

LICENSING ACT 2003

Premises Licence

Schedule 12
Part A (Regulation 33, 14) **APPENDIX 3**
HARROW COUNCIL, P O BOX 18, STATION ROAD, HARROW

Premises Licence Number: LN/000003641/2017/5

Part 1 – Premises details

Postal address of premises, or if none, Ordnance Survey map reference or description:
Club KTM, 32 Railway Approach, Wealdstone, Harrow, Middlesex, HA3 5AA
Telephone Number: 020 8427 7685

Where the licence is time limited, the dates:
N/A

Licensable activities authorised by the licence:
Live music (e) Recorded music (f) Performance of dances (g)
Late night refreshment
Sale of retail alcohol

Signed by Richard LeBrun
Environmental Services Manager (Public Protection)



Licensible Area
Hours open to public

Sunday	00:00 - 04:30	12:00 - 00:00
Monday	00:00 - 04:30	12:00 - 00:00
Tuesday	00:00 - 02:30	12:00 - 00:00
Wednesday	00:00 - 02:30	12:00 - 00:00
Thursday	00:00 - 02:30	12:00 - 00:00
Friday	00:00 - 04:30	12:00 - 00:00
Saturday	00:00 - 04:30	12:00 - 00:00

On commencement of British Summer Time one hour should be added to the finish time.
Opening hours will be 12:00-04:30 on the following days; Valentines Day, Nepalese Republic Day, Dussehra, Diwali, Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and all public bank holidays

The times the licence authorises the carrying out of licensable activities

Location: Licensable Area

Live music (e) Recorded music (f) Performance of dances (g)

Sunday	00:00 - 04:00	12:00 - 00:00
Monday	00:00 - 02:00	12:00 - 00:00
Tuesday	00:00 - 02:00	12:00 - 00:00
Wednesday	00:00 - 02:00	12:00 - 00:00
Thursday	00:00 - 02:00	12:00 - 00:00
Friday	00:00 - 04:00	12:00 - 00:00
Saturday	00:00 - 04:00	12:00 - 00:00

On commencement of British Summer Time one hour should be added to the finish time.
Licensing activity hours will be 12:00-04:00 on the following days; Valentines Day, Nepalese Republic Day, Dussehra, Diwali, Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and all public bank holidays

Location: Licensable Area

Late night refreshment

Sunday	00:00 - 04:00	23:00 - 00:00
Monday	00:00 - 02:00	23:00 - 00:00
Tuesday	00:00 - 02:00	23:00 - 00:00
Wednesday	00:00 - 02:00	23:00 - 00:00
Thursday	00:00 - 02:00	23:00 - 00:00
Friday	00:00 - 04:00	23:00 - 00:00
Saturday	00:00 - 04:00	23:00 - 00:00

On commencement of British Summer Time one hour should be added to the finish time.
Licensing activity hours will be 23:00-04:00 on the following days; Valentines Day, Nepalese Republic Day, Dussehra, Diwali, Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and all public bank holidays

Location: Licensable Area

Sale of retail alcohol

Sunday	00:00 - 04:00	12:00 - 00:00
Monday	00:00 - 02:00	12:00 - 00:00
Tuesday	00:00 - 02:00	12:00 - 00:00
Wednesday	00:00 - 02:00	12:00 - 00:00
Thursday	00:00 - 02:00	12:00 - 00:00
Friday	00:00 - 04:00	12:00 - 00:00
Saturday	00:00 - 04:00	12:00 - 00:00

On commencement of British Summer Time one hour should be added to the finish time.
Licensing activity hours will be 12:00-04:30 on the following days; Valentine's Day, Nepalese Republic Day, Dussehra, Diwali, Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and all public bank holidays

Where the licence authorises supplies of alcohol – whether these are on and/or off supplies
Sale by retail on premises

Part 2

Name, (registered) address, telephone number and email (where relevant of holder of premises licence):

Prakash Pradhan

Registered number of holder, for example company number, charity number (where applicable):

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol:

Prakash Pradhan

Personal licence number and issuing authority of personal licence held by designated premises supervisor – where the premises licence authorises for the supply of alcohol:

HILLINGDON - LBHIL2816

State whether access to the premises by children is restricted or prohibited: **N/A**



Annex 1 – Mandatory Conditions

Mandatory conditions where licence authorises supply of alcohol:

- 1 No supply of alcohol may be made under the premises licence -
 - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
- 2 Every supply or sale of alcohol made under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory condition where licence requires door supervision:

Where one or more individuals are required to be at the premises to carry out a security activity, such individual(s) must be licensed by the Security Industry Authority.

The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
 - (a) a photographic mark, or
 - (b) an ultraviolet feature.
4. The responsible person must ensure that—
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) the above measures are displayed in a menu, price list or other printed material which is available to

customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

Mandatory Condition order 2014

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1—

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) “permitted price” is the price found by applying the formula—

$$P = D + (D \times V)$$

where —

(i) P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence —

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Mandatory conditions where licence authorises exhibition of films:

(1) The admission of persons under the age of 18 years to exhibitions of films must be restricted in accordance with any recommendation made by the British Board of Film Classification, except where condition 2 applies.

(2) The admission of persons under the age of 18 years to exhibitions of films must be restricted in accordance with any recommendation made by the relevant licensing authority regarding the film in question

Annex 1 - Conditions consistent with the operating Schedule

None

Annex 2 - Conditions attached after a hearing by the licensing authority

PREVENTION OF CRIME AND DISORDER

1 CCT

(1) The Premises Licence Holder or Designated Premises Supervisor shall install and maintain a comprehensive CCTV system to the satisfaction of the Metropolitan Police. All entry and exit points must be covered enabling frontal identification of every person entering.

(2) The Designated Premises Licence Holder shall ensure that the CCTV system shall continually record whilst the Premises is open for licensable activities and during all times when customers remain on the Premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping.

(3) Recordings shall be made available immediately upon the request of the Police or authorised officer of the Licensing Authority provided such requests are in connection with the prevention or detection of crime. Recordings are to be supplied in the form of digital download burned onto a flash drive, DVD or CD disc.

(4) 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 to the public. This staff member shall be able to show Police or an authorised officer to the licensing authority recent data or footage with the minimum delay when so requested.

(5) All faults/defects in the CCTV system must be reported to the Metropolitan Police immediately the fault is discovered. The notification must be made to the Metropolitan Police non-emergency telephone number 101 and a log number obtained from the Police and recorded in the incident book. The Harrow Police Licensing Unit must also be notified as soon as reasonably practicable.

(6) All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative, no licensable activities shall take place without the agreement of Harrow Police Licensing Officer and/or Licensing Authority until the fault is rectified.

(7) A monitor on which CCTV pictures can be displayed will be installed in the reception area.

2 DOOR SUPERVISORS

(1) The premises licence holder shall employ at least two door supervisors from 0300 hours until at least thirty minutes after the terminal hour for the premises to be closed to the public.

(2) This condition may be waived or varied from time to time with the agreement of the licensing authority and/or the police licensing officer for Harrow.

(3) The Designated Premises Supervisor shall maintain a register/log of licensed door supervisors indicating the number of licensed door supervisors on duty, their identity, contact details including addresses and phone numbers and the times they were on duty. A copy should be available immediately upon request to officers of the Metropolitan Police or the Licensing Authority.

3 ENTRY CONTROL

(1) Notices will be displayed at each public entrance to the premises, which clearly state the premises' policy on admission and searching.

(2) The premises licence holder shall ensure any customer who behaves inappropriately will be barred from the premises and their details passed to the Harrow Pubwatch scheme.

(3) A portable metal detector shall be kept, maintained and used on the premises to detect and deter the possibility of illegal weapons being brought into the premises.

(4) Any queue to enter the premises which forms outside the premises is orderly and supervised by licensed door supervisors so as to ensure that there is no public nuisance or obstruction to the public highway.

4 STAFF TRAINING

(1) The premises licence holder shall maintain records of the training given to each member of staff in respect of promoting the licensing objectives, including the implementation of licensing conditions; health and safety; first aid; alcohol and drug awareness; and, conflict management.

(2) The premises licence holder shall provide the training records to officers of the licensing authority when reasonably requested.

5 RECORD KEEPING

(1) The Designated Premises Supervisor shall be responsible for maintaining a record for at least 12 months of "Significant Incidents" that occurs on the premises whilst licensable activities are being provided.

(2) "Significant Incidents" to be recorded include (but are not limited to):

- (a) failures of or faults with the electronic identification system
- (b) failures of or faults with the CCTV system
- (c) refusals of alcohol sales
- (d) calls to the police arising from illegal drugs on the Premises
- (e) other matters that may affect the licensing objectives
- (f) assaults or other injuries whether or not police or medical assistance is required
- (g) CCTV and electronic identification system records supplied to Police and Licensing Authority officers
- (h) seizures of false identification
- (i) records of reasonable requests from authorised officers

6 MISUSE OF DRUGS

(1) Whilst licensable activities are taking place, the toilets at the Premises must be checked at least every two hours for illegal drug use or supply. A written log of all checks must be kept at the Premises for at least 31 days and made available for immediate inspection on the request of an authorised officer of the Metropolitan Police or the Licensing Authority.

(2) On finding or being notified about any unlawful drugs or suspected drugs (including paraphernalia) the Designated Premises Supervisor shall immediately ensure the items are kept securely from unauthorised access, and shall contact the police non-emergency telephone number for advice as to safe and lawful disposal.

(3) A monitored central station alarm and security system shall be maintained and operated in good order and to the satisfaction of the Metropolitan Police.

(4) There shall be a policy agreed with the Metropolitan Police and approved by an authorised officer of the Licensing Authority for the premises relating to illegal drugs found on persons visiting the premises or on the premises.

(5) The Licensee shall comply with all reasonable crime prevention and/or public safety and/or public nuisance prevention measures that may be required by the Licensing Authority and/or the Environmental Health Officer and/or the Metropolitan Police and which are consistent with the premises operating schedule providing such requirements do not incur unreasonable or disproportionate expenditure.

7 NOTICE TO POLICE

(1) The Metropolitan Police Service (MPS) must be given at least 14 days' notice of all forthcoming events organised by an external promoter and have received a completed MPS Promotion / Event Risk Assessment (form 696) 14 days in advance of any such event. A copy of the form 696 is also to be provided to the Licensing Office at South Harrow Police Station. The Metropolitan Police Service must have received a completed MPS Debrief Promotion/Event Risk Assessment (form 696a) three days after any risk assessed event.

PREVENTION OF PUBLIC NUISANCE

1 EXTERNAL AREAS AND AREAS FOR SMOKING

(1) The premises licence holder shall make arrangements to ensure so far as is reasonably practicable that no customers shall be permitted to remove from the Premises any open bottles, glasses or foodstuff for consumption or disposal outside the Premises.

(2) No more than four customers are permitted in the outside smoking area at any one time.

(3) Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

2 CUSTOMER DISPERSAL

(1) The premises licence holder shall arrange for information about local public transport and local taxi firms to be clearly displayed to customers within the premises.

(2) Signage must be displayed in the customer area and at the exits requesting customers to leave the premises quietly and not to disturb neighbouring residents.

(3) There shall be a dispersal policy for the premises agreed with an authorised officer of the Licensing Authority.

3 NOISE MANAGEMENT

(1) All windows and external doors shall be kept closed between 21:00 hours and 08:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.

(2) No pre-arranged deliveries or unloading of goods may be made to the premises between 1900 hours and 0700 hours.

(3) (i) Loudspeakers shall not be located in the entrance lobby or outside the premises building.

(ii) Loudspeakers and other sound amplification equipment must not be directed outwards towards any street or installed externally to the premises.

(4) A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open and to be made available to residents in the vicinity.

(5) The recommendations of an independent acoustic expert and approved by a Environmental Health Officer shall be implemented before any live or amplified music may be provided after 0200 hours on Saturday and Sunday or midnight on any other day.

(6) Only speakers permanently installed at the premises and connected to a sound limiter may be used. Customers, guests, performers or anyone else visiting the premises are not permitted to use their own speakers at the premises.

PUBLIC SAFETY

(1) The maximum number of persons accommodated on the premises at any one time shall not exceed 280 (excluding staff).

(2) There shall be no entry to new customers after 00:00 (midnight) from Sunday to Thursday, or after 01:00 on Fridays and Saturdays.

(3) Alcohol is to be served in polycarbonate, plastic or shatter-proof glasses. No bottles shall be given to customers.

(4) When the premises are hired for a private event there is to be no admission to the public to the Premises for the duration of the private event.

PROTECTION OF CHILDREN FROM HARM

(1) All children under the age of 16 years are to be accompanied on the premises by a responsible adult.

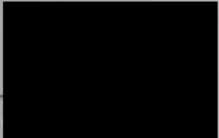
DISPERSAL POLICY

1. DISPERSAL

- 1.1 On days in which the venue is open for the sale of alcohol, it should be ceased 30 minutes prior to the closure of the outlet. Background music and lighting levels will be used to aid a gradual dispersal.
- 1.2 The DJ and/or MC and/or artists will be requested to make announcements towards the end of the event for 30-minute drinking time and for the customers to leave quietly.
- 1.3 In the case of a normal club night, having no music or very low-level music and higher lighting levels for the "drinking up time" aids dispersal.
- 1.4 Signage will be displayed for customers to leave quietly
- 1.5 Once all customers are off the premises, security will assist with ensuring no one is left loitering outside.
- 1.6 Information about local taxis and public transport is available in the Club KTM entrance, as per best bar none recommendations, staff can aid customers in arranging taxis.
- 1.7 Door supervisors should proactively engage with customers outside of the premises at the end of an event, to make sure they leave the area immediately. The supervisors should discourage large group of people from gathering outside the premises, particularly during good weather and especially away from the neighbourhood.

2. CUSTOMER NOISE

- 2.1 We have no direct control over this noise; however, we recognise we can play a part in the reduction of any inconvenience to the community resulting from this type of noise. We can possibly have an influence over the customers in our venue but also, in term of good neighbourly behaviour; we can educate customers who use our venue with a benefit in general when not using our venue. Methods we use include being approached by staff/security and continuously notifying customers who are queuing.

Chief Executive: 
Prakash Pradhan

Date: 6th November 2017

The Policy is next due for review on 5th November 2018