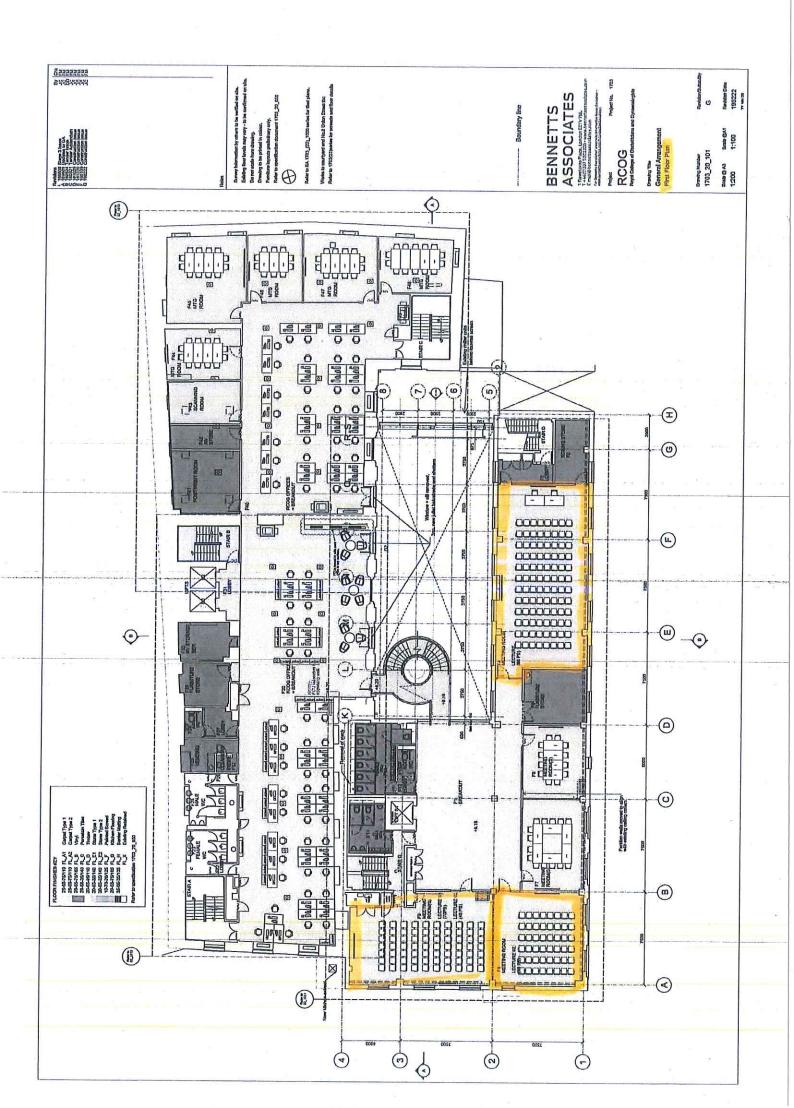
Full name					
Date (DD/MM/YYYY)	24/06/2019		8	2	5
Capacity		1			a

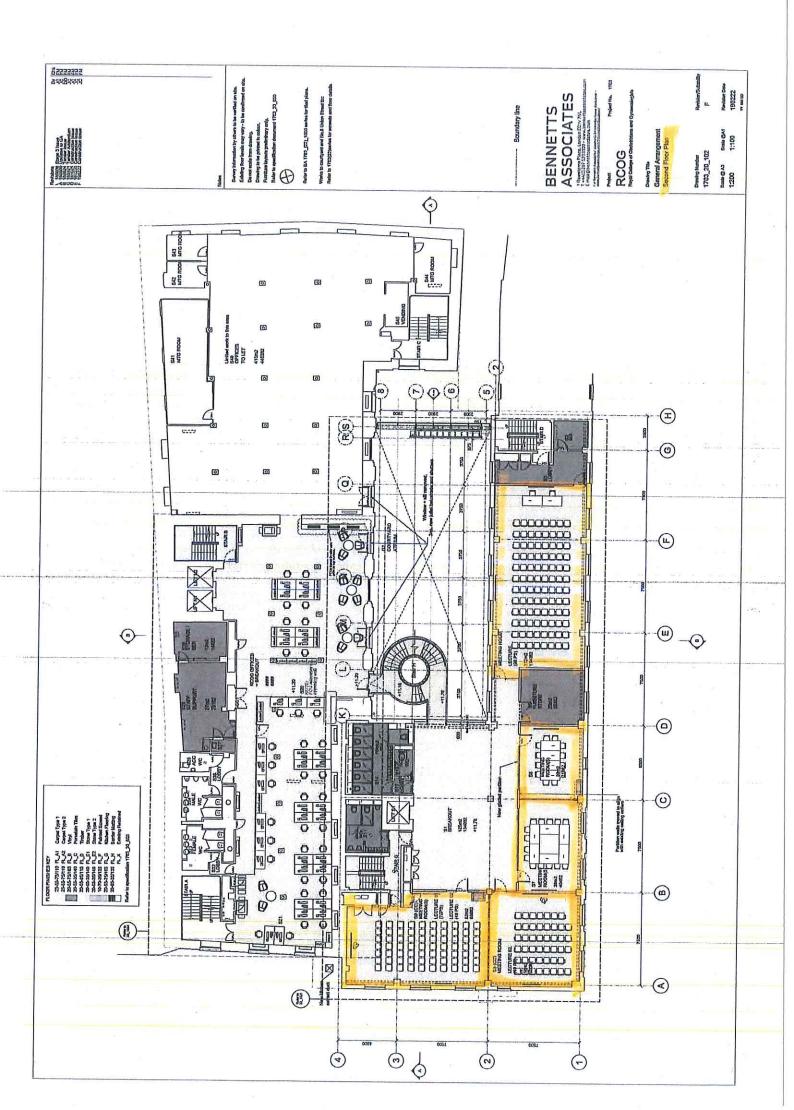
Contact name (where not previously given) an address for correspondence associated with this application (please read guidance note 14)

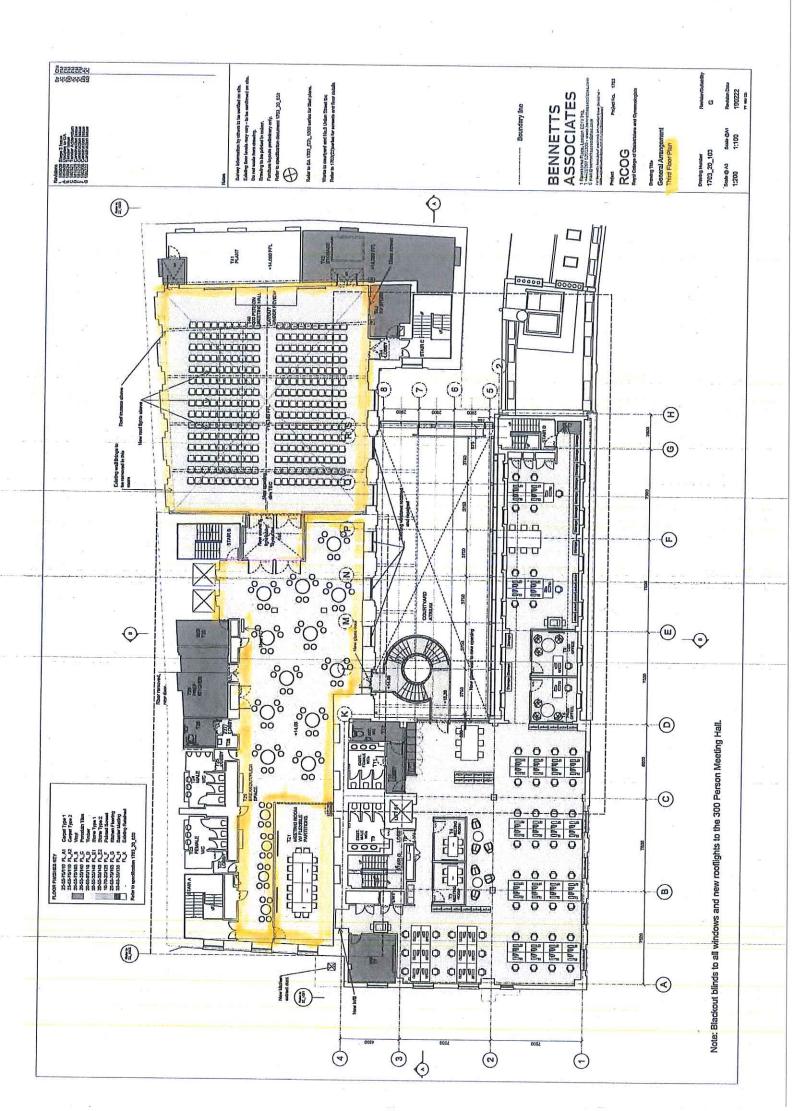
Contact name and address for correspondence	Mrs Indie Dhindsa Royal College of Obstetricians & Gynaecologists	12
Telephone No.	020 7772 6438	
If you prefer us to correspond with you by e-mail, your email address (optional)		

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









# **DISPERSAL POLICY**

The purpose of this Dispersal Policy is to ensure, so far as it is possible, that minimum disturbance or nuisance is caused to our neighbours and to ensure that the operation of the premises makes the minimum impact upon the neighbourhood in relation to potential nuisance and anti-social behaviour. This will be achieved by exercising pro-active measures towards and at the end of the evening.

By ensuring that this Dispersal Policy document is brought to the attention of Management and Staff we will seek to encourage the efficient, controlled and safe dispersal of our patrons during our closing period.

- 1. At the end of the evening management and staff will assist with the orderly and gradual dispersal of patrons.
- 2. Staff Members will advise patrons to leave the premises quickly and quietly out of respect for our neighbours.
- 3. Notices will be displayed requesting our guests to leave quietly and in an orderly manner out of consideration to neighbours and their attention will be drawn to these notices by members of staff.
- 4. We will ensure the removal of all bottles and drinking receptacles from any patron before exiting the premises
- 5. We will actively discourage our customers from assembling outside the premises at the end of the evening.