

**APPENDIX C
POLICE
WITHDRAWAL**

From: Walter.MinkaAgyeman@met.police.uk
<Walter.MinkaAgyeman@met.police.uk>
Sent: Tuesday, October 29, 2024 10:36 AM
To: Regen, Licensing <Licensing.Regen@southwark.gov.uk>
Cc: [REDACTED]
Subject: FW: AJ RESTAURANT AND BAR

Good Morning,

Police would like to withdraw our representation based on the agreement of the following conditions.

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), 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 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.
3. That 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.
4. 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 responsible authority officers.
5. That clearly legible signage shall be prominently displayed where it can easily be seen and read by customers advising to the effect that CCTV is in operation at the premises. The signage shall be kept free from obstructions at all times.
6. That a zero tolerance policy to illegal drug use will be implemented and maintained at the premises. All relevant staff shall be trained in the

implementation of the latest version of the drug policy and details of such training shall be recorded in the staff training logs at the premises.

7. That clearly legible signage shall be prominently displayed where it can easily be seen and read by customers in the premises' toilet(s) advising to the effect that the taking of illegal drugs will not be tolerated at the premises. These notices shall be kept free from obstructions at all times.
8. That 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
9. 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.
10. That alcohol shall not be sold or supplied on the premises otherwise than to persons taking table meals there, and for consumption by such persons as ancillary to their meal.
11. That the sale of alcohol shall cease at least 30 minutes before the premises' closing time, as stated elsewhere in this licence, on each day.
12. That any 3rd parties / members of the public using the premises for a promoted or private event must complete a venue hire agreement with the premises licence holder. The venue hire agreement shall include the full name and address of the hirer, copy of valid photo identification of the hirer (kept on file in accordance with data protection requirements), the hirer's signature and the date that the venue hire agreement has been signed. The venue hire agreement shall include all of the licensee's terms of hire. Such agreements shall be kept on file for 6 months from the date of the event and be made immediately available to responsible authority officers on request.

13. 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.
14. 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 be made immediately available for inspection at the premises to council and / or police officers on request.
15. 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.
16. 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 council or police officers on request.
17. 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:
 - I. Details as to how customer / staff egress at the premises shall be managed to minimise causing nuisance.
 - II. Details of public transport in the vicinity and how customers will be advised in respect of it.
 - III. Details of the management of taxis to and from the premises.
 - IV. Details of the management of any 'winding down' period at the premises.

- V. Details of the use of security and stewarding in respect of managing customer dispersal from the premises.
 - VI. Details of any cloakroom facility at the premises and how it is managed.
 - VII. Details of road safety in respect of customers leaving the premises.
 - VIII. Details of the management of ejections from the premises.
 - IX. Details as to how any physical altercations at the premises are to be managed
 - X. 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).
18. 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 responsible authority officers on request.
19. That clearly legible signage stating the premises' opening and closing times will be prominently displayed where it can easily be seen and read from the exterior of the premises. Such signage shall be kept free from obstructions at all times.
20. That external doors at the premises shall be kept closed except for immediate, and emergency, access and egress to and from the premises.
21. 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.
22. That 'Ask for Angela' posters (or posters relating to whatever similar scheme may be recommended by the council and / or the police 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 of the trainee and the date of the training, shall be recorded in the staff training logs at the premises.
23. That ADEBOWALE ADERIBIGBE shall not in any way be associated with the management of the premises/business or day to day control of the operation

Kind regards,

PC WALTER MINKA AGYEMAN 1264AS
SOUTHWARK LICENSING TEAM |Southwark Police Station|
305 Borough High Street, SE1 1JH

**ENVIRONMENTAL PROTECTION
WITHDRAWAL**

From: Binya, Raymond <Raymond.Binya@southwark.gov.uk>

Sent: Thursday, October 10, 2024 9:40 AM

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

Cc: [REDACTED]

Subject: RE: Application for a new premises licence under the Licensing Act 2003 for AJ Restaurant and Bar, 11 John Ruskin Street, London SE5 0NS our ref A28428

Thank you Akeem,

Dear Licensing Team, following receipt of below email, I am now happy to withdraw Environmental Protection Team's representation that was made in our capacity as Environmental Health Responsible Authority.

Kind Regards

Raymond Binya
Principal Environmental Protection Officer
Environmental Protection Team
Tel: 020 7525 4809

Postal address: Southwark Council, Environmental Protection Team, Regulatory Services, 3rd Floor Hub 1, PO Box 64529, London, SE1P 5LX
Office address (By appointment only): Southwark Council, 160 Tooley Street, London, SE1 2QH

www.southwark.gov.uk

NRMM LEZ standards are changing!
From January 2025 standards will be EU Stage IV across Greater London.
Details are on the GLA website: [Non-Road Mobile Machinery \(NRMM\)](#) | [London City Hall](#)

From: [REDACTED]

Sent: Tuesday, October 8, 2024 5:35 PM

To: Binya, Raymond <Raymond.Binya@southwark.gov.uk>

Subject: Re: Application for a new premises licence under the Licensing Act 2003 for AJ Restaurant and Bar, 11 John Ruskin Street, London SE5 0NS our ref A28428

Thanks for your response we are happy to implement all the conditions and also promise to abide by the rules thanks

**TRADING STANDARDS
WITHDRAWAL**

From: Jerrom, Charlie [REDACTED]
Sent: Tuesday, October 15, 2024 10:18 AM
To: [REDACTED]
Cc: Regen, Licensing <Licensing.Regen@southwark.gov.uk>; Forrest, Yemisi <Yemisi.Forrest@Southwark.gov.uk>; Heron, Andrew <Andrew.Heron@southwark.gov.uk>
Subject: RE: New Premises Licence, AJ Restaurant & Bar, 11 John Ruskin Street, London, SE5 0NS

Dear Akeem,

Thank you for your email, Trading Standards as a responsible authority now withdraw their representations on the basis of the email below.

Kind Regards

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

From: [REDACTED]
Sent: Wednesday, October 2, 2024 9:45 PM
To: Jerrom, Charlie <Charlie.Jerrom@southwark.gov.uk>
Subject: Re: New Premises Licence, AJ Restaurant & Bar, 11 John Ruskin Street, London, SE5 0NS

Thanks for your response the condition giving by the trading standard is ok with us and we promise to implement all the conditions thank you.

**LICENSING
WITHDRAWAL**

From: McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>
Sent: Monday, October 28, 2024 4:33 PM
To: [REDACTED]
Cc: Heron, Andrew <Andrew.Heron@southwark.gov.uk>; Regen, Licensing <Licensing.Regen@southwark.gov.uk>
Subject: RE: Application for a premises licence: AJ Restaurant and Bar, 11 John Ruskin Street, Camberwell, London, SE5 0NS (our ref': L1U 884148) - Loc ID: 201858 - Camberwell Green Ward

Hi All,

Further to the emails below, my representation is withdrawn.

Andrew – condition 9 in my representation is to read as follows:

- That the maximum number of people permitted on the premises at any one time (the 'accommodation limit') is **60** people (excluding staff). The accommodation limit shall be known by all staff and shall not be exceeded at any time.

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: [REDACTED]
Sent: Monday, October 28, 2024 4:30 PM
To: McArthur, Wesley <Wesley.McArthur@southwark.gov.uk>
Subject: Re: Application for a premises licence: AJ Restaurant and Bar, 11 John Ruskin Street, Camberwell, London, SE5 0NS (our ref': L1U 884148) - Loc ID: 201858 - Camberwell Green Ward

Good day Mr. McArthur,
Thanks for your response our capacity will be from 50 to 60 limit thanks

[Sent from Yahoo Mail for iPhone](#)

On Monday, October 28, 2024, 1:13 PM, McArthur, Wesley <Wesley.McArthur@southwark.gov.uk> wrote:

Hi Akeem,

Please confirm what the accommodation limit (the maximum number of customers permitted at the premises at any one time) of the premises would be.

There is the opportunity to extend operating hours at anytime after the premises licence is issued (if a licence is issued). I would recommend at least 6 months of trouble free, and fully compliant, operation before seeking to extend operating hours.

Once you have confirmed the accommodation limit, I will withdraw my representation as you have accepted the conditions proposed in my representation.

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: [REDACTED]

Sent: Thursday, October 24, 2024 10:11 AM

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

Subject: Re: Application for a premises licence: AJ Restaurant and Bar, 11 John Ruskin Street, Camberwell, London, SE5 0NS (our ref': L1U 884148) - Loc ID: 201858 - Camberwell Green Ward

Good Morning Mr. McArthur,

I hope this message finds you well.

I am writing to confirm that we accept the conditions you outlined regarding the opening hours and alcohol sale times. In line with our commitment to supporting and promoting the licensing objectives, we are happy to adhere to the proposed schedule.

Additionally, we kindly ask if, after demonstrating compliance and ensuring no disturbances to our neighbors, we could have the opportunity to review the opening hours at a future date. Specifically, we would like to explore the possibility of extending the closing time by an additional hour.

Thank you for your time and consideration. We look forward to your feedback.

Best regards,



[Sent from Yahoo Mail for iPhone](#)

On Tuesday, October 22, 2024, 9:08 PM, McArthur, Wesley
<Wesley.McArthur@southwark.gov.uk> wrote:

Dear Licensing,

Please find attached representations regarding the above application.

Akeem - if you wish to discuss the representation then please contact me directly. If you do so by email then please copy in the application case officer, Andrew Heron.

Andrew is copied into this email.

If your client is able to accept the conditions in my representation then I will withdraw it immediately upon receiving confirmation as such. Please note however that your client is ***under no obligation at all*** to accept the conditions.

Please note – I have sent this email during some downtime on leave – I will not be responding to any emails until I return from leave.

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

SUMMARY OF CONDITIONS

Conditions Agreed with the Responsible Authorities

Conditions agreed with Metropolitan Police (Licensing Division):

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), 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 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;
3. That 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;
4. 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 responsible authority officers;
5. That clearly legible signage shall be prominently displayed where it can easily be seen and read by customers advising to the effect that CCTV is in operation at the premises. The signage shall be kept free from obstructions at all times;
6. That a zero tolerance policy to illegal drug use will be implemented and maintained at the premises. All relevant staff shall be trained in the implementation of the latest version of the drug policy and details of such training shall be recorded in the staff training logs at the premises;
7. That clearly legible signage shall be prominently displayed where it can easily be seen and read by customers in the premises' toilet(s) advising to the effect that the taking of illegal drugs will not be tolerated at the premises. These notices shall be kept free from obstructions at all times;
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 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;

9. That alcohol shall not be sold or supplied on the premises otherwise than to persons taking table meals there, and for consumption by such persons as ancillary to their meal;
10. That the sale of alcohol shall cease at least 30 minutes before the premises' closing time, as stated elsewhere in this licence, on each day;
11. That any 3rd parties / members of the public using the premises for a promoted or private event must complete a venue hire agreement with the premises licence holder. The venue hire agreement shall include the full name and address of the hirer, copy of valid photo identification of the hirer (kept on file in accordance with data protection requirements), the hirer's signature and the date that the venue hire agreement has been signed. The venue hire agreement shall include all of the licensee's terms of hire. Such agreements shall be kept on file for 6 months from the date of the event and be made immediately available to responsible authority officers on request;
12. 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.
13. 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 be made immediately available for inspection at the premises to council and / or police officers on request;

14. 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;
15. 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 council or police officers on request;
16. 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 responsible authority officers on request

17. That clearly legible signage stating the premises' opening and closing times will be prominently displayed where it can easily be seen and read from the exterior of the premises. Such signage shall be kept free from obstructions at all times
18. That external doors at the premises shall be kept closed except for immediate, and emergency, access and egress to and from the premises
19. 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;
20. That 'Ask for Angela' posters (or posters relating to whatever similar scheme may be recommended by the council and / or the police 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 of the trainee and the date of the training, shall be recorded in the staff training logs at the premises;
21. That ADEBOWALE ADERIBIGBE shall not in any way be associated with the management of the premises/business or day to day control of the operation;

Conditions agreed with Environmental Protection:

22. All external plant required for the operation of the premises (air handling plant, condensers, kitchen extraction systems, etc.) shall be designed, installed and maintained to ensure that noise output from the external plant does not cause a public nuisance or intrude inside the nearest, or most exposed, noise sensitive premises;
23. Any kitchen extraction system required for the operation of the premises shall be installed with an appropriate discharge location (i.e. eaves height) and with adequate odour control filters installed and maintained to ensure that odour emissions do not cause a public nuisance or intrude inside in the nearest or most exposed sensitive premises;

24. A multiband sound limiting device shall be installed at the premises and will be maintained in full working order and be in use at all times the premises is in operation:
- a) All amplification equipment, entertainment devices and amplified instruments shall be routed through the sound limiting device and shall be calibrated so that the amplified sound at the premises noise emitted from premises does not cause a statutory or other nuisance. Only management staff will have access to the sound limiting device and will be able to demonstrate that it is in use at the immediate request of responsible authority officers
 - b) A qualified professional acoustic consultant shall be employed to calibrate the sound limiter at the premises and to arrange the layout, installation and orientation of the speakers at the premises so that sound transmission is minimised
 - c) A signed and dated report from the acoustic consultant regarding the calibration of the sound limiter and any amendments to the speaker installation at the premises report shall be kept at the premises and provided to responsible authority officers immediately on request
 - d) Once the sound limiter has been calibrated, its control settings shall not be altered at any time, except for when altered by a qualified professional acoustic consultant or the premises' sound engineer
25. During any licensed entertainment on the premises, all doors and windows shall remain closed (except for access or egress);
26. Amplified music, song or speech shall not be broadcast in external areas at any time;
27. All speakers for the broadcast of sound within the premises shall be isolated from the structure of the premises by anti-vibration mountings or mats;
28. No drinks or glassware are permitted outside at any time;
29. External waste handling, collections, deliveries and the cleaning of external areas shall only occur between the hours of 08:00hrs and 20:00hrs;
30. Clearly legible signage will be prominently displayed at all patron exits, where it can easily be seen and read, requesting that patrons leave the premises in a quiet and orderly manner that is respectful to neighbours;
31. Clearly legible signage will be prominently displayed at all patron exits, where it can easily be seen and read, requesting to the effect that patrons do not take drinks outside;
32. No external areas of the premises shall be used for the purposes of licensed entertainment;

Conditions agreed with Trading Standards:

33. 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;
34. 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;
35. 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;
36. 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;

Conditions agreed with Licensing as a Responsible Authority:

37. 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 authorised officers on request. The training logs shall include the trainee's name (in block capitals), the trainer's name (in block capitals), 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;
38. That food or goods shall only be delivered to a residential or business addresses. Food or goods shall never be delivered to open spaces, or to 'the street';

39. 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;
40. 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;
41. That a member of staff 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 shall be on duty at all times that the premises are in use;
42. That clearly legible signage shall be prominently displayed where it can easily be seen and read by customers advising to the effect that CCTV is in operation at the premises. The signage shall be kept free from obstructions at all times;
43. 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 seizures of drugs or weapons
 - i) 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 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;

44. That any 3rd parties / members of the public using the premises for a promoted or private event must complete a venue hire agreement as written

and supplied by the premises licence holder. The venue hire agreement shall include the full name and address of the hirer, copy of valid photo identification of the hirer (kept on file in accordance with data protection requirements), the hirer's signature and the date that the venue hire agreement has been signed. The venue hire agreement shall include all of the licensee's terms of hire. Such agreements shall be kept on file for 6 months from the date of the event and be made immediately available to responsible authority officers on request;

45. That 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;
46. 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;
47. 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;
48. That no identified emergency exits shall be kept locked / bolted shut at any time that the premises are in use;
49. 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;
50. 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. The accident book / recording system shall meet all current legislative requirements. 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 responsible authority 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;
51. That 'Ask for Angela' posters (or posters relating to whatever similar scheme may be recommended 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;

52. That any delivery drivers and / or delivery companies that the licensee uses will be instructed as follows:
- a) All vehicle engines are turned off when deliveries are being collected from the premises
 - 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

The above must be specified in any contract / written instructions to delivery drivers and / or delivery companies, and evidence of this shall be made available to authorised officers immediately on request

53. 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 responsible authority officers on request;

54. 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;

55. 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.);
56. 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;
57. 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;
58. 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;
59. That external waste handling (including recyclable materials and glass / bottles), collections of goods from the premises, deliveries of goods to the premises and the cleaning of external areas shall only occur between the 07:00hrs and 20:00hrs;
60. That any external areas of the premises will be closed to customers between 22:00hrs and 12:00hrs the following day except for up to a maximum of 5 (five) people at any one time using the external areas after 22:00hrs to smoke only. Any outdoor furniture to the premises' frontage must be packed away, or rendered unusable, by 22:00hrs each day;
61. 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.