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Harrow Council, Licensing Section, P O Box 18, Station Road, Harrow.

### Making a Representation against an Application (New or variation) for a premises licence or club premises certificate under the Licensing Act 2003

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I, Police Sergeant Carl Davis, make this representation under

the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

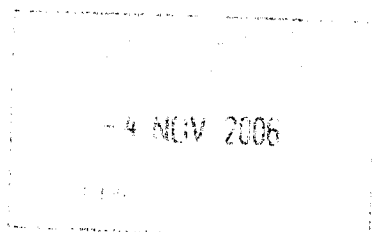
#### Part 1 – Premises or club premises details

<b>Postal address of premises or club premises, or if none, ordnance survey map reference or description</b>	
Comfort Inn, 2 –12 Northwick Park Road , HA1 2NT	
<b>Post town Harrow</b>	<b>Post code HA1 2NT</b>

Name of premises licence holder or club holding club premises certificate (if known)
Number of premises licence or club premises certificate (if known)

#### Part 2 - Applicant details

- |   |                          |
|---|--------------------------|
| I am  | Please tick ✓ yes        |
| 1) an interested party (please complete (A) or (B) below)                           | <input type="checkbox"/> |
| a) a person living in the vicinity of the premises                                  | <input type="checkbox"/> |
| b) a body representing persons living in the vicinity of the premises               | <input type="checkbox"/> |
| c) a person involved in business in the vicinity of the premises                    | <input type="checkbox"/> |
| d) a body representing persons involved in business in the vicinity of the premises | <input type="checkbox"/> |



2) a responsible authority (please complete (C) below)

3) a member of the club to which this application relates (please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)**

Mr  Mrs  Miss  Ms  Other title   
(for example, Rev)

**Surname**

**First names**

I am 18 years old or over

Please tick  yes

**Current address**

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**Post Town**

**Post Code**

**Daytime contact telephone number**

**Email address**

(optional)


**(B) DETAILS OF OTHER APPLICANT**

Name and address    
Telephone number (if any)
E-mail (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address  Metropolitan Police South Harrow Police Station 74 Northolt Road South Harrow HA2 ODN
Telephone number (if any) 0208 733 3415
E-mail (optional)

**This representation relates to the following licensing objective(s)**

Please tick one or more boxes

- |   |                                     |
|---|-------------------------------------|
| 1) the prevention of crime and disorder | <input checked="" type="checkbox"/> |
| 2) public safety                        | <input checked="" type="checkbox"/> |
| 3) the prevention of public nuisance    | <input checked="" type="checkbox"/> |
| 4) the protection of children from harm | <input checked="" type="checkbox"/> |

**Please state the ground(s) for review** (please read guidance note1)

The grounds for this application to review whether within the proposed operating schedule submitted by the applicant they have outlined suitable steps to prevent crime and disorder, maintain public safety, prevent public nuisance and protect children from harm.

The current licence is broken down into the Main Hotel and Function Room. This is an important differentiation and must be born in mind regarding activities which can and will continue to be licensed on the premises .

The application is for ( page 2 of application) the variation of the function Room hours by 2 hours Monday to Sunday .

This will mean that the main hotel bar sales will continue cease at Midnight as is the current hour granted.

The issue is to the control of those individuals who will attend the "Function Room" in the future should any further hours be granted .

Currently – with Midnight as the cessation of Licensable activities – the premises hours are no later than any "on-licensed" premises in the town centre area.

The later hours applied for will mean that this premises will still be licensed beyond the closing times of most other premises nearby.

Page 13 of the application does state that " no further guests allowed after 11pm" but it is not clear how this will be enforced.

Similarly there is no detail with regard persons ability to attend the licensed premises – i.e. is the application for a "pub" style operation where any person could walk off the street and go into the

'function room' or is the room only to be allowed for 'functions' .  
Should the latter be the case then it is a sensible practice for a condition to be made in this regard and further that the event can only go ahead with a guest list and control of access and egress .

Should the panel see fit to grant the terminal hours applied for I request as a minimum the conditions requested below:

In this borough the small number of "pub" style (not restricted to members/guests) premises that currently operate 'late' or regular extended hours have entertainment (such as "Live music" ) incorporated within these hours and as a condition of these hours. These hours have been negotiated by use and proof of experience and by incorporating security measures into the conditions (e.g. door supervisors at a ratio of 1:50 patrons). This has vastly reduced the potential for disorder and has kept this borough a safer one. The provision of **door supervisors** must be set as a condition for this premises licence, if granted, should no other conditions be accepted to control access by the public.

I request a condition be added to the licence that **at least one personal licence holder must be at the premises whilst it is open.**

To ensure that crime and disorder are effectively prevented by compliance with minimum police crime prevention advice and to ensure this is adhered to these measures should be thus placed on the premises conditions.

#### Crime Reductions Measures \*\*\*\*\*

Closed Circuit Television (CCTV) is required because it improves the perception of safety and allows monitoring of the whole premises. It must achieve the following:

- Visually confirm the nature of the crime committed.
- Identify the suspected criminal(s) visually for purposes of evidence and connect them with the crime.
- Provide evidence-supporting detail relating to the circumstances.
- Provide a linked record of the date, time and place of any image.
- Provide good quality colour images.
- Capture full frame shots of the heads and shoulders of all people exiting the premises from both entry and exit routes. This should ensure that images of criminals are captured whilst leaving the premises and discarding any facemasks, etc.
- Have the capability to record a full-length view of a person 1.92m tall, to occupy at least 60% of the image height, in at least one of the captured images.
- Be positioned externally above the rear door to cover any courtyard/garden area.
- Operate under existing light levels within the premises.
- Have the recording device located in a secure area or locked cabinet.
- Have a monitor to review images and recorded picture quality.
- Record images as near to real time as possible and where practical, personal attack buttons should be connected via the CCTV system, to change any time-lapse recording to real time.
- Be regularly maintained to ensure continuous quality of image capture and retention.
- Must comply with the Data Protection Act (DPA) and any applicable British Security Industry Association (BSIA) codes of practice.
- Have signage displayed in the customer area to advise that CCTV is in operation (DPA).
- Be operated by the correct procedures, to ensure an evidence trail is recorded and can be retrieved for evidential purposes.
- If the system is analogue, a library of 31 videotapes will be required for storage and rotation.

**CCTV meeting police requirements must be in place prior to any supply of alcohol being permitted and must be a condition.**

**A monitored central station alarm** is required and must be installed by either a NACOSS or SSAIB

affiliated installer and must achieve the following:

The monitored security system **must be equipped with a signal terminating at a recognised Alarm Receiving Centre (ARC) and must comply with the current version of the EN 50131-1 standard and be eligible for a police response as defined by the ACPO Policy on Police Response to Security Systems, Level 1 status.**

This should incorporate fixed personal **panic attack buttons** for the use of staff behind the counter **remote panic buttons** for staff when they are away from the counter area.

**A safe controlled by a time delay** method is required and must achieve the following:

Restrict access for at least three minutes, to deter criminals from accessing the surplus or reserve value during any robbery.

Have a drop facility with anti-fish mechanism.

Include the safe being either bolted to a solid wall and/or solid floor or buried in a solid wall and/or solid floor.

A safe is particularly relevant given the incident mentioned above.

**Tills** must be **regularly skimmed** off, to reduce the impact should a robbery occur.

**Signage** must be displayed in the customer area, highlighting that access to cash and valuable items is controlled by time delay. Alternatively, where staff do not have access to the safe, a sign must state this fact. It is recommended that a time delay, visual countdown display is used, so that a robber/burglar can see that a time delay is in operation.

The Crime Prevention Officers will provide a leaflet about crime reduction for retailers, which incorporates robbery awareness. This must be shown to all members of staff on an annual basis and a record kept that this has been done, as part of your training procedure.

Training is not the responsibility of the Metropolitan Police Service.

Other security requirements:

A **till guard** is required to prevent easy access to cash in the till.

If a **letterbox** is fitted, it must be **fireproof**.

If the **rear door** is a designated fire escape route, it should be manufactured from steel and designed without visible external ironmongery. The **push bar must operate shoot bolts** to the top and bottom of the frame and be supported by a **5-lever mortice lock** to be used outside opening hours. A 180-degree **door viewer** fitted to this door will enable you to see who is at the back door without having to open it first.

Where external storage areas are required for outside furniture, beer kegs, waste storage, wheelie bins, etc. they should be detached from the main building, so that they cannot be used as climbing aids.

Should extended hours be granted a limit should also be set as to the **maximum capacity** (number of persons allowed in the premises at any one time) to prevent overcrowding and potential tensions which would follow. This must be checked with the fire officer as to its suitability.

Regarding prevention of public nuisance appropriate **notices** should be displayed asking customers to respect neighbours when leaving the premises. I ask that this be made a condition. Similarly, conditions of a **noise limiter** and that **all doors and windows remain closed** must be considered.

All security measures such as this must comply to Crime Reduction Unit guidance. I request that the applicant agree to any further reasonable recommendations forthcoming in his report. This is to prevent crime and disorder.

Were **all** the above vital conditions imposed then I would accept the hours requested.

**Please provide as much information as possible to support the application (please read guidance note 2)**

**Please tick  
yes**

Have you made a representation relating to this premises before

NO

If yes please state the date of that representation, Day Month Year

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**If you have made representations before relating to this premises please state what they were and when you made them**

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**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE [AMOUNT], UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (please read guidance note 4)  
**If signing on behalf of the applicant please state in what capacity.**

Signature

.....

Date 4<sup>th</sup> November 2006

.....

Capacity .....Police Licensing Officer

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 5)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you using an email address your e mail address (optional)</b>	

**Notes for Guidance**

1. The ground(s) for representation must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems, which are included in the grounds for representation if available.
3. The application form must be signed.
4. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address, which we shall use to correspond with you about this representation.

Relevant Representations means;

- a) are about the likely effect of the grant of the premises licence or club premises certificate on the promotion of the licensing objectives,
- b) that the representation were made by an interested party or responsible authority within the period prescribed, 28 days from the application was advertised.
- c) in the case of representations made by an interested party (who is not also a responsible authority) that they are not, in the opinion of the relevant Licensing Authority, frivolous or vexatious.

Further restrictions apply relating to Police Representations on DPS’s and representations on provisional statements. Please check with the Licensing Section.