

Licensing Sub-Committee

Tuesday 3 December 2024

10.00 am

Online/Virtual

Membership

Councillor Renata Hamvas (Chair)
Councillor Jane Salmon
Councillor Charlie Smith

Reserves

Councillor Ellie Cumbo

INFORMATION FOR MEMBERS OF THE PUBLIC

Access to information

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Contact

Andrew Weir by email: andrew.weir@southwark.gov.uk

Members of the committee are summoned to attend this meeting

Althea Loderick

Chief Executive

Date: 25 November 2024



Licensing Sub-Committee

Tuesday 3 December 2024
10.00 am
Online/Virtual

Order of Business

Item No.	Title	Page No.
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PART A - OPEN BUSINESS

1. APOLOGIES

To receive any apologies for absence.

2. CONFIRMATION OF VOTING MEMBERS

A representative of each political group will confirm the voting members of the committee.

3. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE CHAIR DEEMS URGENT

In special circumstances, an item of business may be added to an agenda within five clear days of the meeting.

4. DISCLOSURE OF INTERESTS AND DISPENSATIONS

Members to declare any interests and dispensation in respect of any item of business to be considered at this meeting.

5. LICENSING ACT 2003: COLAB TOWER, 22 SOUTHWARK BRIDGE ROAD, LONDON SE1 9HF

1 - 62

ANY OTHER OPEN BUSINESS AS NOTIFIED AT THE START OF THE MEETING AND ACCEPTED BY THE CHAIR AS URGENT.

PART B - CLOSED BUSINESS

EXCLUSION OF PRESS AND PUBLIC

The following motion should be moved, seconded and approved if the sub-committee wishes to exclude the press and public to deal with reports revealing exempt information:

“That the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1-7, Access to Information Procedure rules of the Constitution.”

ANY OTHER CLOSED BUSINESS AS NOTIFIED AT THE START OF THE MEETING AND ACCEPTED BY THE CHAIR AS URGENT.

Date: 25 November 2024

Meeting Name:	Licensing Sub-Committee
Date:	3 December 2024
Report title:	Licensing Act 2003: COLAB Tower, 22 Southwark Bridge Road, London SE1 9HF
Ward(s) or groups affected:	Borough and Bankside
Classification:	Open
Reason for lateness (if applicable):	Not applicable
From:	Acting Strategic Director of Environment, Sustainability and Leisure

RECOMMENDATION

1. That the licensing sub-committee considers an application made COLAB Charitable Foundation for a premises licence to be granted under the Licensing Act 2003 in respect of the premises known as COLAB Tower, 22 Southwark Bridge Road, London SE1 9HF
2. Notes:
 - a) This application is for a premises licence and has been submitted under Section 17 of the Licensing Act 2003. The application is subject to outstanding representations from responsible authorities and 'other persons' and is therefore referred to the Licensing Sub Committee for determination.
 - b) Paragraphs 8 to 13 of this report provide a summary of the application. A copy of the application submitted with the application is attached to this report as Appendix A.
 - c) Paragraphs 14 to 25 of this report deal with the representations submitted in respect of the application. The representations are attached as appendices B & C
 - d) A map showing the location of the premises is attached to this report as Appendix D.
 - e) A copy of the council's approved procedure for hearings of the sub-committee in relation to an application made under the Licensing Act 2003, along with a copy of the hearing regulations, has been circulated to all parties to the meeting.

BACKGROUND INFORMATION

The Licensing Act 2003

3. The Licensing Act 2003 provides a licensing regime for:
 - The sale of and supply of alcohol
 - The provision of regulated entertainment
 - The provision of late night refreshment.
4. Within Southwark, the licensing responsibility is wholly administered by this council.
5. The Act requires the licensing authority to carry out its functions under the Act with a view to promoting the four stated licensing objectives. These are:
 - The prevention of crime and disorder
 - The promotion of public safety
 - The prevention of nuisance
 - The protection of children from harm.
6. In carrying out its licensing functions, a licensing authority must also have regard to:
 - The Act itself
 - The guidance to the act issued under Section 182 of the Act
 - Secondary regulations issued under the Act
 - The licensing authority's own statement of licensing policy
 - The application, including the operating schedule submitted as part of the application
 - Relevant representations.
7. The premises licence application process involves the provision of all relevant information required under the Act to the licensing authority with copies provided by the applicant to the relevant responsible bodies under the Act. The application must also be advertised at the premises and in the local press. The responsible authorities and other persons within the local community may make representations on any part of the application where relevant to the four licensing objectives.

KEY ISSUES FOR CONSIDERATION

The premises licence application

8. On 4 October 2024 The Arch Companies Properties Limited applied to this Council for a premises licence to be granted under the Licensing Act 2003 in respect of the premises known as COLAB Tower, 22 Southwark Bridge Road, London SE1 9HF.

9. The hours applied for are summarised as follows:

- Plays (indoors):
 - Monday to Sunday: 12:00 to 23:00
- Recorded music (indoors and outdoors) –
 - Sunday to Wednesday: 12:00 to 23:00
 - Thursday to Saturday: 12:00 to 02:00
- The sale of alcohol for consumption on the premises:
 - Sunday to Wednesday: 12:00 to 23:00
 - Thursday to Saturday: 12:00 to 02:00
- The proposed opening hours of the premises are:
 - Sunday to Wednesday: 10:00 to 00:00 (midnight)
 - Thursday to Saturday: 10:00 to 02:30

10. The premises, and its intended operation, are described in the application as follows (verbatim):

“Office block that will be used for the charitable uses of the arts. Mostly as workshop space, art studios, rehearsals, writing workspace, research and development space, showing space, theatre studios, youth theatre programmes and open creative spaces for network development. We are applying for the licence due to the showings that will take place from the research and development phases of the artists. They will be very low impact on the surrounding area as they will be small and will fully support the licensing objectives.

Background music for the performance areas and bar. Not performative music.”

11. The premises licence application form provides the applicant’s operating schedule. Parts A, F, J, K, L, and M of the operating schedule set out the proposed licensable activities, operating hours and operating control measures in full, with reference to the four licensing objectives as stated in the Licensing Act 2003. Should a premises licence be issued in respect of the application the information provided in part M of the operating schedule will form the basis of conditions that will be attached to any licence granted subsequent to the application.

12. A copy of the application is attached to this report as Appendix A.

Designated premises supervisor (DPS)

13. There proposed DPS of the premises is Bertie Watkins.

Representations from responsible authorities

14. Representations were submitted by this council's licensing unit, this council's environmental protection team and this council's trading standards service.
15. The licensing unit's representation notes that the premises are located in the Borough and Bankside cumulative impact area. The representation states that the applicant has provided an operating schedule containing control measures to promote the licensing objectives, and that whilst these control measures are welcomed, they do not sufficiently address the licensing objectives. The licensing unit proposed a schedule of conditions, and stated that if the applicant accepted the conditions, then the licensing unit would withdraw their representation.
16. The licensing unit noted that the premises are to operate as a theatre / rehearsal space, and are of the opinion that the Borough & Bankside CIA will not apply to this application, should suitable conditions be included in any premises licence issued subsequent to this application.
17. The applicant agreed to various conditions with the licensing unit and the licensing unit subsequently withdrew their representation.
18. The trading standards service's representation requested that the applicant include conditions relating to the prevention of children from harm in the application. The applicant agreed to do so, and the trading standards service withdrew their representation.
19. The environmental protection team's representation expresses concerns over the application and for the planned licensable activities at the premises causing public nuisance regarding the closest residential premises and poses various queries and questions for the applicant to answer.
20. The environmental protection team state that they would willing to attend a site meeting to be able to see the premises in person & to allow a walk-through of the planned activities over the specified floors.
21. The representations submitted by responsible authorities, and related correspondence, are attached in Appendix B.

Representations from other persons

22. Representations have been submitted by two 'other persons', those being a local resident and a local ward councilor.
23. The local resident contends that allowing opening hours until 02:00 am will be enormously disruptive to the area and contribute to noise and anti-social behaviour.

24. The ward councilor's representation states:

"The Borough and Bankside ward is in a cumulative impact policy area because of the alcohol related crime and disorder statistics for the area, and the alcohol related hospital admissions data. Therefore, this application should be refused. The new premises would impact negatively on efforts to prevent crime and disorder, public nuisance and protect public safety."

25. The representations submitted by other persons are attached in Appendix C.

Conciliation

26. All representations were sent to the applicant. Further to agreeing licence conditions with the applicant, this council's licensing service and this council's trading standard service withdrew their representations.

27. The representations submitted by this council's environmental protection team, and by other persons, remain outstanding and must be considered by the licensing sub-committee in its determination of the application.

Premises history

28. No previous licensing authorization under the Licensing Act 2003, or any prior licensing legislation, has been held regarding the premises.

29. There have been no recent complaints or Temporary Events Notices.

Map

30. A map showing the location of the premises is attached to this report as Appendix D. Close by licensed premises shown on the map are licensed as below:

The Real Greek Bankside, 2a Riverside House, Southwark Bridge Road, London SE1 9HA:

- Late night refreshment:
 - Monday to Saturday: 23:00 to 00:30
 - Sunday: 23:00 to 00:00
- The sale of alcohol to be consumed on and off the premises:
 - Monday to Saturday: 10:00 to 00:00
 - Sunday: 12:00 to 23:30

Zizzi, Unit 4, 2a Riverside House, Southwark Bridge Road, London SE1 9HA:

- Late night refreshment:
 - Monday to Sunday: 23:00 to 00:30
- The sale of alcohol to be consumed on and off the premises:
 - Monday to Sunday: 11:00 to 00:00
- Recorded music:
 - Monday to Sunday: 11:00 to 00:30

Ibis Styles London Southwark, 43-47 Southwark Bridge Road, London SE1 9HH:

- Films:
 - Monday to Sunday: 00:00 to 23:59 (24 hours)
- Live music, recorded music and performances of dance:
 - Monday to Thursday: 11:00 to 01:00
 - Friday and Saturday: 11:00 to 02:00
 - Sunday: 11:00 to 00:30
- The sale of alcohol to be consumed on and off the premises:
 - Monday to Sunday: 11:00 to 00:00

Novotel, 53-61, Southwark Bridge Road, London SE1 9HH:

- Late night refreshment:
 - Monday to Saturday: 23:00 to 00:30
 - Sunday: 23:00 to 20:00
- Live music:
 - Monday to Saturday: 10:00 to 00:30
 - Sunday: 12:00 to 00:00
- Recorded music:
 - Monday to Saturday: 09:00 to 23:00
 - Sunday: 12:00 to 22:30

- The sale of alcohol to be consumed on and off the premises:
 - Monday to Saturday: 10:00 to 00:00
 - Sunday: 12:00 to 23:30

WPP London Campus 3, 1 Southwark Bridge Road, London SE1 9EU:

- Films, live music, recorded music, anything similar to live or recorded music performances of dance and plays:
 - Sunday to Thursday: 07:00 to 23:30
 - Friday and Saturday: 07:00 to 00:00

Late night refreshment:

- Sunday to Thursday: 23:00 to 23:30
- Friday and Saturday: 23:00 to 00:00
- Sale of alcohol to be consumed on the premises:
 - Sunday to Thursday: 07:00 to 23:30
 - Friday and Saturday: 07:00 to 00:00

Rose Theatre Exhibition, 56 The Rose Playhouse, Park Street, London SE1 9AR:

- Live music, recorded music, performances of dance and plays:
 - Monday to Sunday: 14:00 to 22:00
- Films:
 - Monday to Sunday: 10:00 to 22:00
- Sale of alcohol to be consumed on the premises:
 - Monday to Sunday: 14:00 to 22:00

The Font, 185a Park Street, London SE1 9EA:

- Sale of alcohol to be consumed on the premises:
- Monday to Sunday: 12:00 to 23:00

COLAB Bankside, 46-48, Red Lion Court , Park Street, London SE1 9EQ:

- Live music, recorded music, of dance and plays:
 - Monday to Sunday: 12:00 to 00:00

- Sale of alcohol to be consumed on the premises:
 - Monday to Sunday: 12:00 to 23:00

Triptych Bankside, 185 Unit 4, Park Street, London SE1 9SH

- Sale of alcohol to be consumed on the premises:
 - Monday to Sunday: 09:00 to 22:30

Shakespeare Globe Theatre, 21 Shakespeare Globe Theatre, New Globe Walk, London SE1 9DT

- Live music, recorded music, performances of dance and plays:
 - Monday Sunday: 10:00 to 23:00
- Sale of alcohol to be consumed on and off the premises:
 - Monday to Sunday: 10:00 to 23:00
- Films:
 - Monday to Sunday: 07:00 to 01:00
- Late night refreshment:
 - Monday to Sunday: 23:00 to 01:00

Pizza Express, Unit 1, 24 Benbow House , New Globe Walk, London SE1 9DS:

- Late night refreshment:
 - Monday to Saturday: 23:00 to 00:30
 - Sunday: 23:00 to 00:00
- The sale of alcohol to be consumed on and off the premises:
 - Monday to Saturday: 10:00 to 00:00
 - Sunday: 10:00 to 23:30
- Late night refreshment:
 - Monday to Saturday: 09:00 to 00:30
 - Sunday: 09:00 to 00:00

The Shakespeare Underglobe and Event Area, Shakespeare Globe Theatre, 21 New Globe Walk, London SE1 9DT:

- Late night refreshment:
 - Monday to Sunday: 23:00 to 01:00
- The sale of alcohol to be consumed on and off the premises:
 - Monday to Sunday: 07:00 to 00:45

The Swan, 21 New Globe Walk, London SE1 9DT

- Late night refreshment:
 - Monday to Sunday: 23:00 to 00:30
- Live music and recorded music:
 - Monday to Sunday: 23:00 to 00:30
- The sale of alcohol to be consumed on the premises:
 - Monday to Sunday: 07:00 to 00:30

Tas, 22 New Globe Walk, London SE1 9DR:

- Late night refreshment:
 - Monday to Sunday: 23:00 to 00:00
- Live music:
 - Monday to Sunday: 19:00 to 23:00
- Recorded music:
 - Monday to Sunday: 23:00 to 00:30
- The sale of alcohol to be consumed on the premises:
 - Monday to Sunday: 11:00 to 00:00

Pulse Bar, 18 New Globe Walk, London SE1 9DR:

- The sale of alcohol to be consumed on and off the premises:
 - Sunday to Thursday: 11:00 to 22:30
 - Friday and Saturday: 11:00 to 22:30.

Southwark Council statement of licensing policy

31. Council assembly approved Southwark's statement of licensing policy 2021-2026 on 25 November 2020 and it came into effect on 1 January 2021.
32. Sections of the statement that are considered to be of particular relevance to the sub-committee's consideration are:
- Section 3 – Purpose and scope of the policy. This reinforces the four licensing objectives and the fundamental principles upon which this authority relies in determining licence applications.
 - Section 5 – Determining applications for premises licenses and club premises certificates. This explains how the policy works and considers issues such as location; high standards of management; and the principles behind condition setting.
 - Section 6 – Local cumulative impact policies. This sets out this authority's approach to cumulative impact and defines the boundaries of the current special policy areas and the classifications of premises to which they apply. To be read in conjunction with Appendix B to the policy.
 - Section 7 – Hours of operation. This provides a guide to the hours of licensed operation that this Authority might consider appropriate by type of premises and (planning) area classification.
 - Section 8 – The prevention of crime and disorder. This provides general guidance on the promotion of the first licensing objective.
 - Section 9 – Public safety. This provides general guidance on the promotion of the second licensing objective.
 - Section 10 – The prevention of nuisance. This provides general guidance on the promotion of the third licensing objective.
 - Section 11 – The protection of children from harm. This provides general guidance on the promotion of the fourth licensing objective.
33. The purpose of Southwark's statement of licensing policy is to make clear to applicants what considerations will be taken into account when determining applications and should act as a guide to the sub-committee when considering the applications. However, the sub-committee must always consider each application on its own merits and allow exceptions to the normal policy where these are justified by the circumstances of the application.
34. Members should take into consideration both the Southwark statement of licensing policy and the Section 182 Guidance when making decisions. The links for these are below.

- Southwark policy:
<https://www.southwark.gov.uk/business/licences/business-premises-licensing/licensing-and-gambling-act-policy>
- Section 182 Guidance:
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Cumulative impact area (CIA)

35. According to sections 6 and 7 of this council's statement of licensing policy 2021 – 2026 (the SoLP), the premises fall within the Borough and Bankside cumulative impact area (CIA) and the Borough and Bankside strategic cultural area.
36. The following closing times are recommended in our SoLP in respect of various types of licensed premises located in Borough and Bankside strategic cultural area as stated below:
 - Restaurants and cafes:
 - Sunday to Thursday: 00:00
 - Friday and Saturday: 01:00
 - Public houses, wine bars or other drinking establishments and bars in other types of premises:
 - Sunday to Thursday: 23:00
 - Friday and Saturday: 00:00
 - Cinemas and theatres:
 - Monday to Sunday: 02:00
 - Event premises / spaces where sale of alcohol is included in, and ancillary to, range of activities including meals:
 - Sunday to Thursday: 00:00
 - Friday and Saturday: 01:00.

Climate change implications

37. Following council assembly on 14 July 2021, the council is committed to considering the climate change implications of any decisions.
38. Climate change is not a legal factor in the consideration of a grant of a premises license under the current licensing objectives, however members can make enquiries and request an agreement from applicants to promote the reduction of the impact of climate change that may be caused by the operation of the premises.

39. Examples of such an agreement may be:

- Not to use single use plastics, such as disposable plastic glasses, when selling alcohol at the premises.
- Encourage patrons not to drive to venues by providing details of public transport on their webpages/tickets.

40. The council's climate change strategy is available at:

<https://www.southwark.gov.uk/assets/attach/48607/Climate-Change-Strategy-July-2021-.pdf>

Community, equalities (including socio-economic) and health impacts

Community impact statement

41. Each application is required by law to be considered upon its own individual merits with all relevant matters taken into account.

Equalities (including socio-economic) impact statement

42. This report does not result in a policy decision and each application is required to be considered upon its own individual merits with all relevant matters taken into account. In considering the recommendations of this report, due regard must be given to the public sector equality duty set out in section 149 of the Equality Act 2010. This requires the council to consider all individuals when carrying out its functions.

43. Importantly, the council must have due regard to the need to eliminate discrimination, harassment, victimisation, or other prohibited conduct; advance equality of opportunity and foster good relations between people who have protected characteristics and those who do not. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The public sector equality duty also applies to marriage and civil partnership, but only in relation to the need to eliminate discrimination, harassment, victimisation, or other prohibited conduct.

44. The equalities impact statement for licensing decisions is contained within the Southwark statement of licensing Policy 2021 – 2026 at:

<https://www.southwark.gov.uk/business/licences/business-premises/licensing/licensing-and-gambling-act-policy>

45. The equalities impact assessment is available at:

<https://moderngov.southwark.gov.uk/documents/s92016/Appendix%20F%20-%20Equalities%20Impact%20Assessment.pdf>

Health impact statement

46. Health impacts cannot be considered by law when making decisions under the Licensing Act 2003.

Resource implications

47. A fee of £190.00 has been paid by the applicant company in respect of this application being the statutory fee payable for premises within non-domestic rateable value B.

Consultation

48. Consultation has been carried out on this application in accordance with the provisions of the Licensing Act 2003. A public notice was published in a local newspaper and similar notices were exhibited outside of the premises for a period of 28 consecutive days.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Assistant Chief Executive - Governance and Assurance

49. The sub-committee is asked to determine the application for a premises licence under Section 17 of the Licensing Act 2003.
50. The principles which sub-committee members must apply are set out below.

Principles for making the determination

51. The sub-committee is asked to determine the application for a premises licence under section 17 of the Licensing Act 2003.
52. The principles which sub-committee members must apply are set out below.
53. The general principle is that applications for premises licence applications must be granted unless relevant representations are received. This is subject to the proviso that the applicant has complied with regulations in advertising and submitting the application.
54. Relevant representations are those which:
- Are about the likely effect of the granting of the application on the promotion of the licensing objectives
 - Are made by an interested party or responsible authority
 - Have not been withdrawn
 - Are not, in the opinion of the relevant licensing authority, frivolous or vexatious.

55. If relevant representations are received then the sub-committee must have regard to them, in determining whether it is necessary for the promotion of the licensing objectives to:

- To grant the licence subject to:
 - The conditions mentioned in section 18 (2)(a) modified to such extent as the licensing authority considers necessary for the promotion of the licensing objectives
 - Any condition which must under section 19, 20 or 21 be included in the licence.
- To exclude from the scope of the licence any of the licensable activities to which the application relates.
- To refuse to specify a person in the licence as the premises supervisor.
- To reject the application.

Conditions

56. The sub-committee's discretion is thus limited. It can only modify the conditions put forward by the applicant, or refuse the application, if it is necessary to do so. Conditions must be necessary and proportionate for the promotion of one of the four licensing objectives, and not for any other reason. Conditions must also be within the control of the licensee, and should be worded in a way which is clear, certain, consistent and enforceable.

57. The four licensing objectives are:

- The prevention of crime and disorder
- Public safety
- The prevention of nuisance
- The protection of children from harm.

58. Members should note that each objective is of equal importance. There are no other licensing objectives, and the four objectives are paramount considerations at all times.

59. Conditions will not be necessary if they duplicate a statutory position. Conditions relating to night café and take away aspect of the license must relate to the night time operation of the premises and must not be used to impose conditions which could not be imposed on daytime operators.

60. Members are also referred to the Home Office Revised Guidance issued under section 182 of the Licensing Act 2003 on conditions, specifically section 10.

Reasons

61. If the sub-committee determines that it is necessary to modify the conditions, or to refuse the application for a premises licence application, it must give reasons for its decision.

Hearing procedures

62. Subject to the licensing hearing regulations, the licensing committee may determine its own procedures. Key elements of the regulations are that:
- The hearing shall take the form of a discussion led by the authority. Cross examination shall not be permitted unless the authority considered that it is required for it to consider the representations.
 - Members of the authority are free to ask any question of any party or other person appearing at the hearing.
 - The committee must allow the parties an equal maximum period of time in which to exercise their rights to:
 - Address the authority
 - If given permission by the committee, question any other party.
 - In response to a point which the authority has given notice it will require clarification, give further information in support of their application.
 - The committee shall disregard any information given by a party which is not relevant to the particular application before the committee and the licensing objectives.
 - The hearing shall be in public, although the committee may exclude the public from all or part of a hearing where it considers that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in private.
 - In considering any representations or notice made by a party the authority may take into account documentary or other information produced by a party in support of their application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing.
63. This matter relates to the determination of an application for a premises licence under Section 17 of the Licensing Act 2003. Regulation 26(1) (a) requires the sub-committee to make its determination at the conclusion of the hearing.

Council's multiple roles and the role of the licensing sub-committee

64. Sub-committee members will note that, in relation to this application, the council has multiple roles. Council officers from various departments have been asked to consider the application from the perspective of the council as

authority responsible respectively for environmental health, trading standards, health and safety and as the planning authority.

65. Members should note that the licensing sub-committee is meeting on this occasion solely to perform the role of licensing authority. The sub-committee sits in quasi-judicial capacity, and must act impartially. It must offer a fair and unbiased hearing of the application. In this case, members should disregard the council's broader policy objectives and role as statutory authority in other contexts. Members must direct themselves to making a determination solely based upon the licensing law, guidance and the council's statement of licensing policy.
66. As a quasi-judicial body the licensing sub-committee is required to consider the application on its merits. The sub-committee must take into account only relevant factors, and ignore irrelevant factors. The decision must be based on evidence, that is to say material, which tends logically to show the existence or non-existence of relevant facts, or the likelihood or unlikelihood of the occurrence of some future event, the occurrence of which would be relevant. The licensing sub-committee must give fair consideration to the contentions of all persons entitled to make representations to them.
67. The licensing sub-committee is entitled to consider events outside of the premises if they are relevant, i.e. are properly attributable to the premises being open. The proprietors do not have to be personally responsible for the incidents for the same to be relevant. However, if such events are not properly attributable to the premises being open, then the evidence is not relevant and should be excluded. Guidance is that the licensing authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public, living, working or engaged in normal activity in the area concerned.
68. Members will be aware of the council's code of conduct which requires them to declare personal and prejudicial interests. The code applies to members when considering licensing applications. In addition, as a quasi-judicial body, members are required to avoid both actual bias, and the appearance of bias.
69. The sub-committee can only consider matters within the application that have been raised through representations from other persons and responsible authorities. Interested parties must live in the vicinity of the premises. This will be decided on a case to case basis.
70. Under the Human Rights Act 1998, the sub-committee needs to consider the balance between the rights of the applicant and those making representations to the application when making their decision. The sub-committee has a duty under section 17 Crime and Disorder Act 1998 when making its decision to do all it can to prevent crime and disorder in the borough.
71. Other persons, responsible authorities and the applicant have the right to appeal the decision of the sub-committee to the magistrates' court within a period of 21 days beginning with the day on which the applicant was notified by the licensing authority of the decision to be appealed against.

Strategic Director of Resources

72. The head of regulatory services has confirmed that the costs of this process over and above the application fee are borne by the service.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Licensing Act 2003	Southwark Licensing, C/O	Mrs. Kirty Read Tel: 55748
Home Office Revised Guidance to the Act	Regulatory Services, 160 Tooley Street, London SE1 2QH	
Secondary Regulations		
Southwark statement of licensing policy		
Case file		

APPENDICES

Name	Title
Appendix A	Copy of the application
Appendix B	Representations submitted by responsible authorities and related correspondence
Appendix C	Representations submitted by other persons
Appendix D	Map

AUDIT TRAIL

Lead Officer	Toni Ainge, Acting Strategic Director Environment, Sustainability and Leisure	
Report Author	Wesley McArthur, Principal Licensing Officer	
Version	Final	
Date	19 November 2024	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive, Governance and Assurance	Yes	Yes
Strategic Director of Resources	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	19 November 2024	

04/10/2024

Business - Application for a premises licence to be granted under the Licensing Act 2003

Ref No. 2299899

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

COLAB Charitable Foundation

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

2. In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the

entertainment is provided by or on behalf of the health care provider;

o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and

o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.

11. The application form must be signed.

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.

14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications

from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a

European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - o evidence of the applicant's own identity – such as a passport,

 - o evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and

 - o evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,

 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,

 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or

 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;

- (ii) any page containing the holder's photograph;

- (iii) any page containing the holder's signature;

(iv) any page containing the date of expiry; and

(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Premises Details

Application for a premises licence to be granted under the Licensing Act 2003

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

£	1,530,000
	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

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

Do you have a Southwark postcode?	Yes
Address Line 1	22 Southwark Bridge Road
Address Line 2	
Town	London
Post code	SE1 9HF
Ordnance survey map reference	
Description of the location	
Telephone number	██████████

Applicant Details

Please select whether you are applying for a premises licence as

	a charity
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Other Applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name - First Entry

	Bertie Watkins
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Address - First Entry

Street number or building name	████████████████████
Street Description	Residential
Town	LONDON
County	Southwark
Post code	██████████
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc)	Trustee and DPS

Contact Details - First Entry

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Operating Schedule

When do you want the premises licence to start?

	10/11/2024
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If you wish the licence to be valid only for a limited period, when do you want it to end?

	01/01/2027
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General description of premises (see guidance note 1)

	Office block that will be used for the charitable uses of the arts. Mostly as workshop space, art studios, rehearsals, writing workspace, research and development space, showing space, theatre studios, youth theatre programmes and open creative spaces for network development. We are applying for the licence due to the showings that will take place from the research and development phases of the artists. They will be very low impact on the surrounding area as they will be small and will fully support the licensing objectives.
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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
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Note 1

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.

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)
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Provision of regulated entertainment (Please read guidance note 2)

	a) plays
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	f) recorded music

Provision of late night refreshment

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Supply of alcohol

	j) Supply of alcohol
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In all cases please complete boxes K, L and M.

A - Plays

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

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

	Small scale
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Standard days and timings for Plays (Please read guidance note 7)

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

State any seasonal variations for performing plays (Please read guidance note 5)

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

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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

F - Recorded Music

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

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

	Background music for the performance areas and bar. Not performative music.
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Standard days and timings for Recorded Music (Please read guidance note 7)

Day	Start	Finish
Mon	12:00	23:00
Tues	12:00	23:00
Wed	12:00	23:00
Thur	12:00	02:00
Fri	12:00	02:00
Sat	12:00	02:00
Sun	12:00	23:00

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

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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)

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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

J - Supply of Alcohol

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

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

Day	Start	Finish
Mon	12:00	23:00
Tues	12:00	23:00
Wed	12:00	23:00
Thur	12:00	02:00
Fri	12:00	02:00
Sat	12:00	02:00
Sun	12:00	23:00

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

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

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

	[REDACTED]
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5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you

intend the premises to be used for the activity.

8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as the designated premises supervisor (Please see declaration about the entitlement to work in the check list at the end of the form)

Full name of proposed designated premises supervisor

First names	Bertie
Surname	Watkins

DOB

Date Of Birth	[REDACTED]
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Address of proposed designated premises supervisor

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

K

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

	<p>-There is no content within the productions that would be unsuitable for children. We will operate an 18+ entry policy however there is no content that would not be suitable for under 18s.</p> <p>-We will implement a documented policy setting out measures ensuring the protection of children from harm in regards to our licensing objectives:</p> <p>-All staff to be informed and trained of the policy and it to be enforced by duty manager, designated premises supervisor and license holders.</p>
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	<ul style="list-style-type: none"> -Restrict access to children at all times. -Challenge Policy – anyone who looks under 25 will be challenged by bar staff. -No ID, no sale policy implemented. -Only accept photographic evidence of age – Driving licenses or passports. -Prominently advertise the policy in protecting children from harm. -Posters informing audience of the illegality of proxy buying and any members identified, as doing so will be removed by SIA approved supervisor. -No advertisement to target underage individuals at any times. -Regular enforcing of policy by staff and training implemented monthly. -Refusals Book to be implemented and completed at any time, no audience member can prove their age. -Book to state, date and description of person attempting to buy alcohol and the name of the staff member who refused sale. -Book to be available for any police enforcement officer who requests it. -Staff training to ensure they understand the Licensing Act 2003 and be comfortable in refusing sale. -Children to be closely monitored by parent or guardian. -No underage child to be allowed on site alone - no under 16s on site without a responsible parent or guardian. Under 16s not allowed into bar area after production. -Staff trained to challenge.
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9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

L - Hours premises are open to public

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

7. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

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

Day	Start	Finish
Mon	10:00	00:00
Tues	10:00	00:00
Wed	10:00	00:00
Thur	10:00	02:30
Fri	10:00	02:30
Sat	10:00	02:30
Sun	10:00	00:00

State any seasonal variations (Please read guidance note 5)

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

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M - Steps to promote four licencing objectives

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

	<p>Strong management controls and effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:</p> <ul style="list-style-type: none"> a) No selling of alcohol to underage people b) No drunk and disorderly behaviour on the premises c) Zero tolerance drug policy d) No violent and/or anti-social behaviour e) No harm to children <ul style="list-style-type: none"> -Operating Schedule; providing the hours of operation and licensable activities during those hours. -Strictly limited amount of audience allowed on site at any time. -Majority Ticketed events – not publicly accessible. -Designated premises supervisor confirmed it is obligated to be in day-to-day control of the premises, to provide good training for staff on the Licensing Act (Training Record), to make or authorise each sale. -Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers. -CCTV in place in suitable locations -Trained security supervisor to be on site during operation hours. -External lighting -Specific controls on monitoring underage individuals -Personal belongings to be supervised and any prohibitive protocols to be in place at all times. -Venue to be fully risk-assessed. -All safety measures to be in place at all times. -Noise reduction protocols implemented at all times – noise levels to not to exceed legal levels. <p>All appropriate authorities notified:</p> <ul style="list-style-type: none"> -Chief Officer of Police -Fire Authority -Health and Safety Authority -Planning Authority -Environmental Health -Child Protection Body -Weights and Measures Inspectors <p>As a premise we know that it is necessary to carry out our functions or operate our businesses with a purpose of promoting these objectives. We will support these objectives through our operating schedules and other measures (including staff training and qualifications, policies, and strategic partnerships with other agencies)</p>
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b) the prevention of crime and disorder

	<ul style="list-style-type: none"> -Duty Manager to be on site at all times. -Venue to be locked down at all times when not in use. -No door to be left open at any times – fire exits checked every evening. -Theft reduction policy implemented. -All valuables to be stored in secure locations (safe deposit box) -Anti theft protocols to be implemented at all times – hooks under tables, written warnings advising audience on how to reduce theft. All crime to be immediately reported to police. -Lost and found policy understood and maintained by staff. -CCTV - to in place at appropriate positions to ensure the duty manager can perceive the whole venue at all times. -CCTV to be checked and reviewed weekly. -External Lighting – in appropriate places to ensure that any criminal behaviour is captured on CCTV. -Every staff member to be in radio contact with each other to ensure efficient communication between company members. -Holding the right to refuse entry – trained staff will be able to refuse anyone entry due
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	<p>to overcrowding, disorderly behaviour or possession of illegal substances/objects.</p> <ul style="list-style-type: none"> -Strict admissions policy for managing door. -Effective Security Policy implemented in response to the risk assessment. -Work closely with the police to ensure the safety of audiences at all times. -Staff members trained in the security policy and any security breaches need to be recorded by staff. -Premises need to be swept frequently by the duty manager for any suspect packages, broken glass, obstructions or criminal behaviour hourly. -Trained staff to supervise the door and maintain entry into the venue and ensure that all licensing objectives to be implemented at all times. -Removal and calming of disorderly individuals from site by trained staff. -All disorderly individuals will be led away from the site to the nearest bus stop or taxi rank – no drunk and disorderly individual will be left outside the venue. -Close contact with the police to ensure any response is swift. -Zero tolerance drug policy. -Security checks performed monthly. -Daily briefings and debriefings with all staff by duty manager.
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c) public safety

	<ul style="list-style-type: none"> -General safety of staff and public - implementing a full risk assessment. Risks and hazards should be identified within the venue and precautions should in place before any audience enter the venue. -Full COVID19 Risk Assessment implemented if necessary this winter. -All staff should be made aware of the risk assessment and the precautionary measures within. -A copy of the risk assessment should be kept in the premises at all times. -Full health and safety check to take place. -Risk Assessment Objectives enforced. -First Aid – fully stocked first aid boxes should be on site at all times. -A first aider will be on site at all times to treat minor incidents. -All staff trained in first aid protocols – venue to be in close contact with the local ambulance service. -Ambulance access available and unblocked at all times. -First Aid room to be provided as a safe place when audiences have injured themselves. -Overcrowding – only a certain amount of audience members allowed into the venue at one time. -Door counters held by duty manager to count the amount of audiences within venue. -Refuse – any refuse will need to be disposed of efficiently and appropriately. -All staff trained in waste disposal. -Regular collections to take place to ensure no refuse build up. -Glass collection to take place at all times by trained staff – staff to be trained in glass collection policy to avoid obstruction. -Checks to take place by Duty Manager hourly to ensure to glass build up. -Spillages and broken glass to be cleaned up immediately. -Bottle bins should be secured at all times to ensure no public can access them. -Fire detection system to be implemented and evacuation procedure to be practised monthly. -Fire risk assessment to identify any possibly causes of fire and reductions implemented to ensure fire does not occur. -Fire exits to be maintained and unobstructed at all times. -Staff trained in fire safety and fire marshals to be on site at all times of public access. -Continuous training to take place in regards to changing of policy. -Regular checks on equipment to make sure there are no defaults that could cause fire, injury or incident. -Written incident policy implemented and understood by all staff. -Any incident to be recorded and reviewed monthly to ensure smooth running of venue. -Smoking policy – staff to be trained in the legalities of smoke free areas. -Removal of any individual that does not abide by the laws.
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d) the prevention of public nuisance

	<ul style="list-style-type: none"> -Noise management policy implemented and enforced.
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	<ul style="list-style-type: none"> -Noise levels kept to a minimum. -Trained supervisors to be outside at all times to ensure the noise levels are reduced and to disperse any audience that are staying outside the venue. -Audience exiting the venue will also be staged at all times – no mass exit at any time – controlled by the duty manager. -Doors and windows closed when appropriate. -Mechanical means of ventilation put in place. -Sound limiting devices to be in possession by DPS or Licence Holder to ensure maximum volume isn't exceeded. -Any speakers used to have rubber speaker mounts to prohibit any structural borne noise. -Noise monitoring to take place weekly by the duty manager. -Noise management policy to be recorded at all times. -Contact number provided for local residents so they can report any noise issues – phone to be on the duty manager's persons at all times. -Visible signage informing audience of local residents and to ask to keep noise levels to a minimum displayed around the outside of the premises. -Smoking areas to be away from residential areas. -Prohibit loitering by smokers. -Staff to be sent home immediately after the event. -Staff to depart from the venue appropriately. -Deliveries to take place during the day and not at inappropriate times. -No debris to be outside the venue–duty manager to ensure that there is any rubbish outside the venue at any time. -Staff training on the effects of alcohol and how to spot early signs of customers becoming drunk should be provided to give them the knowledge and confidence to deal with drunken patrons. -Staff should be aware of their responsibilities in regards to the Licensing Act 2003 and recognise appropriate 'cut off' points for serving drunken customers. -Staff to continuously to assess the behaviour of audience and the amount of alcoholic influence they are under. -All sales of alcohol to be approved by a Personal License holder. -A duty of care policy implemented to ensure the safety of any individual suffering from the over intoxication of alcohol -Drink awareness posters placed around venue. -Audience contained within building -Free taxi cab phone service provided by venue.
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e) the protection of children from harm

	<ul style="list-style-type: none"> -A documented policy setting out measures ensuring the protection of children from harm. -All staff to be informed and trained of the policy and it to be enforced by duty manager, designated premises supervisor and license holders. -Restrict access to children – no children to be allowed within the venue after performances have finished. -Restrict access to the bars for children. -Challenge Policy – anyone who looks under 25 will be challenged by bar staff. -No ID, no sale policy implemented. -Only accept photographic evidence of age – Driving licenses, passports, or PASS cards. -Prominently advertise the policy in protecting children from harm. -Posters informing audience of the illegality of proxy buying and any members identified, as doing so will be removed by SIA approved supervisor. -No advertisement to target underage individuals at any times. -Regular enforcing of policy by staff and training implemented monthly. -Refusals Book to be implemented and completed at any time, no audience member can prove their age. -Book to state, date and description of person attempting to buy alcohol and the name of the staff member who refused sale. -Book to be available for any police enforcement officer who requests it. -Staff training to ensure they understand the Licensing Act 2003 and be comfortable in refusing sale. -Children to be closely monitored by parent or guardian. -No underage child to be allowed on site alone - no under 16s on site without a responsible parent or guardian. Under 16s not allowed into bar area after production. -Wristbands issued for underage individuals. -Staff trained to challenge.
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Guidance note 10

Please list here steps you will take to promote all four licensing objectives together.

Please upload a plan of the premises

	[Redacted]
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Please upload any additional information i.e. risk assessments

	[Redacted]
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Checklist

	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
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Home Office Declaration

Please tick to indicate agreement

	I am not a company or limited liability partnership
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Proof of Entitlement to work in the UK

Please upload your proof of entitlement to work in the UK or share code issued by the Home Office online right to work checking service. (Please see guidance below)

	[Redacted]
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Note 15: Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who: does not have the right to live and work in the UK; or is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity. Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below). Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Declaration

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK.

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work.

I/We hereby declare the information provided is true and accurate.

I agree to the above statement

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	Bertie Watkins
Date (DD/MM/YYYY)	
Capacity	Trustee and DPS

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)	
Capacity	

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

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

GUIDANCE NOTES

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.

14. This is the address which we shall use to correspond with you about this application.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Once you complete form you will be redirected to payments and won't be able to return back.

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.

To: Licensing Unit	From: Wesley McArthur wesley.mcarthur@southwark.gov.uk 020 7525 5779 (On behalf of the Licensing Unit in its role as a responsible authority)		Date: 29 October 2024
Subject:	Representation		
Act:	The Licensing Act 2003 (the Act)		
Premises:	COLAB Tower, 22 Southwark Bridge Road, London, SE1 9HB		
Application number:	884201		
Location ID:	9060	Ward:	Borough and Bankside

We object to the grant of an application for a premises licence, submitted by COLAB Charitable Foundation under The Licensing Act 2003 (the Act), in respect of the premises known as COLAB Tower, 22 Southwark Bridge Road, London, SE1 9HB.

1. The application

The application is to allow for the provision of the following licensable activities and opening hours:

Plays (indoors) –

- **Monday – Sunday: 12:00 – 23:00**

Recorded music (indoors and outdoors) –

- **Sunday - Wednesday: 12:00 – 23:00**
- **Thursday - Saturday: 12:00 – 02:00**

The sale of alcohol for consumption on the premises –

- **Sunday - Wednesday: 12:00 – 23:00**
- **Thursday - Saturday: 12:00 – 02:00**

The proposed opening hours of the premises are –

- **Sunday - Wednesday: 08:00 – 00:00 (midnight)**
- **Thursday - Saturday: 08:00 – 02:30**

The premises, and its intended operation, are described in the application as follows (verbatim):

- *“Office block that will be used for the charitable uses of the arts. Mostly as workshop space, art studios, rehearsals, writing workspace, research and development space, showing space, theatre studios, youth theatre programmes and open creative spaces for network development. We are applying for the licence due to the showings that will take place from the research and development phases of the artists. They will be very low impact on the surrounding area as they will be small and will fully support the licensing objectives.”*

2. The Statement of Licensing Police (SoLP)

According to sections 6 & 7 of this council's statement of licensing policy 2021 – 2026 (the SoLP), the premises fall within the Borough and Bankside Cumulative Impact Area (CIP) and Borough and Bankside Strategic Cultural Area.

A copy of the SoLP is available via:

[Our licensing policies | Southwark Council](#)

The following closing times are recommended in our SoLP in respect of various types of licensed premises located in Borough and Bankside Strategic Cultural Area as stated -

Restaurants and cafes:

- **Sunday - Thursday: 00:00 (midnight)**
- **Friday & Saturday: 01:00**

Public houses, wine bars or other drinking establishments and bars in other types of premises:

- **Sunday - Thursday: 23:00**
- **Friday & Saturday: 00:00**

Cinemas and theatres:

- **Monday - Sunday: 02:00**

Event premises / spaces where sale of alcohol is included in, and ancillary to, range of activities including meals:

- **Sunday - Thursday: 00:00**
- **Friday & Saturday: 01:00**

Paragraph 150 of the SoLP states that the following types of licensed premises are subject to the Borough & Bankside CIA:

- *“night-clubs / public houses and bars / restaurants and cafes / off-licences supermarkets and grocers.”*

As the premises are to operate as a theatre / rehearsal space, we are of the opinion that the Borough & Bankside CIA will not apply to this application, *should suitable conditions be included in any premises licence issued subsequent to this application.*

3. Our objection

We do not object to the application *in principle*, however, in part ‘M’ of the application, the applicant has proposed various measures to address the licensing objectives and whilst we welcome these measures, we do not feel that they sufficiently address the licensing objectives, and we say that further conditions are required.

Further to the above, we contend that the conditions proposed need clarification to ensure that they are precise, practicable, enforceable and unambiguous.

Paragraph 1.16 (Licence conditions – general principles) of the Guidance to the Licensing Act

2003 issued by the Secretary of State under section 182 of the Licensing Act 2003 states that conditions –

- “*must be precise and enforceable;*”
- “*must be unambiguous and clear in what they intend to achieve;*”

We therefore recommend that the following conditions be included in any premises licence issued subsequent to this application, and replace the conditions proposed in part ‘M’ of the application ***in their entirety***.

A. General – all four licensing objectives:

1. That all relevant staff shall be trained in their responsibilities under the Licensing Act 2003, the promotion of the licensing objectives and the terms and conditions of this licence. Records pertaining to such training (‘the staff training logs’) shall be kept at the premises, shall be updated every 6 months and shall be made immediately available to responsible authority officers on request. The training logs shall include the trainee’s name (in block capitals), the trainer’s name (in block capitals) and the date(s) of training and a declaration that the training has been received and understood by the trainee. If the staff training logs are a paper hardcopy, then the signature of the trainee, the signature of the trainer shall be included.
2. That customer entry to the premises shall be via tickets (paper or electronic) only. Customers must have bought a ticket to gain entry to the premises. The premises shall not be open to the general public, only to ticket holders.
3. That all customers entering the premises shall be screened to ensure that they have a valid ticket for the event taking place at the premises at that time. Any person who does not have a valid ticket will be barred from entering the premises.
4. That alcohol will only be sold and / or supplied to ticket holders attending events, performances or theatrical productions at the premises, or performers and staff. Alcohol will not be sold or supplied when an event, performance or theatrical production is not taking place at the premises, except to students of the premises and staff.
5. That no dedicated dance floor for customer use will be provided at the premises at any time.

B. The prevention of crime and disorder:

6. That a digital CCTV system shall be installed at the premises, shall be maintained in full working order and shall be continually recording at all times that the premises are in use. The CCTV system must be capable of capturing a clear facial image of every person who enters the premises. The CCTV system shall be correctly time and date stamped. The CCTV system shall cover all interior and exterior areas of the premises, including the frontage of the premises, and shall collect clearly defined / focused footage.
7. That all CCTV footage shall be kept for a period of thirty-one (31) days and shall be made immediately available to authorised officers on request.
8. That a member of staff shall be on duty at all times that the premises are in use who is trained in the use of the CCTV system and who is able to view, and download to a

removable storage device, CCTV footage at the immediate request of authorised officers.

9. That an entry policy will be devised and maintained at the premises. A copy of the entry policy shall be kept at the premises with the premises licence and shall be made immediately available for inspection to authorised officers on request. The entry policy shall cover (but not necessarily be limited to):
- I. Safe customer entry to the premises,
 - II. If / when applicable searching / scanning of attendees,
 - III. The barring of customer entry to the premises for any reason,
 - IV. Restricted items (e.g. weapons / drugs or any other items restricted by the licensee),
 - V. Pre-opening safety checks of the premises,
 - VI. Dealing with overcrowding and / or crowd surges
 - VII. Dealing with suspect packages

All relevant staff shall be trained in the implementation of the latest version of the entry policy and details of such training shall be recorded in the staff training logs at the premises.

10. That an incident log shall be kept at the premises to record details of any of the following occurrences at the premises:
- Instances of anti-social or disorderly behaviour
 - Calls to the police or other emergency services
 - Any complaints received
 - Ejections of people from the premises
 - Visits to the premises by the local authority or emergency services
 - Any malfunction in respect of the CCTV system
 - All crimes reported by customers, or observed by staff
 - Any other relevant incidents

The incident log shall record the time, date, location in the premises and description of each incident, details of any action taken in respect of the incident and the printed name of the person reporting the incident. Details of incidents shall be recorded contemporaneously. The incident log shall be available / be accessible at the premises at all times that the premises are in use and shall be made immediately available to authorised officers on request. Details of incidents shall be recorded contemporaneously. If the incident log is a paper hardcopy, then the signature of the person reporting the incident in the log shall also be included. All relevant staff employed at the premises shall be trained in the use of the incident log. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.

11. That door supervisors will be employed as follows:
- a) That a minimum of two (2), SIA registered door supervisors will be employed at the premises at all times when an event, performance or theatrical production open to members of the public is taking place at the premises.
 - b) That additional SIA registered door supervisors will be employed where necessary to maintain a ratio of at least 1 SIA registered door supervisor per 100 customers (or part thereof).
 - c) The door supervisors will be employed to control entry to the premises, to deal with the searching / scanning of customers, to deal with any anti-social or disorderly behaviour at the premises, to de-escalate confrontations, to assist with emergency escape from the premises, to deal with the ejection of people from the premises, to assist management in liaising with the police regarding instances of crime and to assist with ensuring that the premises' dispersal policy

is adhered to.

- d) The door supervisors shall be at the premises prior to the premises opening to the public and shall remain at the premises until all patrons have vacated the premises, and until at least 30 minutes after the premises close.
- e) The door supervisors shall be easily identifiable.
- f) That when SIA security staff are deployed at the premises they shall be supplied with, and shall use, metal detectors (either metal detection arches or handheld metal detectors) to search all customer entries or re-entries to the premises. Prior to the premises opening the metal detectors shall be checked to ensure that they are in full working order. A log of such checks shall be kept at the premises and shall include the name of the person who undertook the check, the outcome of the check, and the time and date of the check. The log shall be made immediately available to authorised officers on request.
- g) That at any other times, the requirement for the deployment of SIA registered door supervisors at the premises shall be risk assessed if and when required. Copies of any such risk assessments shall be kept at the premises for 6 months from the date of assessment and be provided to authorised officers immediately on request.

- 12. That all SIA registered door supervisors, the duty manager (and any other managerial staff) working, any stewarding staff, and any other relevant staff shall be supplied with, shall be trained in the use of, and shall use at all times the premises are in operation, 2-way radios ('walkie-talkies') to aid in the safe operation of the premises.
- 13. That 'Chelsea Hooks' or similar shall be provided throughout the public areas of the premises.
- 14. That clearly legible crime prevention notices will be prominently displayed where they can easily be seen and read by customers to provide relevant crime prevention information to customers as deemed appropriate by management. Such signage shall be maintained free from obstructions at all times.

C. Public Safety

- 15. That when events, performances or theatrical productions are taking place at the premises the maximum number of people permitted on the premises at any one time (the 'accommodation limit') is **X** people (excluding staff). The accommodation limit shall be known by all staff and shall not be exceeded at any time.

<< The applicant is to provide the accommodation limit – **WM** >>

- 16. That when events, performances or theatrical productions are taking place at the premises counting devices shall be used by the staff who are controlling customer entry to the premises to keep an accurate count of the number of people at the premises at any time and to ensure that the premises' accommodation limit is never exceeded. Staff using the counting devices should be able to determine the number of people at the premises immediately at the request of authorised officers.
- 17. That clearly legible signage shall be displayed where it can easily be seen and read by customers and staff identifying all emergency escape routes and emergency exits at the premises. Such signage shall be kept free from obstructions at all times.
- 18. That illuminated emergency escape route and emergency exit signage ('emergency lighting') shall be installed at the premises, be maintained in full working order, be

operational at all times that the premises are in use and shall be maintained free from obstruction at all times.

19. That all emergency exits, emergency escape routes and entry / exit doors at the premises shall be kept free from obstructions at all times that the premises are in use.
20. That a first aid policy will be devised and maintained at the premises. A copy of the first aid policy shall be kept at the premises with the premises licence and shall be made immediately available for inspection to authorised officers on request. All relevant staff shall be trained in the implementation of the latest version of the first aid policy and details of such training shall be recorded in the staff training logs at the premises.
21. That appropriate first aid equipment / materials shall be kept at the premises in a dedicated first aid box / boxes. The first aid box(es) shall be kept easily accessible and unobstructed at all times. All staff shall be made aware of where the first aid boxes are located.
22. That there shall be an identified first aider on site at all times that the premises are in operation. They shall sign in at the beginning of their shift in a staff log. The log shall include their printed name and the time & date that they sign in. The log shall be kept at the premises and be made available to authorised officers on request. ('Identified' in this condition means known to all staff.)
23. That a first aid room for the treatment, recovery, rest or ambulance waiting of injured / intoxicated persons shall be provided. To preserve confidentiality, only the first aider (or any other first aid staff), assisting staff, injured persons, authorised officers & emergency service personnel shall be permitted into the first aid room when it is in use.
24. That an accident book / recording system shall be maintained at the premises and be available and in use at all times that the premises are in operation. Details of any accidents will be recorded in the accident book / recording system contemporaneously. The accident book / recording system shall be made immediately available to authorised officers on request. Relevant staff shall be trained in this, and details of such training including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.
25. That 'Ask for Angela' posters (or posters relating to whatever similar scheme may be recommended by the council at any time) shall be displayed in the female toilet facilities and kept free from obstructions at all times. All staff shall be trained in the 'Ask for Angela' scheme (or similar scheme) and shall perform the appropriate course of action in the event of a customer requesting assistance. Details of such training, including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.

D. The prevention of public nuisance

26. That a sound limiting device (or similar equipment) shall be installed at the premises, be maintained in full working order and be in use at all times that the premises are in operation under this licence. All amplification equipment, entertainment devices and amplified instruments shall be routed through the sound limiting device (or similar equipment) which shall be calibrated so that the sound level of amplified sound at the premises does not cause a statutory or public nuisance. Only the licensee, premises manager, sound engineering staff or other person(s) nominated in writing by the

licensee shall have access to the sound limiting device (or similar equipment), only such staff shall be permitted to change any control settings on said equipment, and such staff shall be able to demonstrate that it is in use at the immediate request of authorised officers.

27. That only the licensee, premises manager, sound engineering staff or other person(s) nominated in writing by the licensee shall have access to any amplification equipment at the premises, and only such staff shall be permitted to change any control settings on said equipment.
28. A log of persons permitted access to the amplification equipment and sound limiting device (or similar equipment) at the premises shall be kept at the premises and provided to authorised officers on request.
29. That external doors at the premises shall be kept closed except for immediate, and emergency, access and egress to and from the premises when licensable activities are being provided at the premises.
30. That any openable windows at the premises shall be kept closed at all times that entertainment is being provided at the premises.
31. That a dispersal policy to assist with patrons leaving the premises in an orderly and safe manner shall be devised and maintained regarding the premises. A copy of the dispersal policy shall be accessible at the premises at all times that the premises are in operation. The policy should include (but not necessarily be limited to) the following:
 - a) Details as to how customer / staff egress at the premises shall be managed to minimise causing nuisance.
 - b) Details of public transport in the vicinity and how customers will be advised in respect of it.
 - c) Details of the management of taxis to and from the premises.
 - d) Details of the management of any 'winding down' period at the premises.
 - e) Details of the use of security and stewarding in respect of managing customer dispersal from the premises.
 - f) Details of any cloakroom facility at the premises and how it is managed.
 - g) Details of road safety in respect of customers leaving the premises.
 - h) Details of the management of ejections from the premises.
 - i) Details as to how any physical altercations at the premises are to be managed
 - j) Details of how refuse / waste in the local vicinity arising through the operation of the premises will be cleared up (e.g. flyer clean up, post event clean up).

All relevant staff employed at the premises shall be trained in the latest version of the dispersal policy. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises. If the dispersal policy is a paper document, then the signature of the trainees shall also be included. The dispersal policy shall be made immediately available to authorised officers on request.

32. That any advertising, marketing or media relating to the premises (including websites) will advise customers that there is no readily available parking in the vicinity of the premises, shall list public transport options available in the vicinity and shall advise customers to refrain from driving to the premises.
33. That the management shall assign a designated pick-up spot / 'pick up pin' with all current online taxi hailing services (e.g. Uber, Bolt etc.).
34. That clearly legible signage shall be prominently displayed where it can easily be seen

and read by customers, at all exits from the premises and in any external areas, requesting to the effect that customers leave the premises and locale in a quiet and orderly manner with respect to local residents. Such signage shall be kept free from obstructions at all times.

35. That any litter caused by the operation of the premises shall be cleared away from the immediate vicinity of the premises periodically throughout operating hours, and at the end of trade, on each day that the premises are in operation. Relevant staff shall be trained in this, and details of such training including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.
36. That suitable external containers for customer's cigarette butts shall be provided at all times that the premises are in use. Such containers shall be emptied regularly to ensure that they can be used at all times that the premises are in use, and so that they do not overflow and cause cigarette butt litter in the vicinity.
37. That external waste handling, collections of goods from the premises, deliveries of goods to the premises and the cleaning of external areas shall only occur between the 07:00 hours and 20:00 hours.
38. That, if and when required, staff shall interact with customers to ensure that customers behave at the premises in a quiet and orderly manner and also leave the premises and locale in a quiet and orderly manner. Customers deemed by staff to be engaging in anti-social behaviour shall be asked to leave the premises. All relevant staff shall be trained in this, and details of such training including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.
39. That clearly legible signage stating a dedicated contact telephone number for the premises shall be prominently displayed where it can easily be seen and read by passers-by. The signage shall state to the effect that the phone number shown can be used to contact the premises in respect of any complaints regarding the operation of the premises. If the telephone number relates to a mobile phone, then the duty manager / supervisor on duty shall have the mobile phone on their person at all times. Such signage shall be kept free from obstructions at all times.

E. The prevention of children from harm

40. That no person under 16 years old shall be permitted on the premises unless they are accompanied by a responsible adult.
41. That if any event, performance or theatrical production contains adult content then no persons under 18 years old shall be permitted on the premises.
42. That a child protection / vulnerable persons policy will be devised and maintained at the premises. A copy of the child protection / vulnerable persons policy shall be kept at the premises with the premises licence and shall be made immediately available for inspection to authorised officers on request. All staff shall be trained in the implementation of the latest version of the child protection policy and details of such training including the printed name of the trainee and the date of the training, shall be recorded in the staff training logs at the premises.
43. That a challenge 25 scheme shall be maintained requiring that staff selling or delivering alcohol request that any customer who looks under 25 years old, and who is attempting

to purchase or take receipt of alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a photo driving licence, passport, UK armed services photo ID card, any Proof of Age Standards Scheme (PASS) accredited card (such as the Proof of Age London (PAL) card) or any age verification card accredited by the Secretary of State.

44. That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons (including the prevention of 'proxy sales') and the challenge 25 scheme in operation at the premises. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises and shall be made immediately available for inspection at the premises to authorised officers on request.
45. 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.
46. That a register of refused sales of alcohol shall be maintained at the premises at all times. The register shall be clearly and legibly marked on the front cover as a register of refused alcohol sales, with the address of the premises and the name of the licence holder. The register shall be used to record details of all refused sales of alcohol. The register shall be kept / be accessible at the premises at all times. The register shall be made immediately available for inspection at the premises to responsible authority officers on request.

We welcome discussion regarding any of the above, however should the applicant agree to all of the above conditions then we will withdraw this representation.

Yours sincerely,

Wesley McArthur
Principal Enforcement Officer

On Wed, 30 Oct 2024 at 20:00, McArthur, Wesley <Wesley.McArthur@southwark.gov.uk> wrote:

Hi Bertie,

Please confirm whether you agree to the conditions below.

Jayne – if Bertie agrees to the conditions below then my representation **is withdrawn**.

A. General – all four licensing objectives:

1. That all relevant staff shall be trained in their responsibilities under the Licensing Act 2003, the promotion of the licensing objectives and the terms and conditions of this licence. Records pertaining to such training ('the staff training logs') shall be kept at the premises, shall be updated every 6 months and shall be made immediately available to responsible authority officers on request. The training logs shall include the trainee's name (in block capitals), the trainer's name (in block capitals) and the date(s) of training and a declaration that the training has been received and understood by the trainee. If the staff training logs are a paper hardcopy, then the signature of the trainee, the signature of the trainer shall be included.
2. That alcohol will only be sold and / or supplied to customers attending events, performances, rehearsals or theatrical productions at the premises, or performers and staff. Alcohol will not be sold to the general public who are not attending such events at the premises. Alcohol will not be sold or supplied when an event, performance, rehearsals or theatrical production is not taking place at the premises, except to students of the premises and staff.
3. That no dedicated dance floor for customer use will be provided at the premises at any time.

B. The prevention of crime and disorder:

4. That a digital CCTV system shall be installed at the premises, shall be maintained in full working order and shall be continually recording at all times that the premises are in use. The CCTV system must be capable of capturing a clear facial image of every person who enters the premises. The CCTV system shall be correctly time and date stamped. The CCTV system shall cover all interior and exterior areas of the premises, including the frontage of the premises, and shall collect clearly defined / focused footage.
5. That all CCTV footage shall be kept for a period of thirty-one (31) days and shall be made immediately available to authorised officers on request.
6. That a member of staff shall be on duty at all times that the premises are in use who is trained in the use of the CCTV system and who is able to view, and download to a removable storage device, CCTV footage at the immediate request of authorised officers.

7. That an entry policy will be devised and maintained at the premises. A copy of the entry policy shall be kept at the premises with the premises licence and shall be made immediately available for inspection to authorised officers on request. The entry policy shall cover (but not necessarily be limited to):
- a. Safe customer entry to the premises,
 - b. If / when applicable searching / scanning of attendees,
 - c. The barring of customer entry to the premises for any reason,
 - d. Restricted items (e.g. weapons / drugs or any other items restricted by the licensee),
 - e. Pre-opening safety checks of the premises,
 - f. Dealing with overcrowding and / or crowd surges
 - g. Dealing with suspect packages

All relevant staff shall be trained in the implementation of the latest version of the entry policy and details of such training shall be recorded in the staff training logs at the premises.

8. That an incident log shall be kept at the premises to record details of any of the following occurrences at the premises:
- a. Instances of anti-social or disorderly behaviour
 - b. Calls to the police or other emergency services
 - c. Any complaints received
 - d. Ejections of people from the premises
 - e. Visits to the premises by the local authority or emergency services
 - f. Any malfunction in respect of the CCTV system
 - g. All crimes reported by customers, or observed by staff
 - h. Any other relevant incidents

The incident log shall record the time, date, location in the premises and description of each incident, details of any action taken in respect of the incident and the printed name of the person reporting the incident. Details of incidents shall be recorded contemporaneously. The incident log shall be available / be accessible at the premises at all times that the premises are in use and shall be made immediately available to authorised officers on request. Details of incidents shall be recorded contemporaneously. If the incident log is a paper hardcopy, then the signature of the person reporting the incident in the log shall also be included. All relevant staff employed at the premises shall be trained in the use of the incident log. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.

9. That door supervisors will be employed as follows:
- a) That a minimum of one(1), SIA registered door supervisor will be employed at the premises at all times when an event, performance or theatrical production open to members of the public is taking place at the premises for audiences of between 100 – 199 people.
 - b. That for audiences of 200 people or more, SIA registered door supervisors will be employed at a ratio of at least 1 SIA registered door supervisor per 100 customers (or part thereof).
 - c) The door supervisors will be employed to control entry to the premises, to deal with the searching / scanning of customers, to deal with any anti-social or disorderly behaviour at the premises, to de-escalate

confrontations, to assist with emergency escape from the premises, to deal with the ejection of people from the premises, to assist management in liaising with the police regarding instances of crime and to assist with ensuring that the premises' dispersal policy is adhered to.

d) The door supervisors shall be at the premises prior to the premises opening to the public and shall remain at the premises until all patrons have vacated the premises, and until at least 30 minutes after the premises close.

e) The door supervisors shall be easily identifiable.

f) That at any other times, the requirement for the deployment of SIA registered door supervisors at the premises shall be risk assessed if and when required. Copies of any such risk assessments shall be kept at the premises for 6 months from the date of assessment and be provided to authorised officers immediately on request.

10. That all SIA registered door supervisors, the duty manager (and any other managerial staff) working, any stewarding staff, and any other relevant staff shall be supplied with, shall be trained in the use of, and shall use at all times the premises are in operation, 2-way radios ('walkie-talkies') to aid in the safe operation of the premises.
11. That 'Chelsea Hooks' or similar shall be provided throughout the public areas of the premises.
12. That clearly legible crime prevention notices will be prominently displayed where they can easily be seen and read by customers to provide relevant crime prevention information to customers as deemed appropriate by management. Such signage shall be maintained free from obstructions at all times.

C. Public Safety

13. That the maximum number of people permitted on the premises at any one time (the 'accommodation limit') is 999 people (excluding staff) comprising a maximum of 519 people on the lower ground floor and a maximum of 480 people on the fifth floor. The total accommodation limit, and accommodation limits for each floor, shall be known by all staff and shall not be exceeded at any time.
14. That when events, performances or theatrical productions are taking place at the premises counting devices shall be used by the staff who are controlling customer entry to the premises to keep an accurate count of the number of people at the premises at any time and to ensure that the premises' accommodation limit is never exceeded. Staff using the counting devices should be able to determine the number of people at the premises immediately at the request of authorised officers.
15. That clearly legible signage shall be displayed where it can easily be seen and read by customers and staff identifying all emergency escape routes and emergency exits at the premises. Such signage shall be kept free from obstructions at all times.

16. That illuminated emergency escape route and emergency exit signage ('emergency lighting') shall be installed at the premises, be maintained in full working order, be operational at all times that the premises are in use and shall be maintained free from obstruction at all times.
17. That all emergency exits, emergency escape routes and entry / exit doors at the premises shall be kept free from obstructions at all times that the premises are in use.
18. That a first aid policy will be devised and maintained at the premises. A copy of the first aid policy shall be kept at the premises with the premises licence and shall be made immediately available for inspection to authorised officers on request. All relevant staff shall be trained in the implementation of the latest version of the first aid policy and details of such training shall be recorded in the staff training logs at the premises.
19. That appropriate first aid equipment / materials shall be kept at the premises in a dedicated first aid box / boxes. The first aid box(es) shall be kept easily accessible and unobstructed at all times. All staff shall be made aware of where the first aid boxes are located.
20. That there shall be an identified first aider on site at all times that the premises are in operation. They shall sign in at the beginning of their shift in a staff log. The log shall include their printed name and the time & date that they sign in. The log shall be kept at the premises and be made available to authorised officers on request. ('Identified' in this condition means known to all staff.)
21. That a first aid room for the treatment, recovery, rest or ambulance waiting of injured / intoxicated persons shall be provided. To preserve confidentiality, only the first aider (or any other first aid staff), assisting staff, injured persons, authorised officers & emergency service personnel shall be permitted into the first aid room when it is in use.
22. That an accident book / recording system shall be maintained at the premises and be available and in use at all times that the premises are in operation. Details of any accidents will be recorded in the accident book / recording system contemporaneously. The accident book / recording system shall be made immediately available to authorised officers on request. Relevant staff shall be trained in this, and details of such training including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.
23. That 'Ask for Angela' posters (or posters relating to whatever similar scheme may be recommended by the council at any time) shall be displayed in the female toilet facilities and kept free from obstructions at all times. All staff shall be trained in the 'Ask for Angela' scheme (or similar scheme) and shall perform the appropriate course of action in the event of a customer requesting assistance. Details of such training, including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.

D. The prevention of public nuisance

24. That only the licensee, premises manager, sound engineering staff or other person(s) nominated in writing by the licensee shall have access to any amplification equipment at the premises, and only such staff shall be permitted to change any control settings on said equipment.
25. A log of persons permitted access to the amplification equipment and sound limiting device (or similar equipment) at the premises shall be kept at the premises and provided to authorised officers on request.
26. That external doors at the premises shall be kept closed except for immediate, and emergency, access and egress to and from the premises when licensable activities are being provided at the premises.
27. That any openable windows at the premises shall be kept closed at all times that entertainment is being provided at the premises.
28. That a dispersal policy to assist with patrons leaving the premises in an orderly and safe manner shall be devised and maintained regarding the premises. A copy of the dispersal policy shall be accessible at the premises at all times that the premises are in operation. The policy should include (but not necessarily be limited to) the following:
 - a) Details as to how customer / staff egress at the premises shall be managed to minimise causing nuisance.
 - b) Details of public transport in the vicinity and how customers will be advised in respect of it.
 - c) Details of the management of taxis to and from the premises.
 - d) Details of the management of any 'winding down' period at the premises.
 - e) Details of the use of security and stewarding in respect of managing customer dispersal from the premises.
 - f) Details of any cloakroom facility at the premises and how it is managed.
 - g) Details of road safety in respect of customers leaving the premises.
 - h) Details of the management of ejections from the premises.
 - i) Details as to how any physical altercations at the premises are to be managed
 - j) Details of how refuse / waste in the local vicinity arising through the operation of the premises will be cleared up (e.g. flyer clean up, post event clean up).

All relevant staff employed at the premises shall be trained in the latest version of the dispersal policy. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises. If the dispersal policy is a paper document, then the signature of the trainees shall also be included. The dispersal policy shall be made immediately available to authorised officers on request.

29. That any advertising, marketing or media relating to the premises (including websites) will advise customers that there is no readily available parking in the vicinity of the premises, shall list public transport options available in the vicinity and shall advise customers to refrain from driving to the premises.
30. That the management shall assign a designated pick-up spot / 'pick up pin' with all current online taxi hailing services (e.g. Uber, Bolt etc.).
31. That clearly legible signage shall be prominently displayed where it can easily be seen and read by customers, at all exits from the premises and in any external areas, requesting to the effect that customers leave the premises and locale in a quiet and orderly manner with respect to local residents. Such signage shall be kept free from obstructions at all times.
32. That any litter caused by the operation of the premises shall be cleared away from the immediate vicinity of the premises periodically throughout operating hours, and at the end of trade, on each day that the premises are in operation. Relevant staff shall be trained in this, and details of such training including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.
33. That suitable external containers for customer's cigarette butts shall be provided at all times that the premises are in use. Such containers shall be emptied regularly to ensure that they can be used at all times that the premises are in use, and so that they do not overflow and cause cigarette butt litter in the vicinity.
34. That external waste handling, collections of goods from the premises, deliveries of goods to the premises and the cleaning of external areas shall only occur between the 07:00 hours and 20:00 hours.
35. That, if and when required, staff shall interact with customers to ensure that customers behave at the premises in a quiet and orderly manner and also leave the premises and locale in a quiet and orderly manner. Customers deemed by staff to be engaging in anti-social behaviour shall be asked to leave the premises. All relevant staff shall be trained in this, and details of such training including the printed name(s) of the trainee(s), and the date(s) that the training was given, shall be recorded in the staff training logs at the premises.
36. That clearly legible signage stating a dedicated contact telephone number for the premises shall be prominently displayed where it can easily be seen and read by passers-by. The signage shall state to the effect that the phone number shown can be used to contact the premises in respect of any complaints regarding the operation of the premises. If the telephone number relates to a mobile phone, then the duty manager / supervisor on duty shall have the mobile phone on their person at all times. Such signage shall be kept free from obstructions at all times.

E. The prevention of children from harm

37. That no person under 16 years old shall be permitted on the premises unless they are accompanied by a responsible adult.
38. That if any event, performance or theatrical production contains adult content then no persons under 18 years old shall be permitted on the premises.
39. That a child protection / vulnerable persons policy will be devised and maintained at the premises. A copy of the child protection / vulnerable persons policy shall be kept at the premises with the premises licence and shall be made immediately available for inspection to authorised officers on request. All staff shall be trained in the implementation of the latest version of the child protection policy and details of such training including the printed name of the trainee and the date of the training, shall be recorded in the staff training logs at the premises.
40. That a challenge 25 scheme shall be maintained requiring that staff selling or delivering alcohol request that any customer who looks under 25 years old, and who is attempting to purchase or take receipt of alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a photo driving licence, passport, UK armed services photo ID card, any Proof of Age Standards Scheme (PASS) accredited card (such as the Proof of Age London (PAL) card) or any age verification card accredited by the Secretary of State.
41. That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons (including the prevention of 'proxy sales') and the challenge 25 scheme in operation at the premises. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises and shall be made immediately available for inspection at the premises to authorised officers on request.
42. 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.
43. That a register of refused sales of alcohol shall be maintained at the premises at all times. The register shall be clearly and legibly marked on the front cover as a register of refused alcohol sales, with the address of the premises and the name of the licence holder. The register shall be used to record details of all refused sales of alcohol. The register shall be kept / be accessible at the premises at all times. The register shall be made immediately available for inspection at the premises to responsible authority officers on request.

Regards,

Wesley McArthur

Principal Enforcement Officer - Licensing Unit
London Borough of Southwark

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

General: licensing@southwark.gov.uk

Phone: 020 7525 5779

Switchboard: 020 7525 5000

Website: www.southwark.gov.uk

Address: Licensing, Health & Safety, Hub 1, 3rd Floor, 160 Tooley Street, SE1 2QH

From: Bertie Watkins

Sent: Monday, November 4, 2024 1:04 PM

To: McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>

Cc: Tear, Jayne <Jayne.Tear@SOUTHWARK.GOV.UK>; Regen, Licensing
<Licensing.Regen@southwark.gov.uk>

Subject: Re: Application for a premises licence: COLAB Tower, 22 Southwark Bridge Road, London, SE1 9HB (our ref: L1U 884201) - Loc ID: 9060 - Borough and Bankside ward

Hey Wesley,

So sorry after all that I missed this! Those conditions are agreed - thank you. Hope you have a lovely holiday.

Jayne, do we know how much longer we've got left? I think that was the last objection but do you know if we've had any more?

Thanks.

Hope you're well.

Best wishes,

Bertie

From: Jerrom, Charlie <Charlie.Jerrom@southwark.gov.uk>

Sent: Friday, October 11, 2024 11:09 AM

To: Bertie Watkins

Cc: Tear, Jayne <Jayne.Tear@SOUTHWARK.GOV.UK>; Regen, Licensing <Licensing.Regen@southwark.gov.uk>; Forrest, Yemisi <Yemisi.Forrest@Southwark.gov.uk>

Subject: New Premises Licence, Colab Tower, 22 Southwark Bridge Road, London, SE1 9HB Ref: 884201

Trading Standards as a responsible authority are in receipt of a new premises license application from Colab Tower, 22 Southwark Bridge Road, London, SE1 9HB. Trading Standards as a responsible authority are making representation in respect of this application under all the licensing objectives, but primarily the protection of children from harm.

In the general description this is:-

“Office block that will be used for the charitable uses of the arts. Mostly as workshop space, art studios, rehearsals, writing Workspace, research and development space, showing space, theatre studios, youth theatre programmes and open creative spaces for network development. We are applying for the licence due to the showings that will take place from the research and development phases of the artists. They will be very low impact on the Surrounding area as they will be small and will fully support the licensing objectives.”

The opening hours are to be:-

Sunday to Wednesday 10:00 – 00:00

Thursday to Saturday 10:00 – 02:30

The hours for alcohol sales are to be (on sales)

Sunday to Wednesday 12:00 – 23:00

Thursday to Saturday 12:00 – 02:00

Recorded Music (Indoors & Outdoors)

Sunday to Wednesday 12:00 – 23:00

Thursday to Saturday 12:00 – 02:00

Plays (Indoors)

Monday to Sunday 12:00 – 23:00

The application does mention conditions relating to protection of children from harm, however Trading Standards would like to see further conditions around these matters.

Therefore Trading Standards simply asks that the following conditions be agreed by way of tidying up these matters.

4AA - That a challenge 25 scheme shall be maintained requiring that staff selling or delivering alcohol request that any customer who looks under 25 years old, and who is attempting to purchase or take receipt of alcohol, provides valid photographic

identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a photo driving licence, passport, UK armed services photo ID card, any Proof of Age Standards Scheme (PASS) accredited card (such as the Proof of Age London (PAL) card) or any age verification card accredited by the Secretary of State

4AB - That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons (including the prevention of 'proxy sales') and the challenge 25 scheme in operation at the premises. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises and shall be made immediately available for inspection at the premises to authorised officers on request.

4AC - 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 and points of sale The signage shall be kept free from obstructions at all times.

4AI - 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 used to record details of all refused sales of alcohol. The register shall be kept / be accessible at the premises at all times. If the refusals register is a paper document then it shall be clearly and legibly marked on the front cover as a register of refused alcohol sales, with the address of the premises and the name of the licence holder. The register shall be made immediately available for inspection at the premises to authorised officers on request.

I attach electronic documents of training materials and a refusals register which can be used to meet the above conditions in terms of staff training and use of a refusal register. This effectively saves the business the cost of paying a consultant to undertake such activities. There is no reason why a person in the business who holds a personal license cannot undertake such training for staff and this can form part of a defence for the business should a member of staff supply alcohol to a minor.

If you are happy to accept these conditions then trading standards, as a responsible authority, will be happy to lift the representations made in respect of the application.

Hard copies of the above documents can be provided on request.

Charlie Jerrom
Enforcement Officer
Trading Standards
T: 020 7525 7529
W: southwark.gov.uk

From: Jerrom, Charlie <Charlie.Jerrom@southwark.gov.uk>

Sent: Monday, November 18, 2024 1:17 PM

To: Prickett, Mark <Mark.Prickett@southwark.gov.uk>; McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>

Subject: RE: Application for a premises licence: COLAB Tower, 22 Southwark Bridge Road, London, SE1 9HB (our ref: L1U 884201) - Loc ID: 9060 - Borough and Bankside ward

Hi Wesley,

This was conciliated on the 15 November 2024.

Regards

Charlie Jerrom
Enforcement Officer
Trading Standards
T: 020 7525 7529
W: southwark.gov.uk

From: Prickett, Mark <Mark.Prickett@southwark.gov.uk>

Sent: Tuesday, November 5, 2024 5:09 PM

To: Regen, Licensing <Licensing.Regen@southwark.gov.uk>

Cc:

Subject: EPT rep - premises licence application, Colab Bankside, 22 Southwark Bridge Road

Dear Licensing,

Southwark's Environmental Protection Team (EPT) have reviewed the new premises licence for Colab Tower, 22 Southwark Bridge Road, London, SE1 9HB.

The premises is described as an *"Office block that will be used for the charitable uses of the arts. Mostly as workshop space, art studios, rehearsals, writing workspace, research and development space, showing space, theatre studios, youth theatre programmes and open creative spaces for network development. We are applying for the licence due to the showings that will take place from the research and development phases of the artists. They will be very low impact on the surrounding area as they will be small and will fully support the licensing objectives."*

The application seeks the following licensable activities:

Play (indoors): 12:00 – 23:00 Monday to Sunday

Recorded music (both indoors and outdoors): 12:00 – 23:00 Sunday to Wednesday, 12:00 – 02:00 Thursday to Saturday. *"Background music for the performance areas and bar. Not performative music."*

Supply of alcohol (on the premises): 12:00 – 23:00 Sunday to Wednesday, 12:00 – 02:00 Thursday to Saturday.

Opening hours: 10:00 – 00:00 Sunday to Wednesday, 10:00 – 02:30 Thursday to Saturday.

Section M part d) of the application has been reviewed. The measures to address the prevention of public nuisance licensing objective are as follows:

- Noise management policy implemented and enforced.*
- Noise levels kept to a minimum.*
- Trained supervisors to be outside at all times to ensure the noise levels are reduced and to disperse any audience that are staying outside the venue.*
- Audience exiting the venue will also be staged at all times – no mass exit at any time – controlled by the duty manager.*
- Doors and windows closed when appropriate.*
- Mechanical means of ventilation put in place.*
- Sound limiting devices to be in possession by DPS or Licence Holder to ensure maximum volume isn't exceeded.*
- Any speakers used to have rubber speaker mounts to prohibit any structural borne noise.*

- Noise monitoring to take place weekly by the duty manager.
- Noise management policy to be recorded at all times.
- Contact number provided for local residents so they can report any noise issues – phone to be on the duty manager’s persons at all times.
- Visible signage informing audience of local residents and to ask to keep noise levels to a minimum displayed around the outside of the premises.
- Smoking areas to be away from residential areas.
- Prohibit loitering by smokers.
- Staff to be sent home immediately after the event.
- Staff to depart from the venue appropriately.
- Deliveries to take place during the day and not at inappropriate times.
- No debris to be outside the venue–duty manager to ensure that there is any rubbish outside the venue at any time.
- Staff training on the effects of alcohol and how to spot early signs of customers becoming drunk should be provided to give them the knowledge and confidence to deal with drunken patrons.
- Staff should be aware of their responsibilities in regards to the Licensing Act 2003 and recognise appropriate ‘cut off’ points for serving drunken customers.
- Staff to continuously to assess the behaviour of audience and the amount of alcoholic influence they are under.
- All sales of alcohol to be approved by a Personal License holder.
- A duty of care policy implemented to ensure the safety of any individual suffering from the over intoxication of alcohol
- Drink awareness posters placed around venue.
- Audience contained within building
- Free taxi cab phone service provided by venue.

EPT stance

EPT express concerns over the application and for the planned licensable activities at the premises causing public nuisance. The following queries & questions are outlined for the applicant:

The application seeks recorded music outdoors. Where exactly is this proposed? EPT would request the activity to be indoors only.

The plan submitted shows the 5th floor. Is the licensed premises just on the 5th floor or over all floors within the building? Are performances proposed on all floors at the same time? The event plan states that the number of guests will be 150-300, with 300 maximum.

Is entrance and exit into the premises always via Park St?

2.2.1 of the event plan states “No drinks to be allowed outside the venue” – however the plan submitted shows a bar in the external entrance / exit area off Park St? What

exactly is proposed in this space? EPT express concerns over any licensable activity taking place externally.

All ticketed performances are stated to be finished by 23:00. The use of the bar is requested until 02:00 Thursdays to Saturdays. No late night refreshment is requested therefore the premises will be operating solely as a bar until the early hours of the morning. Southwark's Statement of Licensing Policy suggests in table 2 that public houses should only be open to midnight in the Borough & Bankside location.

The building was previously used as an office block with residential properties in close proximity. No noise assessment has been done to assess late night music noise and the potential for noise breakout causing public nuisance.

A '*Noise management policy*' is stated to be implemented and enforced. Can this be provided for review?

It's not clear how the noise monitoring will be undertaken, and how?

Will deliveries be able to be made between 08:00 – 20:00 Monday to Friday, 09:00 – 18:00 Saturday & Sunday?

EPT make representation against this application due to concerns over the opening hours and licensable activities proposed at the premises causing public nuisance to closest residential properties.

EPT would be willing to attend a site meeting to be able to see the premises in person & to allow a walk through of the planned activities over the specified floors.

Kind regards,

Mark Prickett

Principal Environmental Protection Officer

Environmental Protection Team

Southwark Council

T: 0207 525 0023

From: [REDACTED]
Sent: Friday, October 25, 2024 9:02 AM
To: Regen, Licensing <Licensing.Regen@southwark.gov.uk>
Subject: COLAB tower, 22 Southwark Bridge Road

Dear Sir / Madam,

I live at [REDACTED]. I object to the above licence. To allow opening hours until 2am will be enormously disruptive to the area, with noise and anti social behaviour.

[REDACTED]
[REDACTED]

From: Watson, David <David.Watson@southwark.gov.uk>
Sent: Wednesday, October 9, 2024 9:38 PM
To: Regen, Licensing <Licensing.Regen@southwark.gov.uk>; Chamberlain, Victor <Victor.Chamberlain@southwark.gov.uk>; Von Wiese, Irina <Irina.VonWiese@southwark.gov.uk>; licencing@southwark.gov.uk
Cc: Tear, Jayne <Jayne.Tear@SOUTHWARK.GOV.UK>
Subject: RE: Consultation, new premises licence application - 22 Southwark Bridge Road

Dear licensing team,

I wish to object to this license application.

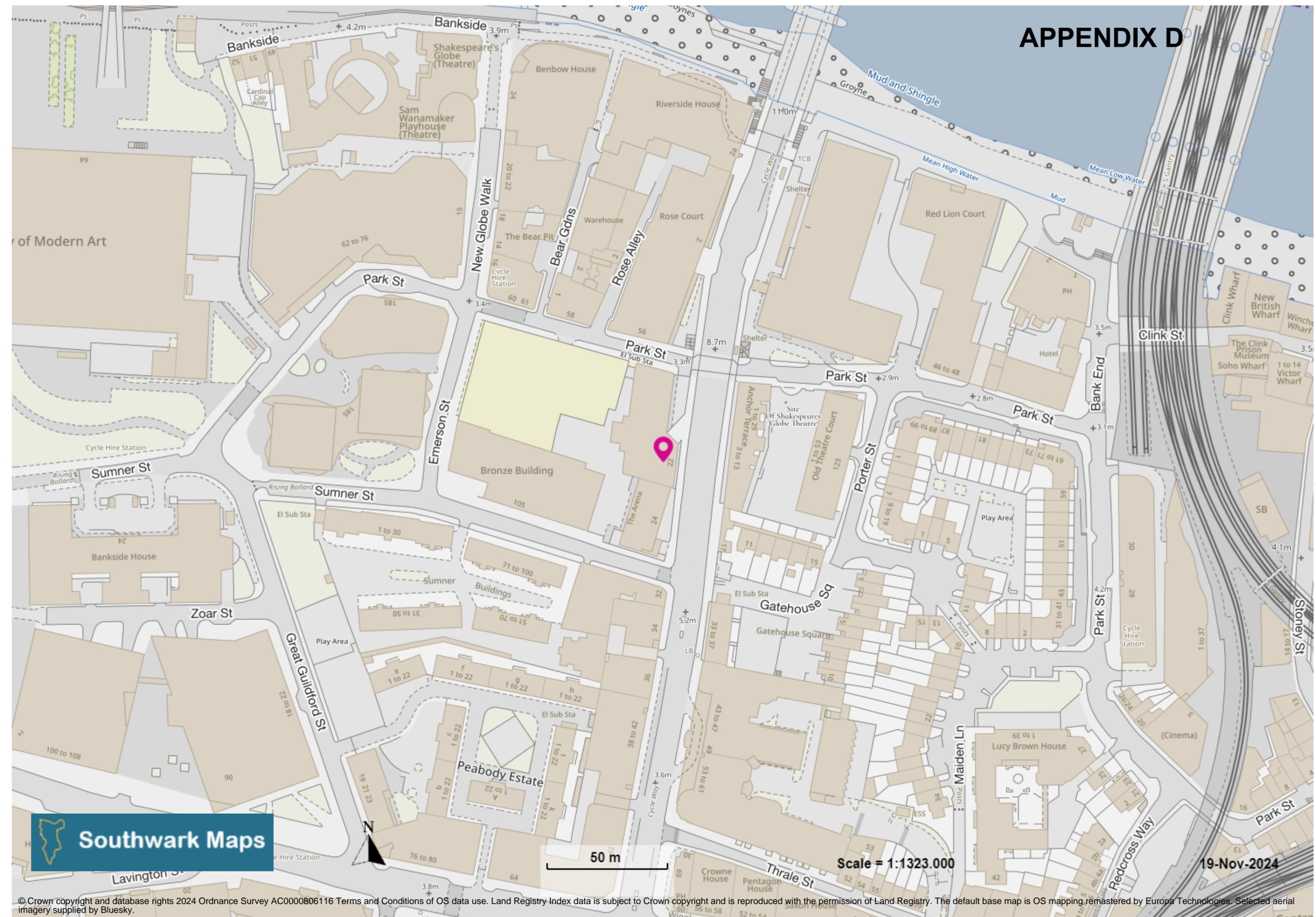
Borough and Bankside ward is in a cumulative impact policy area because of the alcohol related crime and disorder statistics for the area, and the alcohol related hospital admissions data. Therefore, this application should be refused. The new premises would impact negatively on efforts to prevent crime and disorder, public nuisance and protect public safety.

Many thanks,

David

Councillor David Watson
Liberal Democrat Councillor for Borough & Bankside Ward
Twitter:

APPENDIX D



50 m

Scale = 1:1323.000

19-Nov-2024

LICENSING SUB-COMMITTEE DISTRIBUTION LIST (OPEN) MUNICIPAL YEAR 2024-25

NOTE: Original held by Constitutional Team; all amendments/queries to Andrew Weir - Tel: 020 7525 7222

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Councillor Renata Hamvas (Chair)	1	Debra Allday, legal team	
Councillor Jane Salmon	1	Toyin Calfos, legal team	
Councillor Charlie Smith	1	Charlotte Precious, legal team	
		Wesley McArthur, licensing team	
Reserve		Mark Prickett, environmental protection team	
Councillor Ellie Cumbo	1	P.C. Mark Lynch, Metropolitan Police Service	
		Andrew Weir, constitutional team	
		Total printed copies: 4	
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