

Licensing Panel Agenda

Date: Tuesday 14 March 2023

Time: 7.00 pm

Venue: The Auditorium - Harrow Council Hub, Kenmore Avenue, Harrow, HA3 8LU

* There will be a briefing for Members at 6.30pm in the Auditorium Harrow Council Hub Kenmore Avenue, Harrow, HA3 8LU

Membership (Quorum 3)

Chair: To be appointed

Conservative Councillors: Matthew Goodwin-Freeman
Kantilal Rabadia

Labour Councillors: Dan Anderson

Reserve Members: There are currently no Reserve Members appointed to this Panel.

Contact: Kenny Uzodike, Senior Democratic Services Officer
E-mail: Kenny.Uzodike@harrow.gov.uk

Scan this code for the electronic agenda:



Useful Information

Joining the Meeting virtually

The meeting is open to the public and can be viewed online at [London Borough of Harrow webcasts](#)

Attending the Meeting in person

Directions by car:

Go along Kenmore Avenue and head towards the Kenton Recreation Ground. When approaching the end of the Kenmore Avenue turn right before reaching the Kadwa Patidar Centre.

You will be admitted on a first-come-first basis and directed to seats.

Please:

- (1) Take a Covid 19 test before travelling and do not attend in person if you test positive.
- (2) Wear a face covering and use the provided hand sanitiser.
- (3) Stay seated.
- (4) Access the meeting agenda online at [Browse meetings - Licensing Panel](#)
- (5) Put mobile devices on silent.
- (6) Follow instructions of the Security Officers.
- (7) Advise Security on your arrival if you are a registered speaker.

Filming / recording

This meeting may be recorded or filmed, and if you choose to attend, you will be deemed to have consented to this. Any recording may be published on the Council website.

Agenda publication date: Monday 6 March 2023

Agenda - Part I

1. **Appointment of Chair**
To appoint a Chair for the purposes of this meeting.
2. **Declarations of Interest**
To receive declarations of disclosable pecuniary or non-pecuniary interests, arising from business to be transacted at this meeting, from all Members present.
3. **Minutes**
[Note: Licensing Panel minutes are:-
 - (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
 - (2) not submitted to the next panel meeting for approval.Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].
4. **Licensing Procedures** (Pages 5 - 8)
Procedure to be followed at an oral hearing.
5. **Abi Community Hall - 285-287 Northolt Road, South Harrow, HA2 8HX.** (Pages 9 - 64)
Report of the Corporate Director of Place
6. **Any Other Urgent Business**
Which cannot otherwise be dealt with.

Agenda - Part II - Nil

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Licensing Panel – Licensing Act 2003

Procedure A - Oral Hearing in Public

This document provides a summary of the Panel's usual procedure for the conduct of an oral hearing in public (either in person or by remote hearing).

Please note that the **Applicant** is the party who has applied for a premises licence or variation to a premises licence.

Please note that the **Objector(s)** is the party or parties who oppose the application that has been made.

- i. **Introductions:**
 - Chair of the Panel
 - Members (councillors)
 - Officer presenting the report
 - Officers of Responsible Authorities objecting
 - Applicant and Objector(s)
- ii. **Procedure** – Chair of the Panel to outline the procedure for the hearing (with variations where needed).
- iii. **Presentation** of the report (**agenda item 6**) by a Licensing Officer of the Relevant Authority.
- iv. **Presentation** by the **applicant** of their statement. Additional material may only be submitted at the hearing with the agreement of the Panel and the other party/parties, subject to advice by the Panel's legal advisor at the time.
- v. **Presentation** by **other persons** who have made representations **supporting the applicant's case**.
- vi. **Questioning** of the **applicant** and the **other persons** above by:
 - the objector(s)
 - the Panel
- vii. **Presentation** by the **objector(s)** (including Responsible Authorities) of their statements. Additional material may only be submitted at the hearing with the agreement of the Panel and the other party/parties, subject to advice by the Panel's legal advisor at the time.
- viii. **Questioning** of the **objector(s)** by:
 - the applicant
 - the Panel
- ix. **Concluding statement(s)** by the objector(s).

- x. **Concluding statement** by the applicant.
- xi. The Panel together with its legal advisor (and committee clerk if in attendance) withdraw to consider the application. Before withdrawing, the panel will confirm (if not already done) how the decision will be provided (see below). Should the Panel wish to clarify any point with any particular party, all sides are recalled for the questions to be asked.
- xii. **Decision:**
 - Option 1 - The hearing is reconvened for the Panel to announce their decision.
 - Option 2 - The Panel's written decision is sent to the parties within 5 working days.

The Panel will give reasons for its decision.

Notes

Witnesses: Either side may call witnesses to support their case. Witnesses should have submitted written statements before the hearing which they present and on which they may be questioned. Witnesses introduced at short notice may speak with the agreement of the Panel and the other party/parties, subject to advice by the Panel's legal advisor at the time.

Adjournment: The Panel may at any time adjourn to a later date for the further consideration of an application. The date and time should be agreed with all parties as far as possible.

Licensing Panel – Licensing Act 2003

Procedure for a Review Hearing - Oral Hearing in Public

This document provides a summary of the Panel's usual procedure for the conduct of a premises licence **Review** hearing, in public (either in person or by remote hearing).

Please note that:

- the **Applicant** is the party who has asked for a review of the premises licence.

- i. **Introductions:**
 - Chair of the Panel
 - Members (councillors)
 - Officer presenting the report
 - Officers of Responsible Authorities objecting
 - Applicant (the person(s) seeking the review)
 - The Licence holder
 - Other persons
- ii. **Procedure** - Chair of the Panel to outline the procedure for the hearing (with variations where needed).
- iii. **Presentation** of the report (**agenda item 6**) by a Licensing Officer of the Relevant Authority.
- iv. **Presentation** by the **Applicant(s)** (seeking the review) of their case/statements. Additional material may only be submitted at the hearing with the agreement of the Panel and the other party/parties, subject to advice by the Panel's legal advisor at the time.
- v. **Presentation** by **other persons** (if any) (including Responsible Authorities) who have made representations **supporting the Applicant's case**.
- vi. **Questioning** of the **Applicant(s)** and the **other persons** above by:
 - the Licence holder
 - the Panel
- vii. **Presentation** by the **Licence holder(s)** of their case/statements. Additional material may only be submitted at the hearing with the agreement of the Panel and the other party/parties, subject to advice by the Panel's legal advisor at the time.

Agenda Item 4

- viii. **Presentation by other persons** (if any) who have made representations **supporting the Licence holder's case.**
- ix. **Questioning** of the Licence holder and the **other persons** above by:
 - the Applicant
 - the Panel
- x. **Concluding statement** by the Applicant.
- xi. **Concluding statement** by Licence holder(s).
- xii. The Panel together with its legal advisor (and committee clerk if in attendance) withdraw to consider the application. Before withdrawing, the panel will confirm (if not already done) how the decision will be provided (see below). Should the Panel wish to clarify any point with any particular party, all sides are recalled for the questions to be asked.
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 - Option 1 - The hearing is reconvened for the Panel to announce their decision.
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Adjournment: The Panel may at any time adjourn to a later date for the further consideration of an application. The date and time should be agreed with all parties as far as possible.



Report for: Licensing Panel

Date of Meeting:	14 March 2023
Subject:	Application for a new premises licence for Abi Community Centre, 285-287 Northolt Road, South Harrow, HA2 8HX
Responsible Officer:	Dipti Patel, Corporate Director, Place
Exempt:	No
Wards affected:	Roxeth
Enclosures:	Appendix 1 – Application and premises plans for a premises licence Appendix 2 – Representations Appendix 3 – Location map Appendix 4 – Agreed conditions

Section 1 – Summary

An application for a new premises licence under Section 17 of the Licensing Act has been received for Abi Community Centre, 285-287 Northolt Road, South Harrow, HA2 8HX.

Representations have been received from two members of the public living or working in the vicinity of the premises.

The representations express concerns about the possible undermining of one or more of the licensing objectives should the licence be granted.

Section 2 – Report

- 2.1 This report asks the Sub-Committee to consider an application for a new premises licence
- 2.2 Mr Arumugam Kanakalingham submitted a valid application on 4 January 2023 for a new premises licence for Abi Community Centre, 285-287 Northolt Road, South Harrow, HA2 8HX (Appendix 1). The period for representations ran from 5 January 2023 to 1 February 2023
- 2.3 The applicant has applied for the following hours and licensable activities::

	Indoor Sporting Events, Provision of live music, Provision of recorded music, Late night refreshment	Retail sale of alcohol	Hours open to public
Monday	23:00 – 02:00*	11:00 – 02:00*	07:00 – 02:00*
Tuesday	23:00 – 02:00*	11:00 – 02:00*	07:00 – 02:00*
Wednesday	23:00 – 02:00*	11:00 – 02:00*	07:00 – 02:00*
Thursday	23:00 – 02:00*	11:00 – 02:00*	07:00 – 02:00*
Friday	23:00 – 02:00*	11:00 – 02:00*	07:00 – 02:00*
Saturday	23:00 – 02:00*	11:00 – 02:00*	07:00 – 02:00*
Sunday	23:00 – 02:00*	11:00 – 02:00*	07:00 – 02:00*
“*” indicates hours continue into the following morning			

- 2.4 The application proposes Mr Arumugam Kanakalingham to be the Designated Premises Supervisor.
- 2.5 The applicant describes the premises as
 “A local community hall, to benefit the local community. The premises is situated in busy high street. The hall is a small hall, will cater small family functions. The first floor hall and ground floor hall will have a small bar. First floor is a small hall 25-30 people, will be available for small gatherings and business meetings. There is no cooking of food will take place.
 All food will be provided by outside catering services, pre-arranged by the customers.
 The capacity of the hall around 150. “
- 2.6 A location map for the premises is available in Appendix 3
- 2.7 Where a relevant representation is submitted under Section 35(3) of the Licencing Act 2003 the Authority must hold a hearing to consider such representations, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary.

- 2.8 Relevant representations mean those which are about the likely effect of the grant of the application on the promotion of the licensing objectives, and have been made in time, not withdrawn, and in the case of representations made by a person (other than a responsible authority), are not considered by the Licensing Authority to be frivolous or vexatious.
- 2.9 Representations have been received in relation to the application by “other persons” who are local residents. A representation was received from the Police, but that was subsequently withdrawn after they agreed conditions for the premises licence with the applicant.

3. Alternative Options considered

- 3.1 The Licensing Panel is required by the licensing Act to take one of the options listed below as it considered appropriate for the promotion of the licensing objectives.
- 3.2 The options are
- (a) To grant the licence subject to
 - (i) conditions that are consistent with the operating schedule accompanying the application modified to such extent as the authority considers appropriate for the promotion of the licensing objectives, and
 - (ii) any condition which must under section 19, 20 or 21 of the Licensing Act 2003 be included in the licence (ie, the mandatory conditions);
 - (b) to exclude from the scope of the licence any of the licensable activities to which the application relates;
 - (c) to refuse to specify a person in the licence as the premises supervisor;
 - (d) to reject the application
- 3.3 For the purposes of 3.2(a) (i) above, the conditions of the licence are modified if any of them are altered or omitted or any new conditions added.

4. Licensing Officer’s observations

- 4.1 The representations that have been received are mainly based on the possible increase in anti-social behaviour, an increase in public nuisance and a risk to public safety. The representations from residents also raise concerns about the hours proposed in the application.
- 4.2 Consideration should be given on how these issues could directly affect the prevention of crime and disorder, public safety and the prevention of public nuisance objectives.

- 4.3 Two local residents have made representations, and these can be found in Appendix 2.
- 4.4 The police have worked with the applicant and have agreed conditions which will appear on Annex 2 of the licence should the application be granted. These agreed conditions can be found in Appendix 4 of this report.
- 4.5 The most critical part of the operating schedule are the steps taken by the applicant to promote the licensing objectives. Applicants are always reminded to take careful consideration as to what is entered in this section as whatever is proposed will be transferred into conditions on the licence.
- 4.6 The Panel's discretion is engaged in the light of relevant representations to impose conditions that are appropriate to promote the licensing objectives. Conditions should be tailored to the size, type, location, characteristics and activities at the premises, and the Panel should be aware of any indirect costs that may arise from the imposition of conditions.
- 4.7 When imposing conditions relating to CCTV the Panel should bear in mind the Information Commissioner's guidance that such conditions should only be imposed where it is justified to do so and in order to meet the licensing objectives.
- 4.8. The Panel has the discretion to add to or modify conditions in light of the representations where it is appropriate to do so to promote the licensing objectives.

5. Statutory Guidance

- 5.1 The panels attention is drawn to section 2 of the current statutory guidance which refers to the licensing objectives:

- 5.2 *Crime and disorder*

- “2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

- 2.2 In the exercise of their functions, licensing authorities should seek to co-operate with the Security Industry Authority (“SIA”) as far as possible and consider adding relevant conditions to licences where appropriate. The SIA also plays an important role in preventing crime and disorder by ensuring that door supervisors are properly licensed and, in partnership with police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This may include making specific enquiries or visiting premises through intelligence led operations in conjunction with the police, local authorities and other

partner agencies. Similarly, the provision of requirements for door supervision may be appropriate to ensure that people who are drunk, drug dealers or people carrying firearms do not enter the premises and ensuring that the police are kept informed.

- 2.3 Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in licensed premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.
- 2.4 The inclusion of radio links and ring-round phone systems should be considered an appropriate condition for public houses, bars and nightclubs operating in city and town centre leisure areas with a high density of licensed premises. These systems allow managers of licensed premises to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering the customers and staff on the premises.
- 2.5 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.
- 2.6 The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities

should work with Home Office Immigration Enforcement, as well as the police, in respect of these matters. Licence conditions that are considered appropriate for the prevention of illegal working in licensed premises might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that evidence of a right to work check, either physical or digital (e.g. a copy of any document checked as part of a right to work check or a clear copy of the online right to work check) are retained at the licensed premises. “

5.3 *Public safety*

“2.7 Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person’s health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority’s powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.

2.8 A number of matters should be considered in relation to public safety. These may include:

- Fire safety;
- Ensuring appropriate access for emergency services such as ambulances;
- Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above);
- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;
- Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles;
- Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.12-2.13, and Chapter 10; and
- Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above, this may

also assist with promoting the crime and disorder objective).

2.9 The measures that are appropriate to promote public safety will vary between premises and the matters listed above may not apply in all cases. As set out in Chapter 8 (8.38- 8.46), applicants should consider when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they achieve that. “

5.4 *Ensuring safe departure of those using the premises*

“2.10 Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks. “

5.5 *Maintenance and repair*

“2.11 Where there is a requirement in other legislation for premises open to the public or for employers to possess certificates attesting to the safety or satisfactory nature of certain equipment or fixtures on the premises, it would be inappropriate for a licensing condition to require possession of such a certificate. However, it would be permissible to require as a condition of a licence or certificate, if appropriate, checks on this equipment to be conducted at specified intervals and for evidence of these checks to be retained by the premises licence holder or club provided this does not duplicate or gold-plate a requirement in other legislation. Similarly, it would be permissible for licensing authorities, if they receive relevant representations from responsible authorities or any other persons, to attach conditions which require equipment of particular standards to be maintained on the premises. Responsible authorities – such as health and safety authorities – should therefore make their expectations clear in this respect to enable prospective licence holders or clubs to prepare effective operating schedules and club operating schedules. Safe capacities

2.12 “Safe capacities” should only be imposed where appropriate for the promotion of public safety or the prevention of disorder on the relevant premises. For example, if a capacity has been imposed through other legislation, it would be inappropriate to reproduce it in a premises licence. Indeed, it would also be wrong to lay down conditions which conflict with other legal requirements. However, if no safe capacity has been

imposed through other legislation, a responsible authority may consider it appropriate for a new capacity to be attached to the premises which would apply at any material time when the licensable activities are taking place and make representations to that effect. For example, in certain circumstances, capacity limits may be appropriate in preventing disorder, as overcrowded venues can increase the risks of crowds becoming frustrated and hostile.

2.13 The permitted capacity is a limit on the number of persons who may be on the premises at any time, following a recommendation by the relevant fire and rescue authority under the Regulatory Reform (Fire Safety) Order 2005. For any application for a premises licence or club premises certificate for premises without an existing permitted capacity where the applicant wishes to take advantage of the special provisions set out in section 177 of the 2003 Act¹, the applicant should conduct their own risk assessment as to the appropriate capacity of the premises. They should send their recommendation to the fire and rescue authority which will consider it and decide what the “permitted capacity” of those premises should be.

2.14 Public safety may include the safety of performers appearing at any premises, but does not extend to the prevention of injury from participation in a boxing or wrestling entertainment. “

5.6 *Public nuisance*

“2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also

arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

- 2.17 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.
- 2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.
- 2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.
- 2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is

considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in antisocial behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night. “

5.7 *Protection of children from harm*

“2.22 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

2.23 The Government believes that it is completely unacceptable to sell alcohol to children. Conditions relating to the access of children where alcohol is sold and which are appropriate to protect them from harm should be carefully considered. Moreover, conditions restricting the access of children to premises should be strongly considered in circumstances where:

- adult entertainment is provided;
- a member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking (other than in the context of the exemption in the 2003 Act relating to 16 and 17 year olds consuming beer, wine and cider when accompanied by an adult during a table meal);
- it is known that unaccompanied children have been allowed access;
- there is a known association with drug taking or dealing; or
- in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.

- 2.24 It is also possible that activities, such as adult entertainment, may take place at certain times on premises but not at other times. For example, premises may operate as a café bar during the day providing meals for families but also provide entertainment with a sexual content after 8.00pm. It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants, responsible authorities and licensing authorities will need to consider this point carefully. This would broadly include topless bar staff, striptease, lap-, table- or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.
- 2.25 Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.
- 2.26 Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.
- 2.27 Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include:
- restrictions on the hours when children may be present;
 - restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
 - restrictions on the parts of the premises to which children may have access;
 - age restrictions (below 18);
 - restrictions or exclusions when certain activities are taking place;
 - requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
 - full exclusion of people under 18 from the premises when any licensable activities are taking place.

- 2.28 Please see also Chapter 10 for details about the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.
- 2.29 Licensing authorities should give considerable weight to representations about child protection matters. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations. These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the licensing authority linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons under 18 years old with alcohol-related illnesses or injuries) this evidence should be considered, and the licensing authority should also consider what action is appropriate to ensure this licensing objective is effectively enforced. In relation to applications for the grant of a licence in areas where evidence is presented on high levels of alcohol-related harms in persons aged under 18, it is recommended that the licensing authority considers what conditions may be appropriate to ensure that this objective is promoted effectively.
- 2.30 The 2003 Act provides that, where a premises licence or club premises certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (the British Board of Film Classification is currently the only body which has been so designated) or by the licensing authority itself. Further details are given in Chapter 10.
- 2.31 Theatres may present a range of diverse activities and entertainment including, for example, variety shows incorporating adult entertainment. It is appropriate in these cases for a licensing authority to consider restricting the admission of children in such circumstances. Entertainments may also be presented at theatres specifically for children. It will be appropriate to consider whether a condition should be attached to a premises licence or club premises certificate which requires the presence of a sufficient number of adult staff on the premises to ensure the wellbeing of the children during any emergency. Offences relating to the sale and supply of alcohol to children 2.32 Licensing authorities are expected to maintain close contact with the police,

young offenders' teams and trading standards officers (who can carry out test purchases under section 154 of the 2003 Act) about the extent of unlawful sales and consumption of alcohol by minors and to be involved in the development of any strategies to control or prevent these unlawful activities and to pursue prosecutions. Licensing authorities, alongside the police, are prosecuting authorities for the purposes of these offences, except for the offences under section 147A (persistently selling alcohol to children). Where, as a matter of policy, warnings are given to retailers prior to any decision to prosecute in respect of an offence, it is important that each of the enforcement arms should be aware of the warnings each of them has given."

6. Harrow licensing Policy

6.1 Paragraph 6.3 of the Licensing Authority's Statement of Licensing Policy sets out the matters that the Panel may take into account when considering representations (although the Panel is not limited to these matters):

- degree of confidence in the management of the premises
- location of premises
- gang-related activity in the area
- management of waste particularly preventing fly-tipping
- commitment to reporting all crimes and anti-social behaviour associated with premises
- crime prevention audit conducted by police/professional security organisation
- staff training
- anti-theft provisions (eg time-locked safes, magnetic door locks, regular removal of cash from tills)
- suitable and sufficient security plan
- effective wind-down and dispersal policies
- use of CCTV
- noise mitigation measures associated with licensable activities, particularly near to residential properties
- provision of litter bins and litter patrols
- use of low-impact litter materials
- noise from people arriving at or leaving from the premises and which is related to licensable activities
- control of other nuisances relating to licensable activities such as light or odours
- measures to protect children from being exploited or coming to harm

7. Legal implications

7.1 The Licensing Panel is required to hold a hearing to consider any relevant representations made in relation to a premises licence application unless all parties agree that a hearing is unnecessary. The hearing must be held in accordance with the Licensing Act 2003 (Hearings) Regulations 2005.

- 7.2 Under Part 3 of the Council's Constitution (22 December 2022), the Licensing Panel has the power to determine applications and to make Orders in respect of licences.
- 7.3 The Licensing Panel is required to give appropriate weight to the representations (including supporting information) presented by all the parties, the Guidance issued pursuant to section 182 of the Licensing Act 2003, the Council's Statement of Licensing Policy and the steps that are appropriate to promote the four licensing objectives.
- 7.4 Having considered those relevant matters, the Licensing Panel is required to take such steps (as outlined in section 3.2) as it considers appropriate for the promotion of the licensing objectives
- 7.5 It should be noted with all options that –
- clear reasons should be given for the decision.
 - any additional or modified conditions should be practical and enforceable
 - the applicant and any person who made relevant representations would have the right of appeal to a magistrates' court on one of the grounds provided in Schedule 5 to the Licensing Act 2003.
- 7.6 In addition to determining the application in accordance with the legislation, Members must have regard to the –
- (a) common law rules of natural justice
 - (b) provisions of the Human Rights Act 1998
 - (c) considerations in section 17 of the Crime and Disorder Act 1998
- 7.7 By section 6 of the Human Rights Act 1998, the Panel is required to act in a way that is compatible with rights under the European Convention for the Protection of Human Rights. The following provisions of the European convention seem relevant: Article 6 (right to a fair trial) Article 14 (prohibition of discrimination) and Article 1 of the First Protocol (protection of property)

8 Financial Implications

- 8.1 There are no financial implications, other than a small fee income if the new licence is granted.

9 Appeals

- 9.1 If any party is aggrieved with the decision of the licensing panel on one of the grounds set out in Schedule 5 to the Licensing Act 2003, they can appeal to a magistrates' court within 21 days from notification of the decision.

10 Risk Management Implications

10.1 Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **No**

10.2 The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Failure to determine the application for a new premises licence would put the Licensing Authority in breach of its obligations under the Licensing Act 2003 and the Licensing Act 2003 (Hearings) Regulations 2005.	<ul style="list-style-type: none">The Authority must determine this application within the timescales set by prescribed regulations	Green

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on *behalf of/by the Chief Financial Officer

Date: 15 February 2023

Statutory Officer: Baljeet Virdee

Signed on behalf of the Monitoring Officer

Date: 14 February 2023

Chief Officer: Cathy Knubley

Signed by the Director of Environment

Date: 15 February 2023

Mandatory Checks

Ward Councillors notified: **Yes.**

Section 4 - Contact Details and Background Papers

Contact: Emma Phasey, Head of Licensing and Enforcement,
emma.phasey@harrow.gov.uk

Background Papers: Background Papers: Licensing Act 2003 Statutory Guidance (issued December 2022).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1125660/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_December_2022.pdf



Harrow
Application for a premises licence
Licensing Act 2003

For help contact
licensing@harrow.gov.uk
 Telephone: 020 8901 2600

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

Is the applicant's business registered outside the UK? Yes No

Note: completing the Applicant Business section is optional in this form.

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Applicant Business Address

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.


VAT number


one" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country  here the headquarters of your company is located.

Agent Registered Address  registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

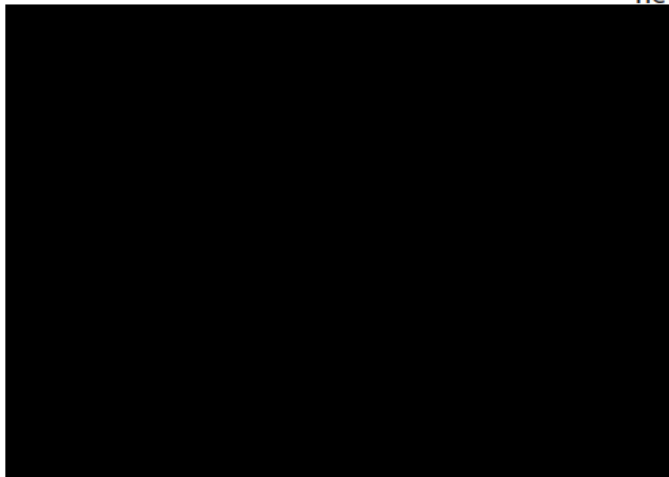
District

City or town

County or administrative a

Postcode

Country



Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

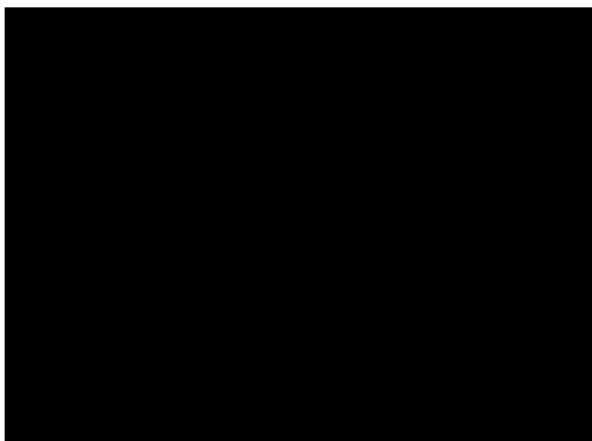
Telephone number

Other telephone number

* Date of birth

* Nationality

Right to work share code



Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?

/ /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end

/ /
dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

FORMERLY A SANTANDER BANK, WILL NOW BE A LOCAL COMMUNITY HALL, IN WHICH APPLICANT HAS INVESTED SUBSTANTIAL AMOUNT TO BENEFIT THE LOCAL COMMUNITY. THE PREMISES IS SITUATED IN BUSY HIGH STREET. THE HALL IS A SMALL HALL, WILL CATER SMALL FAMILY FUNCTIONS. THE FIRST FLOOR HALL AND GROUND FLOOR HALL WILL HAVE A SMALL BAR. FIRST FLOOR IS A SMALL HALL 25-30 PEOPLE, WILL BE AVAILABLE FOR SMALL GATHERINGS AND BUSINESS MEETINGS. THERE IS NO COOKING OF FOOD WILL TAKE PLACE. ALL FOOD WILL BE PROVIDED BY OUTSIDE CATERING SERVICICES, PRE-ARRANGED BY THE CUSTOMERS. THE CAPACITY OF THE HALL AROUND 150. APPLICANT IS A LOCAL BUSINESS MAN OPERATING IN HARROW OVER 20 YEARS. HE HAS EXPERIENCE HOSTING LARGE EVENTS.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

Standard Days And Timings

MONDAY

Start

Start

End

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

Start

End

End

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

THIS WILL A SCREENING OF ANY SPORTS EVENTS SUCH AS FOOTBALL, CRICKET ETC. WHILE THE EVENT IS PLAYED ANY MUSIC WILL BE STOPPED. AREA MARKED IN THE PLAN WHERE ANY SPORTING EVENTS WILL BE PLAYED.

State any seasonal variations for indoor sporting events

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Continued from previous page...

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified.

Continued from previous page...

IT WILL BE AMBILIFIED MUSIC - AREA MARKED ON THE PLAN WHERE THE LIVE LUSIC WILL TAKES PLACE.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

IT WILL BE AMPLIFIED MUSIC DURING THE EVENTS WHERE DJ SERVICES OR REORDED MUSIC PLAYED.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Section 13 of 21

Continued from previous page...

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

ALL HOTFOOD SERVED BY THE EXTERNAL CATERING SERVICES BUSINESSES AND MANAGED BY THEM. WE HAVE MARKED ON THE PLAN WHERE THE HOT FOOD WILL BE SERVED FROM.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

Start

End

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

Start

End

End

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Continued from previous page...

Name

First name

Family name

Date of birth

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative ar

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

THE BAR WILL BE CLOSED AND THERE WILL BE SIGN TO SAY - BETWEEN 07.00 TO 11.00AM BAR CLOSED. BAR WILL BE COVERED OUTSIDE THE HOURS AS ANY MORNING EVENTS WILL BE CULTURAL.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

1. (a) The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Harrow Police Licensing Team. (b) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. (c) The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance. (d) All recordings shall be stored for a minimum period of 31 days with date and time stamping. (e) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when request.
3. All windows and external doors shall be kept closed after (12:00) hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
4. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
5. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Harrow Council at all times whilst the premises is open.
6. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Harrow Council or the Police. It must be completed within 24 hours of the incident and will record the following: (a) all crimes reported to the venue (b) all ejections of patrons (c) any complaints received concerning crime and disorder (d) any incidents of disorder (e) all seizures of drugs or offensive weapons (f) any faults in the CCTV system, searching equipment or scanning equipment (g) any refusal of the sale of alcohol (h) any visit by a relevant authority or emergency service
7. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
8. The licence holder shall be responsible for ensuring that all members of staff are suitably trained in the sale of alcohol, their role within the fire safety and patron safety before they commence work in the licensed premises and re-trained at six monthly intervals thereafter. The employees 'signed' individual training records shall be retained within these licensed premises, being made available to the employee, local authority officer or police officer immediately upon request.
9. The premises licence holder shall operate an anti-drugs policy to include signage in conjunction with a search and seizure policy as agreed from time to time in writing with the Metropolitan police.

b) The prevention of crime and disorder

as detailed above

c) Public safety

as detailed above

Continued from previous page...

--

d) The prevention of public nuisance

as detailed above

e) The protection of children from harm

as detailed above

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application.

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note)

* The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see guidance notes)



Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/harrow/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

Continued from previous page...

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

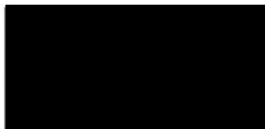
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

DPS Consent Form

Consent of individual to being specified as a premises supervisor

I ARUMUGAM KANAKALINGHAM

[full name of prospective premises supervisor]



[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for
NEW PREMISES APPLICATION

[type of application]

by

ARUMUGAM KANAKALINGHAM

[name of applicant]

relating to a premises licence NEW

[number of existing licence, if any]

for

ABI COMMUNITY HALL
285-287 NORTHOLT ROAD
SOUTH HARROW
HA2 8JX

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

ARUMUGAM KANAKALINGHAM

[name of applicant]

concerning the supply of alcohol at

ABI COMMUNITY HALL
285-287 NORTHOLT ROAD
SOUTH HARROW
HA2 8JX

[name and address of premises to which application relates]



I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

LBWands/00397

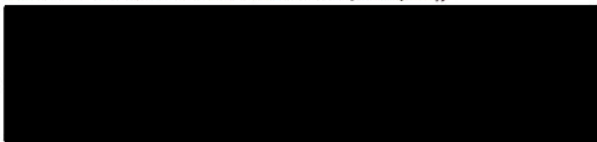
[insert personal licence number, if any]

Personal licence issuing authority

WANDSWORTH COUNCIL

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

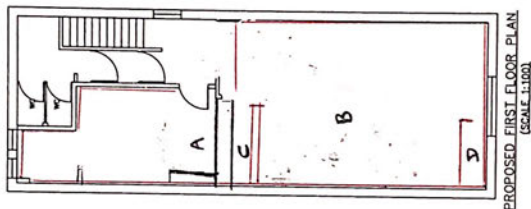
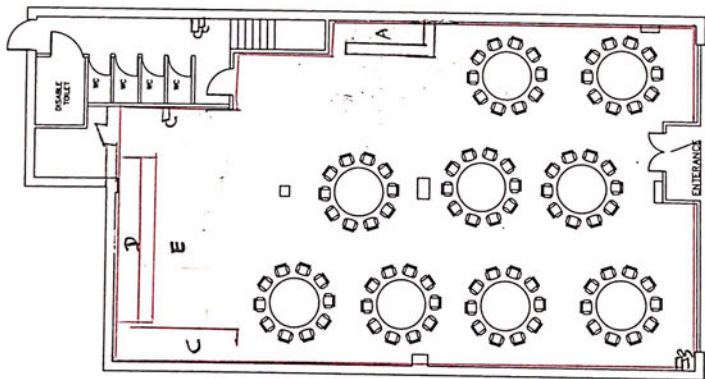


Name (please print)

ARUMUGAM KANAKALINGHAM

Date

06/12/2022



A: BAR COUNTERS

B: SMALL FUNCTION HALL

□: LICENSABLE AREAS

▲: FIRE EXTINGUISHERS

C: FOOD SERVICE AREAS

D: LIVE MUSIC / DJ AREA

E: SCREEN DISPLAY / SPORTING EVENTS

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Do not scale off the drawings. Except planning purpose.

Job No	285-287 NORTHOLT ROAD HA2 8HX		
Client	ABY PROPERTIES LTD		
Drawing No	02	Revision	Check
Drawn		Scale	Dwg Size
PK	OCT 22	1:100	A3
TITLE FLOOR PLAN			



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APPENDIX 2

From: [Tim Dalton](#)
To: [license](#)
Subject: 285-287 Northolt Road
Date: 07 January 2023 15:48:31

Caution: External email

I have concerns about the sale of alcohol at this premises. We already have a lot of issues with street drinking in this area and also with late night noise disturbance. There are many local properties who will be affected negatively and disturbed by this.

Given the number of nearby flats and residential dwellings, please can you review if this is an appropriate venue for the sale of alcohol, sporting events, late night refreshments and live music, particularly until 2am.

Many thanks
Casey Dalton



From: [Alan Riley](#)
To: [Ash Waghela](#)
Subject: FW: Abi Community Hall - application under the Licensing Act 2003
Date: 02 February 2023 16:41:55
Attachments: [Complaint - Abi Community Hall.odt](#)

From: cullimore [REDACTED]
Sent: 07 January 2023 17:53
To: license [REDACTED]
Subject: Abi Community Hall - application under the Licensing Act 2003

Caution: External email

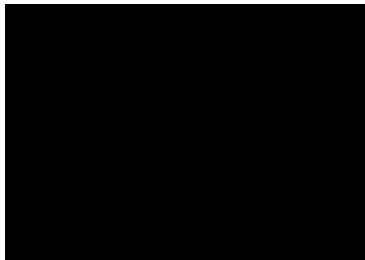
Dear Sir/Madam

We are objecting to Abi Community Hall's (Northolt Road, South Harrow) application under the Licensing Act 2003. Our objection has been posted but given delays due to the ongoing postal strikes we are also attaching our objection to this email.

Grateful if you can accept this electronic objection in case our postal one does not reach you in time.

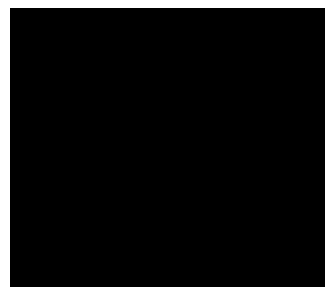
Kind regards

Alison Fairhurst-Cullimore
Stephen Cullimore



Mr & Mrs S Cullimore

Head of Community Directorate
London Borough of Harrow
Civic Centre, PO Box 18
Station Road
Harrow



Dear Sir/Madam

Re – Application under Licensing Act Abi Community Hall, 285 – 287 Northolt Road, HA2 8HX

We are writing to object to the application under the Licensing Act 2003 in relation to the Abi Community Hall on Northolt Road on the grounds of public safety, prevention of crime and disorder and prevention of public nuisance.

Whilst we support any community venture in South Harrow we strongly object to the licensing hours that the centre has applied for, namely that there would only be five hours within twenty four hours a day that the premises would not be open to facilitate sporting events and live music - namely from 7am to the next 2am seven days a week.

This is a very family orientated area with many of the adults working long hours each day to provide a living for their family. My husband and I, who both work in education, get up at 6am on week day mornings in order to get to work on time. Should there be events in the community hall until 2am each morning, irrespective of whether this is a weekday or not, this would mean that there would potentially be only four sleeping hours for the both of us, should the venue generate lots of noise both within the premises and potentially on its surrounding streets. On top of this, you will no doubt be aware, that a closing time does not mean that the noise will stop, as we will have potentially considerable amounts of people, possibly many in a drunken or merry state, leaving the premises creating lots of noise as they try to get home. A lot of these people may also try to park in our street, adding to the noise – you will see from our address that we are one minute’s walk from the community hall.

You may be aware that Wargrave Road has suffered considerably in the past from men drinking alcohol at all hours in our street and the back street behind the community hall – with involvement from the local police and Member of Parliament to try and resolve this issue. This has not only caused a considerable amount of public nuisance but also risk to public health and safety – drinkers regularly used our street and the back street as a public toilet, both urinating and defecating; one neighbour was also attacked for asking the drinkers to quieten down. Whilst the drinkers are present in our street we also fear for our safety walking up a dark side street during the hours of darkness. We are extremely concerned that any late licensing of the community hall will add to this – where we will be at risk of public safety, crime and disorder and public nuisance.

Furthermore, we also experience noise and anti-social behaviour during the evening/night from people leaving the Shall public house, which is almost opposite the community hall. The late night licensing of the community hall will only add to this, potentially seven days a week throughout the year.

My husband and son also suffer from long term serious health issues, which no doubt will be exacerbated by any prolonged loss of sleep, caused by any late licensing of the community hall.

We would like to see the venue open no later than 9.30pm – 10pm Sunday to Thursday evenings and 11pm on Friday and Saturday nights. On top of this a condition be placed on approval that the community hall guarantees that the venue and surrounding area are cleared within ten minutes of it closing to minimise any disturbance to local residents.

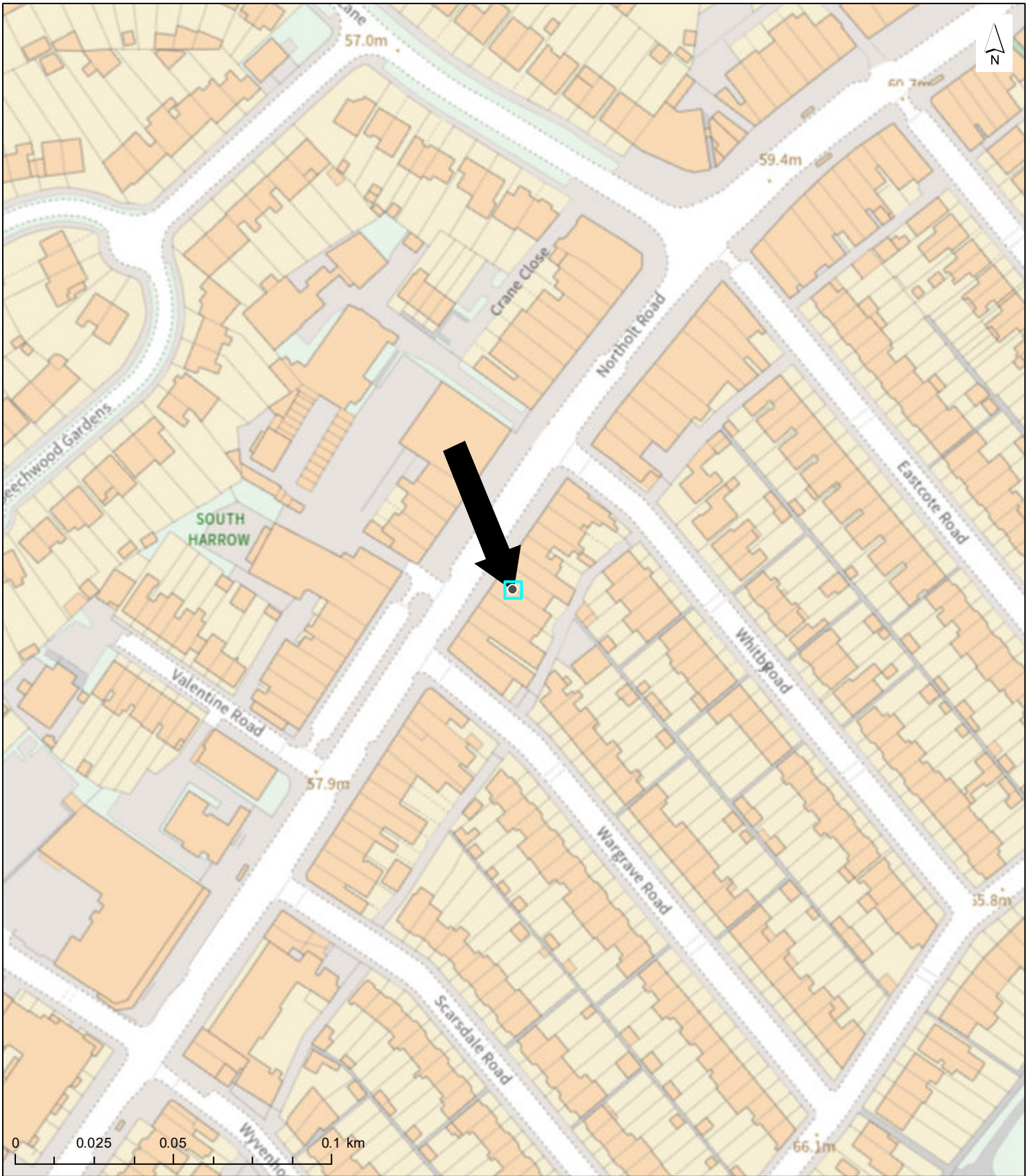
You have asked for any correspondence to be posted to you. However, given current postal strikes, this letter will be emailed and posted to you to ensure that it arrives by your deadline.

We will be sending a copy of this letter to local councillors and the local MP asking for support in this matter.

Kind regards

Alison Fairhurst Cullimore

Stephen Cullimore



- Legend
- Areas
 - Override 1

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APPENDIX 4

From: Darren.Cowley@met.police.uk
To: contact@arkalicensing.co.uk
Cc: [REDACTED]; [Ash Waghela](#); [license](#)
Subject: RE: Agreed conditions for Abi Community Hall.
Date: 27 January 2023 11:35:58
Attachments: [image002.jpg](#)
[Abi PL agreed reps 27 01 23.doc](#)

Caution: External email

Good morning all,
Please see the attached form which are the agreed conditions for Abi premises license application. I can confirm Police have no further representations to this application.
Regards

From: ARKA LICENSING <contact@arkalicensing.co.uk>
Sent: 27 January 2023 10:04
To: Cowley Darren - NW-CU <Darren.Cowley@met.police.uk>
Cc: Hogan Dawn - NW-CU <Dawn.Hogan2@met.police.uk>
Subject: Re: Agreed conditions for Abi Community Hall.

Good morning PC Cowley,
We thank you for your further consideration. We very much appreciate your input.
We confirm the conditions have been agreed now.
Regards
Suresh Kanapathi
[REDACTED]

[REDACTED]
Consultant
Arka Licensing

[REDACTED]

This email is sent for and on behalf of Arka Licensing Consultants, which is a company registered in England, registered number 09036487, registered office Trident Business Centre, 89 Bickersteth Road, London SW17 9SH.

CONFIDENTIALITY:

This e-mail and any attachments are strictly private and confidential and are intended for the named recipient only. If you are not the intended named recipient, you are advised not to read or disclose the contents of this e-mail and/or any attachments to another person or take copies of them. If you receive this message in error, please notify our e-mail administrator and destroy the message.

From: Darren.Cowley@met.police.uk <Darren.Cowley@met.police.uk>

Sent: 23 January 2023 11:03

To: ARKA LICENSING <contact@arkalicensing.co.uk>

Cc: [REDACTED]

Subject: Agreed conditions for Abi Community Hall.

Good morning Mr Kanapathi,

Please see the revised conditions as discussed earlier today during our phone conversation. Once agreed with your client please confirm to myself or PC Hogan in order that we can update Harrow council licensing team.

Regards

Darren Cowley

[REDACTED]

Harrow Police Station 74 Northolt Road HA2 0DN

[REDACTED]

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TERRITORIAL POLICING

NW Police Licensing Unit
South Harrow Police Station
74 Northolt Road
Harrow
HA2 0DN
Tel: [REDACTED]
Email: [REDACTED]
Web: www.met.police.uk

**Harrow Borough Licensing
Department**
Harrow Council
Station Road
Harrow
Middlesex
HA1 2XY
Email: [REDACTED]

Your ref: 1098
Our ref: 04QA/3203/23

Date: 23/01/2023

Agreed conditions for Premises Licence application 'Abi Community Hall 285-287' South Harrow, Northolt Road, Harrow, HA2 8HX

Officer: **Dawn Hogan**
Licensing Constable **PC 3203NW**

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from the Council upon request. This must comply with the Data Protection Act including signage.
2. CCTV cameras shall be installed to cover all entry and exit points enabling clear facial recognition colour images and a clear head and shoulder image of every person entering or leaving in any light condition.
3. The CCTV system shall be located in a secure area or locked cabinet and display on any recordings, the correct date and time of the recording.
4. The CCTV system shall continually record and cover areas where alcohol is kept for selection and purchase by the public, whilst the premises is open for licensable activities. It shall operate during all times when customers remain on the premises.
5. A member of staff trained in the use of the CCTV system shall be available at the premises at all times that the premises are open to the public.
6. The Licence holder/DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request.

7. The Premises Licence holder shall make sure that all staff are trained in the main principles of the Licensing Act 2003, notably the promotion of the four licensing objectives, and the specific conditions of this premises licence before being allowed to sell alcohol.
8. All staff will receive refresher training every six months about their responsibilities under the Licensing Act 2003 and training records will be available to police and authorised officers on reasonable request.
9. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of the Council or the Police, which will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received
 - (d) any incidents of disorder
 - (e) any faults in the CCTV system or searching equipment or scanning equipment
 - (f) any refusal of the sale of alcohol
 - (g) any visit by a relevant authority or emergency service.
10. No person shall be allowed to leave the premises whilst in the possession of any open drinking vessel, whether empty or containing any beverage.
11. A "Challenge 25" proof of age scheme shall be operated at the premises where the only acceptable forms of identification are the following recognised photographic identification cards: a driving licence, a passport, a military identification card or a Proof of Age card carrying a 'PASS' logo.
12. Notices advertising that the premises operates a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance. All occasions when persons have been refused service shall be recorded in the premises register.
13. The premise licence holder or Designated Premises Supervisor shall ensure that all management and staff who are not personal licence holders are fully trained and briefed on the four licensing objectives and Challenge 25 and they are adhered to.
14. Signage requesting customers to be respectful of others when entering or leaving the premises shall be installed in a prominent position by the premises' exit.
15. The level of sound/music from the venue shall be arranged so as not to cause a nuisance to local residents.

16. On occasions when the venue is open past 00.30 hours SIA trained staff will be employed from 2100 hours for the duration of the event, the numbers of SIA staff will be agreed with the Metropolitan Police prior to the event taking place.
17. A log will be kept detailing the Names/dates and pass numbers of any SIA staff working at the venue, this can be kept as a written or electronic record and must be supplied to police or local authority member upon request.
18. No more than 4 patrons shall be allowed to gather/smoke outside the premises at the same time and this shall be monitored regularly to ensure the potential for noise nuisance is controlled.

Yours Sincerely,

Dawn Hogan PC 3203NW
Licensing Constable Harrow Police

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