

Licensing Unit induction checklist for new licensees / management.Premises Name: TropicalAddress: 186 - 188 Old Kent RoadLicensee: Carlos Fernando Delgado ArmiqosDPS: Carlos Fernando Delgado Armiqos

## 1. INTRODUCTION

- Who staff are.
- Why meeting is being held – to ensure every licensee is fully aware of his / her responsibilities from the onset

## 2. THE LICENCE

- Introduce the licence document & the Annexes.
- Explain the mandatory conditions in Annex 1.
- Explain the special conditions in Annex 2 and 3.
- Give details of what happens if the conditions are breached.
- Explain about responsible authorities or interested parties, what their role is and how they can call a review. Give full details of what is involved with a review and what the outcomes can be.
- Explain that there is an annual maintenance fee to be paid for the licence.
- What must be done if the licensee decides to alter the premises
- Other circumstances in which a variation application may be necessary
- Explain in detail about when you need to apply for a variation, what is involved and what the procedure is. Also about varying the dps.
- Advise them that if they leave about surrendered the licence and the consequences for the licensee and the dps if they leave without surrendered the licence.
- Door Supervisors requirements that must be SIA registered.
- Drugs Misuse, drug policy.
- Challenge 25, suitable identification.
- Covert inspections by police, licensing and trading standards.
- Noise nuisance.

## 3. INSPECTIONS

- Reason for inspections and why conducted without warning and during performance
- Early inspection(s) conducted and thereafter risk-assessed. Give details of what we look for and what documents we will need to see. Also: the outcome if we find things wrong – what happens next?

- Will conduct additional inspections where problems found and complaints made.
- Will listen to proposals for putting right. Will give timescale for matters that cannot be rectified easily.
- Explain inspections aim to help but that continually to operate outside of the terms of the licence will result in action
- The potential consequences of licence contravention – formal caution / legal proceedings / licence revocation
- Make sure any special arrangements at premises are understood (i.e. lobby door arrangements / removal of bolts / numbers control etc)

4. ASSISTANCE

- Emphasise that if the licensee has any problems he should contact the office and discuss

Provided the following:

Licence and summary,  
 Fire risk assessment advice booklet,  
 Age signage - 18 & challenge 25,  
 Trading standards training pack, refusal log and pass accredited sample cards.

Officer(s) Attending: (Sign)  .....

(Print) *P. J. [unclear]* .....

Persons Present: (Sign)  .....

(Print) *CARLOS FERNANDO DELGADO* .....

Date of Meeting: *17/06/2015* .....

Mr Carlos Fernando  
Delgado Armijos  
Tropical  
186-188 Old Kent Road  
London  
SE1 5TY

**Licensing Unit**  
Direct Line: 020 7525 0396  
Direct Fax: 020 7525 5705

12 January 2016

Dear Mr Armijos

**RE: THE LICENSING ACT 2003 – WARNING LETTER  
(Tropical, 186-188 Old Kent Road, London, SE1 5TY)**

On 8 January 2016 at 21:52 hours Licensing Enforcement Officers carried out an inspection to determine whether the licensable activities at the above premises were carried out in accordance with your authorisation.

In addition to the above, the Officers also considered 'risk assessment' criteria that would help determine the frequency of future inspections to your premises.

During the inspection the officers witnessed the following:

1. Notices were not displayed stating "No Drugs". **This is contrary to condition 298 on the premises licence.**
2. Notices were not displayed requesting customers to 'leave the premises in a quiet and orderly manner'. **This is contrary to condition 311 on the premises licence.**

Each of the matters listed above potentially constitutes a breach of the licence issued by the Council under the Licensing Act 2003.

You must ensure that licensable activities and hours of operation are in accordance with those listed on your premises licence. You must also ensure that the conditions attached to your licence are adhered to. A further visit will be made to check on these matters.

If compliance is not achieved the Council may take formal action that may affect your license or lead to a prosecution. A person found guilty of an offence under the above section is liable on summary conviction to imprisonment for a term not exceeding 6 months or to a fine not exceeding £20,000.

I hope this warning will ensure that compliance is achieved and no further action will be required.

Thank you in anticipation of your co-operation. Should you wish to discuss this matter with a Licensing Enforcement Officer Please contact us by email at [licensing@southwark.gov.uk](mailto:licensing@southwark.gov.uk) or by telephone on 020 7525 0396 between the hours of 9.00 and 17.00, Monday to Friday. Alternatively you can write or visit us at the above address.

Yours sincerely,

Jayne Tear  
Principal Licensing Officer  
[Licensing@southwark.gov.uk](mailto:Licensing@southwark.gov.uk)

Council's Night Time Economy Visits - Tropical

adate	desc	officerS	adtext
06/12/2015	01:28 NTE Visit	RC & SN	Drive past premises with SN from EPT team. Noted a number of patrons outside the front of the premises drinking and loud music coming from premises. Call made to Police NTE and advised them that that it was my belief that there was unlicensed activity at the premises. Requested NTE Police visit the premises.
06/12/2015	02:30 NTE Visit	RC & SN	Visit to premises with SN from EPT after a receiving a call from NTE Police that they have visited the premises following the information I provided that the premises was being operated outside of permitted premises licence hours of trade and that there is unlicensed activity at the premises. Police NTE police requested that we visit the premises. When we arrived outside the premises there was an ambulance and members of the Police NTE team standing at the front of the premises. X1 male was being pushed to an ambulance on a stretcher. It was unclear if he was a patron from Costa Azul. The male who was clearly highly intoxicated and I was advised by NTE Police that he had fallen in a stupor in a phone box outside the premises. Requested management come out of the premises and we were shown a TEN which was for the following week upon closer inspection. Advised the manager who identified herself as Lucia Da Silva that she had got the dates wrong and what was taking place was an unlicensed event at her premises. I gave advice that she should cease all activity immediately. As there were approximately 100 people within the premises I advised Lucia Da Silva to slowly turn the music down so she could begin to disperse customers slowly. I advised her that she should not just turn the music off and ask everyone to leave as it would cause a health & Safety issue as everyone would be exiting at once which could lead to unrest amongst her patrons. Myself and NTE Police agreed that this would be the most practical and sensible approach to take and we allowed 10 min for dispersal. NTE police myself and Sar Sentered the premises and gave words of advice. The Police issued a S19 closure Notice and I have advised Lucia Da Silva that I will follow this up with her next week.
08/01/2016	21:52 NTE Visit	JT & KMA	21:52 on 8/1/2016 JMT & AXB arrived at Tropical, 186-188 Old Kent Road, London, SE1 5TY –Carried out a full inspection and was assisted by Mr Carlos Armijos the licensee and DPS. Found the following: Breach of 298- no signage re drugs Breach of 311 – no signage asking costumers to leave quietly Discussed also the 2 occasions where by he was opened past the hours allowed on his premsies licence and the police served a section 19 notice. He said it was his wife and the people in the premsies were her friends and that they were not open to the public. He said that he always put in TENS if he wanted to do anything different.( I did notice TENS applications and previous TENS notifications in his file whilst I was helping him look for his copy of the premises licence)I went over all conditions on the licence with him and warned him that he could be prosecuted should there be breaches of the licence conditions or hours. Action – warning letter
30/01/2016	20:15 NTE Visit	JT & KMA	20:15 on 30/01/2016 JMT & KMA at Tropical, 186-188 Old Kent Road, London, SE1 5TY – REVISIT (2 ITEMS OUTSTANDING RE SIGNAGE). Spoke to the manager Mr Carlos Armijos all signage required is now in situ .Premises compliant

date	desc	officers	adtext
30/01/2016	02:04 NTE Visit	JMT & COT	02:04 on 30/01/2016 JMT & COT and PC MARK LYNCH CC LOUNGE 26 New Kent Road, London, SE16TJ – Premises closed ATOV
05/03/2016	23:15 NTE Visit	FRC	5/ 3/2016 23:15 FRC Notice check, taken photo.
12/03/2016	21:15 NTE Visit	FRC	12/ 3/2016 21:31 FRC doors shut, all quiet, will visit later.
13/03/2016	00:56 NTE Visit	FRC	13/ 3/2016 00:56 FRC all shut, closed no noise.
19/03/2016	00:01 NTE Visit	JMT & COT	00:01 on 19/3/2016 JMT, COT & MQ3 at Club Tropical, 186-188 Old Kent Road, London, SE1 5TY. Lights on in premises although no patrons or staff in premises (premises is glass fronted and whole premises barring the toilets can be seen from the pavement) – premises appears to be closed. Will check again once finished at Costa Azul next door.
19/03/2016	00:25 NTE Visit	JMT & COT	00:25 on 19/3/2016 JMT, COT & MQ3 at Club Tropical, 186-188 Old Kent Road, London, SE1 5TY. All lights off – premises closed
27/03/2016	00:21 NTE Visit	FRC	27/ 3/2016 FRC closed no activity quiet