

Appendix B

From: McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>
Sent: Wednesday, February 14, 2024 10:50 AM
To: Reba Danson | The Licensing Guys <Reba@thelicensingguys.com>
Cc: Mannix, Joseph <Joseph.Mannix@southwark.gov.uk>
Subject: RE: Papa Nadox Kitchen - Agreed conditions

Hi Reba,

Thank you for your reply. The list of conditions as below is correct. As such my representation is withdrawn.

Joseph – please see below. All conditions excepting those in blue type are to be included in the licence.

Regards,

Wesley McArthur

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From: Reba Danson | The Licensing Guys <Reba@thelicensingguys.com>
Sent: Wednesday, February 14, 2024 10:48 AM
To: McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>
Subject: Papa Nadox Kitchen - Agreed conditions

Hi Wesley,

Further to my earlier email, may I ask you to please confirm that the conditions below are a correct list of the measures proposed, as the two blue ones are no longer applicable.

If the remainder are correct, our client is happy to agree to add to the licence operating schedule and comply with them in the operation of his business.

A. General – all four licensing objectives:

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 at all times. 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.

All CCTV footage shall be kept for a period of thirty one (31) days and shall be made immediately available to responsible authority officers on request.

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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 responsible authority officers.

An incident log shall be kept at the premises to record details of any of the following occurrences at the premises:

- I. Instances of anti-social or disorderly behaviour
- II. Calls to the police or other emergency services
- III. Any complaints received
- IV. Ejections of people from the premises
- V. Visits to the premises by the local authority or emergency services
- VI. Any malfunction in respect of the CCTV system
- VII. All crimes reported by customers, or observed by staff
- VIII. 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 and. 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 responsible authority 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.

After 02:00 hours customers will not be permitted on the premises and customer pick-up of deliveries at the premises shall cease.

Alcohol shall only be provided to customers at the premises as part of an order including the collection of food. Purchases / collections solely of alcohol from the premises shall not be permitted at any time.

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.

D. The prevention of public nuisance

Any kitchen extract and / or ventilation systems (user accessible parts) will be cleaned regularly by staff (at a minimum of once a week) to ensure that the operation of the premises does not give rise to odour, fume or smoke nuisance. Details of such cleaning shall be kept in a log that shall be made immediately available to responsible authority officers on request.

Any kitchen extract and / or ventilation systems be inspected at least once annually by a person qualified to do so to ensure that they are in full working order.

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Details of any such inspections shall be kept at the premises and be made immediately available for inspection on the request of responsible authority officers.

Any maintenance works to the kitchen extract and / or ventilation identified as required, subsequent to such inspections, shall be undertaken as soon as practicably possible.

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 07:00 hours and 20:00 hours.

Delivery drivers will be instructed to turn their engines off when collecting orders for delivery from the premises.

Clearly legible signage shall be prominently displayed both inside and outside the premises where it can easily be seen and read by delivery drivers advising to the effect that:

- (a) all vehicle engines are turned off,
- (b) that all delivery drivers behave in a quiet and orderly manner with respect to local residents,
- (c) that delivery drivers do not use vehicle horns to attract the attention of workers at the premises or otherwise use their vehicle horns unnecessarily when approaching or leaving the premises, and
- (d) that delivery drivers do not engage in unnecessary revving of engines on approaching or leaving the premises and locale.

Staff shall be trained in minimising noise nuisance that may arise due to the operation of the premises. The training shall include all the steps that staff are expected to take to minimise the operation of the premises from causing noise nuisance especially after 23:00 hours.

The 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.

Clearly legible signage stating a dedicated contact telephone number for the premises shall be prominently displayed where it can easily be seen read by passers-by on the entrance to the premises. 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. Such signage shall be kept free from obstructions at all times.

All relevant staff shall be instructed to arrive at, leave, and conduct themselves at the premises in a quiet and orderly manner at all times with particular care taken when late at night or in the early hours of the morning. The details of such training/instruction, 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.

Member of public will not be permitted onto the premises at any time.

Food sales will not take place at the premises at any time (e.g. through a service hatch or similar). (No longer applicable - superseded by condition above)

Members of the public will not be permitted to collect food and / or alcohol orders from the premises at any time. (No longer applicable - superseded by condition above)

E. The protection of children from harm

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Whether employed directly or via third party delivery companies, drivers must complete training regarding the prevention of the delivery of age restricted products to underage persons.

Such training shall include (but not necessarily be limited to) the requirement that staff delivering alcohol request that any customer who looks under 18 years old, and who is attempting to 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.

Where delivery drivers are employed directly by the premises then records pertaining to the prevention of the delivery of age restricted products to underage persons shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council and / or police officers on request. The 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 deliveries are made by a third party company, then that company must have a policy regarding the prevention of the delivery of age restricted products to underage persons and all deliveries must be made in accordance with the policy. A copy of the company's policy regarding the prevention of the delivery of age restricted products to underage persons, and the delivery contract agreement, will be kept / be available at the premises with the premises license, and shall be made immediately available to responsible officers on request.

Details of the age verification policy, and delivery policy regarding age restricted products, shall be made available on any web-site, or other media used, regarding deliveries of age restricted products.

If I have overlooked or omitted anything of course please let me know, but if they are correct, I look forward to hearing from you.

Thank you and kind regards



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