

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
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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

	
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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

	
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Please upload any additional information i.e. risk assessments

	
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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

	<input type="checkbox"/> I am not a company or limited liability partnership
--	--

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)

	
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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.