

APPENDIX B

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

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

1. The application

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

Plays (indoors) –

- **Monday – Sunday: 12:00 – 23:00**

Recorded music (indoors and outdoors) –

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

The sale of alcohol for consumption on the premises –

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

The proposed opening hours of the premises are –

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

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

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

2. The Statement of Licensing Police (SoLP)

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

A copy of the SoLP is available via:

[Our licensing policies | Southwark Council](#)

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

Restaurants and cafes:

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

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

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

Cinemas and theatres:

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

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

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

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

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

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

3. Our objection

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

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

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

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

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

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

A. General – all four licensing objectives:

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

B. The prevention of crime and disorder:

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

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

9. That an entry policy will be devised and maintained at the premises. A copy of the entry policy shall be kept at the premises with the premises licence and shall be made immediately available for inspection to authorised officers on request. The entry policy shall cover (but not necessarily be limited to):

- I. Safe customer entry to the premises,
- II. If / when applicable searching / scanning of attendees,
- III. The barring of customer entry to the premises for any reason,
- IV. Restricted items (e.g. weapons / drugs or any other items restricted by the licensee),
- V. Pre-opening safety checks of the premises,
- VI. Dealing with overcrowding and / or crowd surges
- VII. Dealing with suspect packages

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

10. That an incident log shall be kept at the premises to record details of any of the following occurrences at the premises:

- Instances of anti-social or disorderly behaviour
- Calls to the police or other emergency services
- Any complaints received
- Ejections of people from the premises
- Visits to the premises by the local authority or emergency services
- Any malfunction in respect of the CCTV system
- All crimes reported by customers, or observed by staff
- Any other relevant incidents

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

11. That door supervisors will be employed as follows:

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

is adhered to.

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

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

C. Public Safety

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

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

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

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

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

D. The prevention of public nuisance

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

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

27. That only the licensee, premises manager, sound engineering staff or other person(s) nominated in writing by the licensee shall have access to any amplification equipment at the premises, and only such staff shall be permitted to change any control settings on said equipment.

28. A log of persons permitted access to the amplification equipment and sound limiting device (or similar equipment) at the premises shall be kept at the premises and provided to authorised officers on request.

29. That external doors at the premises shall be kept closed except for immediate, and emergency, access and egress to and from the premises when licensable activities are being provided at the premises.

30. That any openable windows at the premises shall be kept closed at all times that entertainment is being provided at the premises.

31. That a dispersal policy to assist with patrons leaving the premises in an orderly and safe manner shall be devised and maintained regarding the premises. A copy of the dispersal policy shall be accessible at the premises at all times that the premises are in operation. The policy should include (but not necessarily be limited to) the following:

- a) Details as to how customer / staff egress at the premises shall be managed to minimise causing nuisance.
- b) Details of public transport in the vicinity and how customers will be advised in respect of it.
- c) Details of the management of taxis to and from the premises.
- d) Details of the management of any 'winding down' period at the premises.
- e) Details of the use of security and stewarding in respect of managing customer dispersal from the premises.
- f) Details of any cloakroom facility at the premises and how it is managed.
- g) Details of road safety in respect of customers leaving the premises.
- h) Details of the management of ejections from the premises.
- i) Details as to how any physical altercations at the premises are to be managed
- j) Details of how refuse / waste in the local vicinity arising through the operation of the premises will be cleared up (e.g. flyer clean up, post event clean up).

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

32. That any advertising, marketing or media relating to the premises (including websites) will advise customers that there is no readily available parking in the vicinity of the premises, shall list public transport options available in the vicinity and shall advise customers to refrain from driving to the premises.

33. That the management shall assign a designated pick-up spot / 'pick up pin' with all current online taxi hailing services (e.g. Uber, Bolt etc.).

34. That clearly legible signage shall be prominently displayed where it can easily be seen

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

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

E. The prevention of children from harm

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

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

44. That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons (including the prevention of 'proxy sales') and the challenge 25 scheme in operation at the premises. Details of such training, including the printed name(s) of the trainee(s) and the date(s) that the training was given, shall be recorded in the staff training logs at the premises and shall be made immediately available for inspection at the premises to authorised officers on request.
45. That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.
46. That a register of refused sales of alcohol shall be maintained at the premises at all times. The register shall be clearly and legibly marked on the front cover as a register of refused alcohol sales, with the address of the premises and the name of the licence holder. The register shall be used to record details of all refused sales of alcohol. The register shall be kept / be accessible at the premises at all times. The register shall be made immediately available for inspection at the premises to responsible authority officers on request.

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

Yours sincerely,

Wesley McArthur
Principal Enforcement Officer

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

Hi Bertie,

Please confirm whether you agree to the conditions below.

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

A. General – all four licensing objectives:

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

B. The prevention of crime and disorder:

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

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

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

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

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

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

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

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

e) The door supervisors shall be easily identifiable.

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

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

C. Public Safety

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

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

D. The prevention of public nuisance

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

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

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

E. The prevention of children from harm

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

Regards,

Wesley McArthur

Principal Enforcement Officer - Licensing Unit
London Borough of Southwark

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

General: licensing@southwark.gov.uk

Phone: 020 7525 5779

Switchboard: 020 7525 5000

Website: www.southwark.gov.uk

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

From: Bertie Watkins

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

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

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

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

Hey Wesley,

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

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

Thanks.

Hope you're well.

Best wishes,

Bertie

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

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

To: Bertie Watkins

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

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

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

In the general description this is:-

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

The opening hours are to be:-

Sunday to Wednesday 10:00 – 00:00

Thursday to Saturday 10:00 – 02:30

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

Sunday to Wednesday 12:00 – 23:00

Thursday to Saturday 12:00 – 02:00

Recorded Music (Indoors & Outdoors)

Sunday to Wednesday 12:00 – 23:00

Thursday to Saturday 12:00 – 02:00

Plays (Indoors)

Monday to Sunday 12:00 – 23:00

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

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

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

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

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

4AC - That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances and points of sale The signage shall be kept free from obstructions at all times.

4AI - That a register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be used to record details of all refused sales of alcohol. The register shall be kept / be accessible at the premises at all times. If the refusals register is a paper document then it shall be clearly and legibly marked on the front cover as a register of refused alcohol sales, with the address of the premises and the name of the licence holder. The register shall be made immediately available for inspection at the premises to authorised officers on request.

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

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

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

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

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

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

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

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

Hi Wesley,

This was conciliated on the 15 November 2024.

Regards

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

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

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

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

Cc:

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

Dear Licensing,

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

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

The application seeks the following licensable activities:

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

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

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

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

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

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

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

EPT stance

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

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

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

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

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

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

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

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

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

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

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

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

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

Kind regards,

Mark Prickett

Principal Environmental Protection Officer

Environmental Protection Team

Southwark Council

T: 0207 525 0023