

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

02/06/2016

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

Ref No. 627602

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 THEATRE
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Premises Details

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

£	78000
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	No

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

Address Line 1	BASEMENT TO FIRST FLOORS
Address Line 2	74-84 LONG LANE
Town	LONDON
County	
Post code	SE1 4AU
Ordnance survey map reference	
Description of the location	
Telephone number	

Applicant Details

Please select the capacity in which you are applying to convert your existing licence

	a person other than an individual (limited company, partnership, etc)
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If you applying as an individual or non-individual please select one of the following:-

	I am carrying on or proposing to carry on a business which involves the use of the  premises for licensable activities
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Other Applicants

Personal Details - First Entry

Name	COLAB THEATRE LTD
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Address - First Entry

Street number or building name	[REDACTED]
Street Description	
Town	
County	
Post code	
Registered number ( where applicable )	08642161
Description of applicant ( for example, partnership, company, unincorporated association etc )	PRIVATE COMPANY LIMITED BY GUARANTEE

Contact Details - First Entry

Telephone number	
Email address	producer@colabtheatre.co.uk

Operating Schedule

When do you want the premises licence to start?

	01/08/2016
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If you wish the licence to be valid only for a limited period, when do you want it to end?

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General description of premises ( see guidance note 1 )

	CLEARED PERFORMANCE AREA WITHIN A DISUSED WAREHOUSE ON THE LOWER FLOOR OF 84 LONG LANE FOR THE SAKE OF THEATRE PERFORMANCES WITH THE RETAIL OF ALCOHOL.
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Please select the range of the number of people expected to attend the premises at any one time.

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	Less than 5000
If 5,000 or more people are expected to attend the premises at any one time. Please state the number expected to attend	

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 to the Licensing Act 2003)
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Provision of regulated entertainment

	a) plays

Provision of late night refreshment

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Supply of alcohol

	j) Supply of alcohol
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A - Plays

Will the performance of a play take place indoors or outdoors or both? ( Please read guidance note 2 )

	Indoors
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Please give further details here ( Please read guidance note 3 )

	Immersive theatre performances for small audiences.
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Standard days and timings for Plays ( Please read guidance note 6 )

Day	Start	Finish
Mon	18:00	23:00
Tues	18:00	23:00
Wed	15:00	23:00
Thur	18:00	23:00
Fri	18:00	01:00
Sat	18:00	02:00
Sun	15:00	23:00

State any seasonal variations for performing plays ( Please read guidance note 4 )

	N/A
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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 5 )

	N/A
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J - Supply of Alcohol

Will the supply of alcohol be for consumption ( Please read guidance note 7 )

	On the premises
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Standard days and timings for Supply of alcohol ( Please read guidance note 6 )

Day	Start	Finish
Mon	18:00	23:00
	00:00	00:00
Tues	18:00	23:00
	00:00	00:00
Wed	15:00	23:00
	00:00	00:00
Thur	18:00	23:00
	00:00	00:00
Fri	18:00	01:00
	00:00	00:00
Sat	18:00	02:00
	00:00	00:00
Sun	15:00	23:00
	00:00	00:00

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State any seasonal variations for the supply of alcohol ( Please read guidance 4 )

	N/A
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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 5 )

	N/A
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Please upload the consent form completed by the proposed premises supervisor

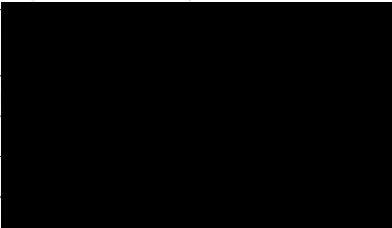
	DPS-Scan.jpeg
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Premises Supervisor


Full name of proposed designated premises supervisor

First names	Bertie
Surname	Watkins

Address of proposed designated premises supervisor

Street number or Building name		
Street Description		
Town		
County		
Post code		

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

Personal licence number ( if known )	
Issuing authority ( if known )	Wandsworth

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 8 )

	N/A. There will be no entertainment that would be unsuitable for minors.
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L - Hours premises are open to public



Hours premises are open to the public ( standard timings Please read guidance note 6 )

Day	Start	Finish
Mon	18:00	00:00
Tues	18:00	00:00
Wed	15:00	00:00
Thur	18:00	00:00
Fri	18:00	01:30
Sat	18:00	02:00
Sun	15:00	00:00

State any seasonal variations ( Please read guidance note 4 )

N/A
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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 5 )

N/A
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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 9 )

	<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"> <li>a) No selling of alcohol to underage people</li> <li>b) No drunk and disorderly behaviour on the premises</li> <li>c) Zero tolerance drug policy</li> <li>d) No violent and/or anti-social behaviour</li> <li>e) No harm to children</li> </ul> <ul style="list-style-type: none"> <li>-Operating Schedule; providing the hours of operation and licensable activities during those hours.</li> <li>-Strictly limited amount of audience allowed on site at any time.</li> <li>-Ticketed event – not publically accessible.</li> <li>-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 authorize each sale.</li> <li>-Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers.</li> <li>-CCTV in place in suitable locations</li> <li>-SIA trained supervisor to be on site during operation hours.</li> <li>-External lighting</li> <li>-Specific controls on monitoring underage individuals</li> <li>-Personal belongings to be supervised and any prohibitive protocols to be in place at all times.</li> <li>-No public access to the venue at any time.</li> <li>-Venue to be fully risk-assessed and signed off by health and safety.</li> <li>-All safety measures to be in place at all times – any risk reductions to be implemented before there is any access to the venue by public.</li> <li>-Noise reduction protocols implemented at all times – noise levels to not to exceed legal levels (av. 200DB).</li> </ul>
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	<p>-No public to be positioned outside of the venue for prolonged amount of time (over 1hour).</p> <p>All appropriate authorities notified:                  -Chief Officer of Police                  -Fire Authority                  -Health and Safety Authority                  -Planning Authority                  -Environmental Health                  -Child Protection Body                  -Weights and Measures Inspectors</p> <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 promise to 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"> <li>-Duty Manager to be on site at all times.</li> <li>-Venue to be locked down at all times when not in use.</li> <li>-No door to be left open at any times – fire exits checked every evening.</li> <li>-Theft reduction policy implemented.</li> <li>-All valuables to be stored in secure locations (safe deposit box)</li> <li>-SIA Supervisor on site at all times of regulated entertainment.</li> <li>-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.</li> <li>-Lost and found policy understood and maintained by staff.</li> <li>-CCTV - to in place at appropriate positions to ensure the duty manager can perceive the whole venue at all times.</li> <li>-CCTV to be checked and reviewed weekly.</li> <li>-External Lighting – in appropriate places to ensure that any criminal behaviour is captured on CCTV.</li> <li>-Distinctive dress code for staff to ensure that no one is mistaken or allowed access to the venue.</li> <li>-Every staff member to be in radio contact with each other to ensure efficient communication between company members.</li> <li>-Holding the right to refuse entry – SIA trained staff will be able to refuse anyone entry due to overcrowding, disorderly behaviour or possession of illegal substances/objects.</li> <li>-Strict admissions policy for managing door – ticked events only.</li> <li>-Effective Security Policy implemented in response to the risk assessment.</li> <li>-Work closely with the police to ensure the safety of audiences at all times.</li> <li>-Staff members trained in the security policy and any security breaches need to be recorded by staff.</li> <li>-Premises need to be swept frequently by the duty manager for any suspect packages, broken glass, obstructions or criminal behaviour hourly.</li> <li>-Alternative to glass drink vessels.</li> <li>-It will be open a limited amount of time and never open to the public, only audience members holding tickets will be admitted.</li> <li>-SIA trained staff to supervise the door and maintain entry into the venue and ensure that all licensing objectives to be implemented at all times.</li> <li>-Removal of disorderly individuals from site by SIA trained staff.</li> <li>-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.</li> <li>-Close contact with the police to ensure any response is swift.</li> <li>-Zero tolerance drug policy - door search of bags and persons for any illegal substances or objects.</li> <li>-Security checks performed monthly.</li> <li>-Daily briefings and debriefings with all staff by duty manager.</li> </ul>
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c) public safety

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

	<ul style="list-style-type: none"> <li>-Noise management policy implemented and enforced.</li> <li>-Noise levels kept to a minimum.</li> <li>-Staggered Audiences to ensure there are no queues outside the venue.</li> <li>-SIA 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.</li> <li>-Audience exiting the venue will also be staged at all times – no mass exit at any time – controlled by the duty manager.</li> <li>-Doors and windows closed when appropriate.</li> <li>-Mechanical means of ventilation put in place.</li> <li>-Sound limiting devices to be in possession by DPS or Licence Holder to ensure maximum volume isn't exceeded.</li> <li>-And speakers used to have rubber speaker mounts to prohibit any structural borne noise.</li> <li>-Noise monitoring to take place weekly by the duty manager.</li> <li>-Noise management policy to be recorded at all times.</li> <li>-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.</li> <li>-Visible signage informing audience of local residents and to ask to keep noise levels to a minimum displayed around the outside of the premises.</li> <li>-Limited amount of smokers allowed into open space.</li> <li>-Smoking areas to be away from residential areas.</li> </ul>
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	<ul style="list-style-type: none"><li>-Prohibit loitering by smokers by taking drinks from them.</li><li>-Staff to be sent home immediately after the event.</li><li>-Staff to depart from the venue appropriately.</li><li>-Deliveries to take place during the day and not at inappropriate times.</li><li>-No debris to be outside the venue—duty manager to ensure that there is any rubbish outside the venue at any time.</li><li>-No drinks promotions to take place at any time.</li><li>-Drinks to be priced responsibly and in accordance to London wide net price.</li><li>-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.</li><li>-Staff should be aware of their responsibilities in regards to the Licensing Act 2003 and recognise appropriate 'cut off' points for serving drunken customers.</li><li>-Staff to continuously to assess the behaviour of audience and the amount of alcoholic influence they are under.</li><li>-All sales of alcohol to be approved by a Personal License holder.</li><li>-A duty of care policy implemented to ensure the safety of any individual suffering from the over intoxication of alcohol</li><li>-Drink awareness posters placed around venue.</li><li>-Audience contained within building</li><li>-Free taxi cab phone service provided by venue.</li></ul>
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e) the protection of children from harm

	<ul style="list-style-type: none"><li>-A documented policy setting out measures ensuring the protection of children from harm.</li><li>-All staff to be informed and trained of the policy and it to be enforced by duty manager, designated premises supervisor and license holders.</li><li>-Restrict access to children – no children to be allowed within the venue after performances have finished.</li><li>-Restrict access to the bars for children.</li><li>-Challenge Policy – anyone who looks under 25 will be challenged by bar staff.</li><li>-No ID, no sale policy implemented.</li><li>-Only accept photographic evidence of age – Driving licenses, passports, or PASS cards.</li><li>-Prominently advertise the policy in protecting children from harm.</li><li>-Posters informing audience of the illegality of proxy buying and any members identified, as doing so will be removed by SIA approved supervisor.</li><li>-No advertisement to target underage individuals at any times.</li><li>-Regular enforcing of policy by staff and training implemented monthly.</li><li>-Refusals Book to be implemented and completed at any time, no audience member can prove their age.</li><li>-Book to state, date and description of person attempting to buy alcohol and the name of the staff member who refused sale.</li><li>-Book to be available for any police enforcement officer who requests it.</li><li>-Staff training to ensure they understand the Licensing Act 2003 and be comfortable in refusing sale.</li><li>-Children to be closely monitored by parent or guardian.</li><li>-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.</li><li>-Wristbands issued for underage individuals.</li><li>-Staff trained to challenge.</li></ul>
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Please upload a plan of the premises

	<a href="#">Measured-Survey-Premises-Licence.pdf</a>
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Please upload any additional information i.e. risk assessments

	<a href="#">RISK-ASSESSMENT-84-LONG-LANE.docx</a>
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Checklist

	I have enclosed the plan of the premises. I understand that I must now advertise my application. I understand that if I do not comply with the above requirements my application  will be rejected.
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Declaration

I agree to the above statement

	I agree
PaymentDescription	
AuthCode	
LicenceReference	
PaymentContactEmail	

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.

# AREA PLAN

74-84 LONG LANE  
LONDON, SE1

## Ground Floor

### Net Internal Area

OFFICE	99.6 sq m	1008 sq ft
STORAGE	796.4 sq m	8529 sq ft
ANCILLARY	17.1 sq m	184 sq ft

**TOTAL NIA:** 903.1 sq m 9721 sq ft

The following has been INCLUDED in the TOTAL NIA:

Steps	2.5 sq m	27 sq ft
Tenant Toilets	7.5 sq m	81 sq ft

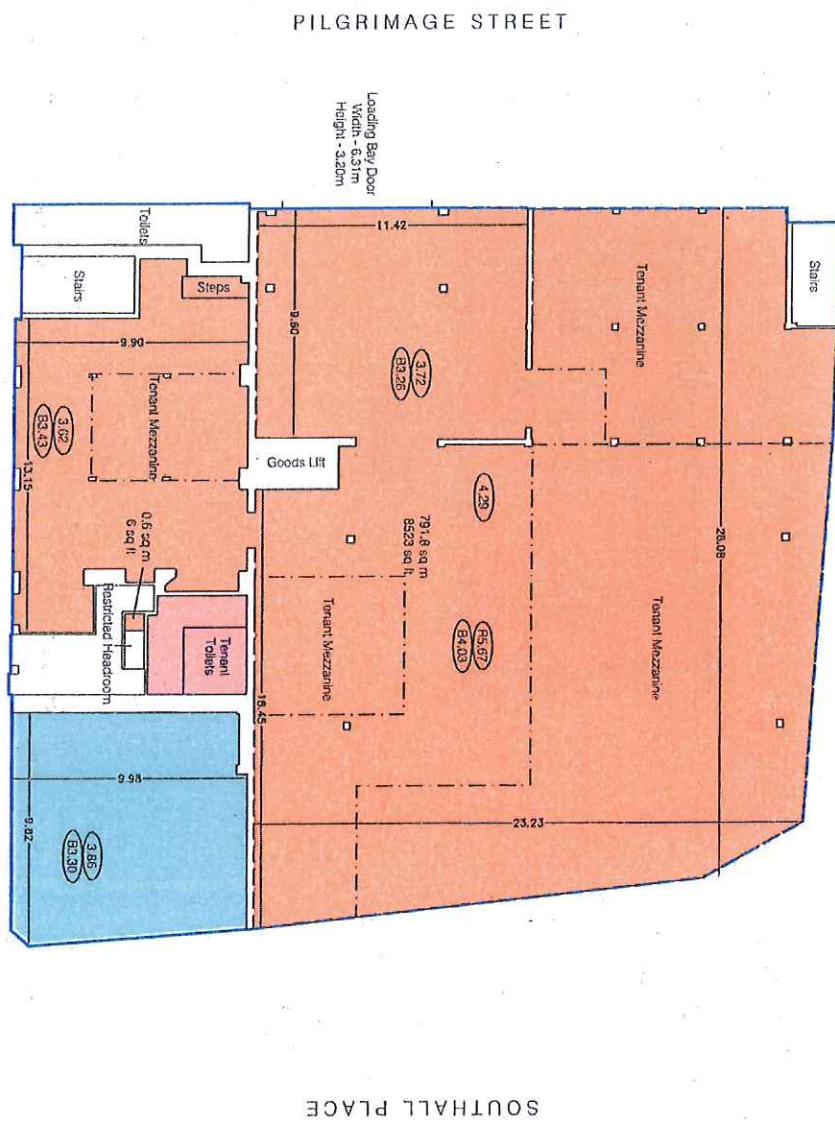
The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	1.4 sq m	15 sq ft
Tenant Mezzanines	427.2 sq m	4586 sq ft
Totals	18.5 sq m	199 sq ft

### Gross Internal Area

GIA	1003.9 sq m	10906 sq ft
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**TOTAL GIA:** 1003.9 sq m 10806 sq ft



LONG LANE

SOUTHALL PLACE

Condition of Site:  
Occupied  
Vacant  
Heavy Fit-Out  
Shell & Core  
Under Construction  
Cat A Fit-Out

Notes:  
This drawing complies with the 6th edition of the RICS code and indicates the extent of the areas quoted, produced to an accuracy commensurate with standard presentation scales. It is held in a scaled digital CAD format.  
Quoted line denotes assumed wall line. Wall line inaccessible at the time of survey.

Revisions:  
A - Original Issue (June 2014)

**Dwg No.** 31667-AG  
Issue A  
June 2014

Scaled for presentation purposes

**Plowman Craven**  
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**AREA PLAN**

**74-84 LONG LANE**  
LONDON, SE1

**Basement**

Net Internal Area	
STORAGE	159.2 sq m 1714 sq ft

**TOTAL NIA: 159.2 sq m 1714 sq ft**

The following has been EXCLUDED from the TOTAL NIA:

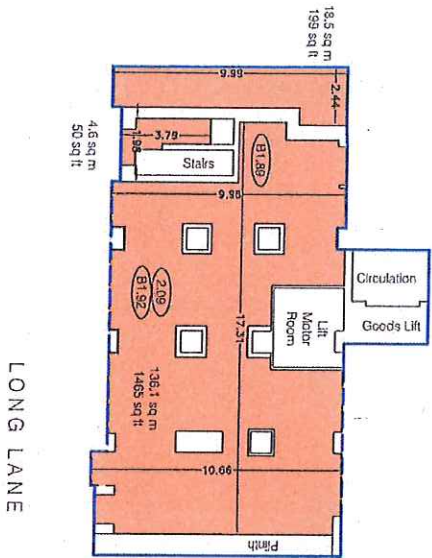
Circulation	7.4 sq m 80 sq ft
Plinths	12.9 sq m 139 sq ft

**Gross Internal Area**

GIA	220.1 sq m 2369 sq ft
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**TOTAL GIA: 220.1 sq m 2369 sq ft**

PILGRIMAGE STREET



SOUTHALL PLACE

**Condition of Site:**

Occupied  
Vacant  
Heavy Fit-Out  
Shell & Core  
Under Construction  
Cut A Fit-Out

**Note:**

The existing comprises with the fit out of the RICS code and indicates the extent of the areas quoted, produced to an accuracy commensurate with standard presentation scales. It is held in a sealed digital CAD format.  
Dashed line denotes assumed wall line. Wall line infeasible at the time of survey.

**Revisions:**

A - Original Issue (June 2014)

- FLOOR TO CEILING HEIGHT (METRES)
- FLOOR TO BEAM HEIGHT (METRES)

**Dwg No. 31667-AB**

Issue A June 2014

Scaled for presentation purposes

**Plowman Craven**

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