

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.

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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