



Camden Statement of Licensing Policy 2011

Includes:

Tables and Chairs Policy

Sex Establishments Policy

Camden's Statement of Licensing Policy 2011

Table of Contents

CAMDEN'S STATEMENT OF LICENSING POLICY 2011	2
TABLE OF CONTENTS	2
FOREWORD	6
CHAPTER ONE.....	7
OVERVIEW	7
DEFINITIONS USED IN THIS POLICY.....	7
INTRODUCTION	9
CONSULTATION ON THIS STATEMENT.....	10
CHAPTER TWO.....	11
WELCOME TO THE LONDON BOROUGH OF CAMDEN.....	11
GENERAL DESCRIPTION.....	11
COMMUNITY STRATEGY – CAMDEN TOGETHER	12
CORE STRATEGY	12
CAMDENS SAFE STRATEGY	13
CHILDREN AND YOUNG PEOPLE'S STRATEGY	14
CHAPTER THREE.....	15
PURPOSE OF THE STATEMENT OF LICENSING POLICY	15
CHAPTER FOUR.....	19
PREPARATION AND SUBMISSION OF APPLICATIONS.....	19
INTRODUCTION	19
PLANNING CONSENT.....	19
NEGOTIATION AND COMPROMISE.....	20
RISK ASSESSMENTS	20
PREVENTION OF CRIME AND DISORDER.....	23
<i>Crime and Disorder Risks.....</i>	23
<i>Measures to Address Crime and Disorder Risks</i>	24
PUBLIC SAFETY	25
<i>Possible Measures to Ensure Public Safety.....</i>	26
PUBLIC NUISANCE	26
<i>Possible Causes of Public Nuisance</i>	27
<i>Possible Measures to Address Public Nuisance</i>	28
PROTECTION OF CHILDREN FROM HARM	29
<i>Reasons for the Policy Approach.....</i>	29
<i>Measures to Protect Children from Harm</i>	29
CHAPTER FIVE.....	31
FRAMEWORK HOURS	31
GENERAL.....	31
REASONS FOR THE POLICY APPROACH	31
THE POLICY.....	32
DECIDING ON HOURS.....	33
CHAPTER SIX CUMULATIVE IMPACT POLICIES	35
GENERAL.....	35
REASONS FOR THE POLICY APPROACH	35
THE SPECIAL POLICIES	35
EXCEPTIONS TO SPECIAL POLICIES	36

CHAPTER SEVEN	37
PREMISES POLICIES.....	37
GENERAL CONSIDERATIONS	37
RESTAURANTS, CAFES AND COFFEE HOUSES	37
PUBLIC HOUSES AND BARS	40
PREMISES PROVIDING MUSIC AND DANCE AND SIMILAR ENTERTAINMENT	43
NIGHTCLUBS.....	44
OFF LICENCES	47
THEATRES, CINEMAS, QUALIFYING CLUBS AND COMMUNITY PREMISES	48
HOTELS	50
PREMISES PROVIDING NUDITY, STRIPEASE AND OTHER ADULT ENTERTAINMENT	51
LARGE TEMPORARY EVENTS	51
SPECIAL NOTE FOR LONDON 2012 OLYMPICS AND PARALYMPICS	53
CHAPTER EIGHT	55
LICENCE VARIATIONS	55
FULL VARIATIONS	55
MINOR VARIATIONS	55
<i>Relevant Considerations</i>	57
CHAPTER NINE	58
LICENCE REVIEWS AND THE RESPONSIBILITIES OF LICENCE HOLDERS.....	58
RESPONSIBILITIES OF LICENCE HOLDERS	58
EXPEDITED REVIEWS.....	59
CHAPTER TEN	61
TEMPORARY EVENT NOTICES	61
CHAPTER ELEVEN	62
PERSONAL LICENCES	62
CHAPTER TWELVE.....	64
DESIGNATED PREMISES SUPERVISORS	64
DISAPPLICATION OF MANDATORY CONDITIONS FOR COMMUNITY PREMISES	65
CHAPTER THIRTEEN ENFORCEMENT AND MONITORING	68
CHAPTER FOURTEEN	71
FILM CLASSIFICATIONS	71
APPENDIX ONE.....	72
INTERESTED PARTIES AND RESPONSIBLE AUTHORITIES.....	72
APPENDIX TWO.....	75
SCHEME OF DELEGATION	75
APPENDIX THREE CONSULTEES.....	76
SECTION 5(3) LICENSING ACT 2003	76
APPENDIX FOUR RESEARCH.....	78
STAKEHOLDER INTERVIEWS	78
OBSERVATIONAL STUDIES AND RESEARCH	78
<i>Aims and Objectives of Research</i>	78
<i>General Methodology</i>	79
<i>Introduction</i>	79
<i>Visitor Profiles</i>	80
<i>Transport</i>	80
<i>Visitor Drinking Patterns</i>	81

<i>Off Licences and Cumulative Impact</i>	82
<i>Late Night Refreshment (Takeaways)</i>	82
<i>Security and Safety Management</i>	83
DATA ANALYSIS.....	85
APPENDIX FIVE	88
MAP OF CAMDEN TOWN SPECIAL POLICY AREA	88
APPENDIX SIX	89
MAP OF SEVEN DIALS SPECIAL POLICY AREA	89
APPENDIX SEVEN	90
DISPERSAL POLICIES	90
DRUNKENNESS.....	90
DRUG USE.....	90
TRANSPORT.....	91
“SOFT” FINISHES.....	91
SIGNAGE.....	91
CCTV.....	92
RADIO SCHEMES.....	92
PUBWATCH.....	92
DOOR SUPERVISORS.....	92
LEGAL CONSIDERATIONS.....	93
APPENDIX EIGHT RESOURCES AND FURTHER INFORMATION	94
PREVENTION OF CRIME AND DISORDER.....	94
PUBLIC SAFETY.....	95
PREVENTION OF PUBLIC NUISANCE.....	97
APPENDIX NINE	99
LICENSING ACT 2003 MANDATORY CONDITIONS	99
CONDITIONS APPLICABLE TO PREMISES LICENCES AUTHORISING THE SALE OF ALCOHOL.....	99
CONDITIONS APPLICABLE TO ALL PREMISES LICENCES AND CLUB PREMISES CERTIFICATES AUTHORISING THE SALE OR SUPPLY OF ALCOHOL.....	99
CONDITIONS APPLICABLE TO PREMISES LICENCES WHERE THE LICENCE INCLUDES A CONDITION THAT ONE OR MORE INDIVIDUALS AT THE PREMISES SHALL CARRY OUT A SECURITY ACTIVITY.....	101
CONDITIONS APPLICABLE WHERE THE PREMISES LICENCE OR CLUB PREMISES CERTIFICATE AUTHORISES THE EXHIBITION OF FILMS.....	101
CONDITIONS APPLICABLE WHERE A CLUB PREMISES CERTIFICATE AUTHORISES THE SALE OF ALCOHOL FOR CONSUMPTION OFF THE PREMISES.....	102
APPENDIX TEN	103
EVENT MANAGEMENT PLANS	103
SAFETY POLICY.....	103
SITE PLAN.....	103
CONTRACTORS AND SUB CONTRACTORS.....	103
RISK ASSESSMENT.....	103
EXITS AND ENTRANCES.....	104
MARQUEES AND LARGE TENTS.....	104
FIRE FIGHTING EQUIPMENT (FFE).....	104
CURTAINS AND DRAPES.....	104
MAJOR INCIDENT PLAN.....	105
COMMUNICATION.....	105
AUDIENCE PROFILE.....	105
TIMETABLE.....	106
ADMISSION POLICY.....	106
STEWARDS.....	106
STEWARD TRAINING.....	106

TRAFFIC MANAGEMENT	107
STRUCTURES (E.G. STAGE)	107
BARRIERS	107
ELECTRICAL INSTALLATIONS AND LIGHTING	108
FOOD, DRINK AND WATER	108
MERCHANDISING	108
AMUSEMENTS, ATTRACTIONS AND PROMOTIONAL DISPLAYS	108
SANITARY FACILITIES.....	109
WASTE/LITTER MANAGEMENT.....	109
NOISE AND VIBRATION.....	109
FIREWORK DISPLAYS.....	110
PYROTECHNICS.....	110
PEOPLE WITH SPECIAL NEEDS	110
FIRST AID	110
INFORMATION AND WELFARE.....	113
SPECIAL NOTE FOR FILM EXHIBITIONS	113
TABLES AND CHAIRS POLICY.....	115
PREAMBLE.....	115
INTRODUCTION	115
POLICY – TABLES AND CHAIRS PERMITS	115
DETERMINING TABLES AND CHAIRS PERMITS	116
GRANT OF PERMIT	116
<i>Hours of Operation</i>	116
<i>Review of Permit</i>	117
<i>Consultation</i>	117
<i>Enforcement</i>	118
<i>Planning</i>	118
<i>Outdoor Heating</i>	118
<i>Further Information</i>	118
SEX ESTABLISHMENT POLICY	119
PREAMBLE.....	119
INTRODUCTION	119
POLICY – SEX ESTABLISHMENT LICENCES	119
RENEWAL APPLICATIONS	120
VARIATION OF CONDITIONS	120
DURATION OF THE LICENCES.....	120
CONSULTATION	120
PLANNING.....	121
FURTHER INFORMATION	121

Foreword

Welcome to the third edition of Camden's Statement of Licensing Policy.

We have made a number of significant changes to this policy following a collaborative approach with robust public engagement, stakeholder interviews and research during the summer of 2010. We have:

- strengthened our Framework Hours policy
- extended the scope of our Cumulative Impact Policies so they apply to variation applications and late night refreshment
- added a section on dispersal policies
- added a section on approaches for different premises types
- included the new mandatory licence conditions
- reordered the Policy to make it easier to read, and
- updated the document for London 2012

Whilst compiling this policy we were mindful of the balance that has to be struck between the sometimes competing needs of our residents and those of our business community. It is essential to ensure our residents can peacefully enjoy their homes and environment whilst also encouraging responsible and positive investment and economic growth.

We hope that this revised Statement of Licensing Policy is clear and easily understood and reflects the needs of all our communities. We thank them for contributing their extensive experience and knowledge in formulating this Policy, as we aspire together to enhance Camden's reputation as a safe and vibrant borough, welcoming responsible drinkers.

Camden Council and the Metropolitan Police are committed to continue working in partnership to provide a responsive licensing approach to those who live, visit and work in Camden.

The image shows three handwritten signatures in blue ink. The first signature on the left is 'Sue Vincent'. The second signature in the middle is 'M. Nicolaidis'. The third signature on the right is 'John Sutherland'.

Councillor Sue Vincent, Cabinet Member for Environment, Camden Council

Councillor Michael Nicolaidis, Chair of Licensing Committee, Camden Council

John Sutherland, Borough Commander, Metropolitan Police Camden

Chapter One

Overview

This Policy document includes the Statement of Licensing Policy of the London Borough of Camden effective from 7 January 2011 and the Council's Tables and Chairs and Sex Establishments Policies. Whilst these policies are produced together for ease of reference, they are separate documents governed by different legislation. The Tables and Chairs and Sex Establishments Policies do not form, and should not be considered as, part of the Council's Statement of Licensing Policy published under the Licensing Act 2003, and all three documents should be considered in isolation.

Definitions Used in this Policy

'the Act' means the Licensing Act 2003

'the Council' means the Council of the London Borough of Camden

'the Guidance' means the Guidance to Licensing Authorities issued by the Home Office under Section 182 of the Licensing Act 2003

'interested party' means a person living in the vicinity of the premises, a body representing persons who live in that vicinity, a person involved in a business in that vicinity or a body representing persons involved in such businesses, and Members (local Councillors) of the Licensing Authority

'late night refreshment' means late night refreshment as defined in Schedule 2 of the Licensing Act 2003

'Licensing Authority' means the Council of the London Borough of Camden

'Licensing Committee' refers to the Committee of the London Borough of Camden established under s7 (1) of the Licensing Act 2003 comprised of fifteen Members

'licensable activities' means the sale of alcohol by retail or the supply of alcohol by a Qualifying Club to its members and their bona fide guests, the provision of late night refreshment, or the provision of regulated entertainment

'Licensing Panel' refers to a Sub Committee of the Licensing Committee established to consider applications under the Licensing Act 2003 comprised of three Members

'regulated entertainment' means regulated entertainment as defined in Schedule 1 of the Licensing Act 2003

'relevant representations' means a representation conforming to the legal requirements of the Licensing Act 2003

'the Regulations' refers to Regulations under the Licensing Act 2003 issued by the Secretary of State

'responsible authority' means the Metropolitan Police, the London Fire and Emergency Planning Authority (LFEPA), the Council's Health and Safety

Team or the Health and Safety Executive where appropriate, the Council's Planning Team, the Council's Trading Standards Team, the Council's Noise Pollution Team, the Council's Children's, Schools and Families Team

'the Statement' refers to this Statement of Licensing Policy

Introduction

1. This Statement satisfies the requirements of Section 5 of the Licensing Act 2003 and has been written with a view to promoting the four licensing objectives:
 - prevention of crime and disorder
 - public safety
 - prevention of public nuisance
 - protection of children from harm
2. This document is a statement of the Licensing Authority's policies with respect to the exercise of its licensing functions under the Act. In exercising its licensing functions, the Licensing Authority will apply the standards and policies set out in this Statement unless good reason exists not to do so. Each application will nonetheless be considered individually on its merits and both applicants and those making relevant representations will be treated fairly and objectively.
3. The London Borough of Camden seeks through its Statement of Licensing Policy to contribute to the establishment of a safe, sustainable and thriving economy that can be enjoyed by persons of all ages and from all sections of the community.
4. The policies set out in this Statement do not seek to undermine the right of any individual to apply under the Act for a variety of permissions and to have any such application considered on its individual merits, nor to override the right of any person under the Act to make representations about an application, or to seek a review of a licence or certificate issued by the Licensing Authority.
5. In some cases, the promotion of the licensing objectives may lead the Licensing Authority to make exceptions to its policies. Where this happens, reasons will be given. Circumstances justifying an exception to a policy are likely to be unusual. Nonetheless, the Licensing Authority will consider each application on its own merits and it will apply the policies flexibly.
6. In deciding whether an exception should be made to the policy, the Licensing Authority will consider the reasons underlying the policy and determine whether the objectives of the policy would be undermined by making an exception to it.
7. As required, the Licensing Authority has had regard to the Guidance when preparing this Statement. The Licensing Authority may depart from the Guidance if there is reason to do so. Where this happens, the Licensing Authority will provide full reasons whenever the exercise of licensing functions involves a departure from the Guidance.

Consultation on this Statement

8. Those consulted in the development of this Statement include the parties specified in s5(3) of the Licensing Act 2003:
 - the Chief Officer of Police
 - the Fire Authority
 - representatives of holders of existing Premises Licences, Personal Licences and Club Premises Certificates in the Borough
 - representatives of businesses and residents in the Borough.

9. Additional consultation has been carried out with the following parties:
 - area amenity groups
 - community associations and centres
 - ethnic group associations
 - faith groups
 - trader's associations
 - people who responded to the consultation on extension of the Seven Dials SPA boundary in 2009
 - people who responded to the consultation on the last statutory review of our Statement of Licensing Policy in 2007
 - neighbouring Licensing Authorities at Brent, Westminster, Islington, Haringey, Barnet and the City of London
 - licensing staff in customer services and enforcement at Camden Council
 - responsible authorities
 - Camden Business Against Crime
 - Camden PCT
 - area forum members
 - Safer Neighbourhood Teams of the Metropolitan Police
 - London Borough of Camden Town Centre Managers
 - Business Improvement Districts
 - Camden Lesbian, Gay, Bisexual and Transgender Forum
 - London Borough of Camden Community Safety Team
 - London Borough of Camden Anti Social Behaviour Team
 - Youth Council

10. This Statement of Licensing Policy will be formally reviewed when required by legislation, but will be kept under constant review during that period.

11. This Statement of Licensing Policy will not be used to attach conditions that duplicate other regulatory regimes, unless they relate to specific issues that cannot be addressed elsewhere.

12. The Licensing Authority will not use this Policy to seek to impose standard conditions on licences without regard to the merits of the individual case.

Chapter Two

Welcome to the London Borough of Camden

This section gives a description of the London Borough of Camden and describes the various initiatives and strategies that may impact on licensed activities in Camden

General Description

13. The London Borough of Camden covers an area of 22 square kilometres (2,180 hectares) of inner London, to the north of the West End and City of London.
14. The area covered by the London Borough of Camden extends from Hampstead Heath through Camden Town, Euston and Kings Cross to areas including parts of Holborn, St Giles and Covent Garden.
15. The borough is well served by public transport, including major mainline rail terminals at Euston, Kings Cross and St Pancras International as well as extensive bus and London Underground coverage.
16. Camden has a rich architectural heritage, with many buildings and places of architectural or historic importance. It has many residential areas, each with its own distinctive identity and characteristics. There are numerous parks and open spaces within the borough, including Hampstead Heath, Primrose Hill and Regents Park.
17. Camden also has a wide range of shopping centres and districts, including Camden Town, Finchley Road, Kilburn High Road, Tottenham Court Road, West Hampstead and the Seven Dials area of Covent Garden.
18. The borough is home to University College London, and major teaching hospitals including University College Hospital and the Royal Free, as well as to many of the country's legal practices at Chancery Lane and Holborn.
19. Camden's cultural and leisure activities include the British Museum, the British Library and well known theatres, in addition to many smaller museums and galleries, cinemas and public houses. Camden also offers a variety of indoor and outdoor sport facilities, enjoyed by both residents and visitors.
20. Approximately 210,000 residents live in the London Borough of Camden. It is estimated that this population will grow by around 27,500 people between 2010 and 2025. Annual Business Inquiry 2007 estimates that around 24,000 businesses are situated here, ranging from international organisations to small businesses, with an estimated 275,800 workers in the borough
21. Camden is a borough of diversity and contrasts, with some of the

wealthiest areas in England, as well as some of the most deprived. Though a small borough in terms of size, Camden is the third largest contributor to London's economy and accounts for around 1% of Britain's economic output.

Community Strategy – Camden Together

22. Camden's Community Strategy 2007 - 2012, Camden Together, was agreed by the Council and its partners and sets out a shared vision and strategy for the borough where Camden will be a borough of opportunity. Four themes have been identified within this vision:
- a sustainable Camden that adapts to a growing population
 - a strong Camden economy that includes everyone
 - a connected Camden community where people lead healthy, active lives
 - a safe Camden that is a vibrant part of our world city
23. The specific parts of the Community Strategy that relate to licensing activities are:
- increasing entrepreneurial activity in priority areas of the borough
 - reducing business failure rates and increasing the overall number of businesses in the borough
 - reducing red tape for businesses, particularly by adopting a more risk-based approach to Council inspection and regulation regimes
 - critically examining the impact of parking, planning, regulation and other statutory services on businesses, especially local independent shops
 - promoting Camden as a good place for business
 - harnessing opportunities to create a new and exciting quarter for London at King's Cross, including its development into a cultural hub and gateway for London
 - reducing the harm caused by alcohol and illegal drugs

Core Strategy

24. The Council's Core Strategy forms part of the Local Development Framework (LDF). The Core Strategy contains strategic policies and sets out the key elements of the Council's planning vision and strategy for the borough over the next fifteen years. It includes where new homes, jobs and infrastructure could be located. The first two documents of the LDF, the Core Strategy and Development Policies replaced the Unitary Development Plan in November 2010.
25. The Core Strategy contains a number of sections relevant to licensing, including:
- promoting Camden's Centres and shops (Policy CS7)

- seeking to minimise the impact of food, drink and entertainment uses (Policy CS7)
 - promoting a successful and inclusive Camden Economy (Policy CS8)
 - recognising and encouraging the concentrations of creative and cultural businesses in the borough as well as supporting the development of Camden's tourism sector whilst ensuring that any new facilities meet the other strategic objectives of the Core Strategy (Policy CS8)
 - recognising the importance of other employment generating uses, including retail, leisure, education and health (Policy CS8)
 - making Camden a safer place (Policy CS17)
26. Relevant areas within the Development Policies include:
- supporting strong Centres and managing the impact of food, drink, entertainment and other town centre uses (Policy DP12)
 - managing the impact of development on occupiers and neighbours (Policy DP22)

CamdenSafe Strategy

27. The CamdenSafe strategy sets out how the Camden Community Safety Partnership will address crime and community safety issues over the next three years.
28. The strategy outlines Camden's strategic priorities, which include tackling antisocial behaviour, tackling key crime areas, and improving communication with the residents and local communities of Camden.
29. The areas of the Strategy particularly relevant to licensing are:
- use data analysis and problem-solving approaches to get behind crime figures and understand where and why crime is committed, and what options there are to intercede
 - focus on the drivers of crime, such as drug and alcohol misuse and supportive interventions, to reduce crime, re-offending and antisocial behaviour
 - reduce the overall crime rate in Camden
 - create a greater sense of safety and community confidence across the borough
 - work across all sectors to minimise the harm caused by drugs and alcohol misuse to individuals, families and the community
 - work with businesses to design out crime to reduce opportunities for drug use and drug dealing
 - reduce alcohol-related harm and hospital admission rates
 - continue to share data and intelligence to inform the joint licensing enforcement operations, concentrating on high-risk premises
 - work with licensed premises to reduce underage sales of alcohol

- continue to tackle alcohol related disorder through the targeting of alcohol related violence hotspots, enhanced management in problem premises and active use of enforcement powers
- improve alcohol regulation in the area by introducing a marshalled taxi rank and the use of enforcement powers including dispersals and drinking banning orders

Children and Young People's Strategy

30. This strategy sets out how the Camden Children and Young People's Partnership will service providers, parents and carers, and children and young people themselves, to improve outcomes for children and young people in Camden.
31. The key factors relevant to licensing are
 - roll out a scheme to prevent underage sales of all illegal products, including alcohol, knives, fireworks and tobacco
 - carry out test purchases at licensed premises

Chapter Three

Purpose of the Statement of Licensing Policy

This section explains the role the Council's Statement of Licensing Policy plays in the licensing process

32. The Licensing Act 2003 makes the following activities subject to licensing control:
- the sale of alcohol by retail, or the supply of alcohol by a qualifying club to its members and their guests
 - the provision of recorded music
 - the provision of live music
 - performance of dance
 - the provision of facilities for making music
 - the provision of facilities for dancing
 - indoor sport
 - boxing and wrestling exhibitions
 - the performance of plays
 - film exhibitions
 - the provision of late night refreshment, i.e. the sale of hot food and/or drinks between 2300 hours and 0500 hours
33. The Licensing Authority is responsible for issuing a range of permissions to cover these activities, namely:
- Personal Licences
 - Premises Licences
 - Club Premises Certificates
 - Temporary Event Notices
34. The Act specifies four objectives that underpin every decision the Licensing Authority takes. These objectives are:
- the prevention of crime and disorder
 - the prevention of public nuisance
 - the protection of children from harm
 - public safety
- Each objective is of equal importance.
35. The Guidance identifies key aims for those involved in licensing:
- the introduction of better and more proportionate regulation to give businesses greater freedom and flexibility to meet their customers' expectations
 - greater choice for consumers, including tourists, about where, when and how they spend their leisure time

- the encouragement of more family friendly premises where younger children can be free to go with the family
 - the further development within the community of the rich culture of live music, dancing and theatre
 - the regeneration of areas that need the increased investment and employment opportunities that a thriving and safe night-time economy can bring
 - the necessary protection of local residents, whose lives can be blighted by disturbance and anti-social behaviour associated with the behaviour of some people visiting places of entertainment
36. The Council acknowledges these aims, but recognises they may at times conflict. Where this happens, a balance must be struck between competing interests. The Council recognises the wish of local people to live and work in a safe and healthy environment, and the importance to the local economy and community of well-run leisure and entertainment premises.
37. The Licensing Authority acknowledges that the abolition of generic licensing hours may, in some areas, mitigate the problems experienced when large numbers of persons leave licensed premises at the same time. The Guidance makes clear, however, that 'The four licensing objectives should be paramount considerations at all times'. Research indicates that some customers use longer licensing hours to consume more alcohol, and that these customers present a significant risk in terms of drunken behaviour. In order to ensure that residents are protected from the potential negative impact of extended licensing hours, the Licensing Authority has adopted a policy on hours. This policy is set out in Chapter Five and applies to all applications in all areas, except applications for Personal Licences.
38. Following research in 2004, the Licensing Authority identified two areas within the Borough where the number, type and density of premises selling alcohol for consumption on the premises was having a serious negative impact on the local community and local amenities. These areas are Camden Town and the Seven Dials area of Covent Garden and they were made the subject of special policies on cumulative impact. The policies for these areas have been reviewed regularly to assess whether they are still needed, should be expanded or amended. In 2010, the Seven Dials special policy area was extended, and both special policy areas will be retained following the research to support this policy. These areas, and the special policies that apply to them, are set out in Chapter Six. The Licensing Authority have carefully considered the valued contribution of local residents in formulating these policies, including interviews and their deputations to Licensing Committee, and have consulted widely on the implementation of these policies with all relevant stakeholders.
39. The absence of a special policy for an area does not prevent any responsible authority or interested party making representations on the grounds that the premises will give rise to a negative cumulative impact on

the area in question.

40. Applicants for Premises Licences and Club Premises Certificates are required to produce an Operating Schedule to accompany their application. The Operating Schedule lays out the licensable activities to be provided, the times during which they may be carried out, and describes how the applicant intends to run the premises in order to promote the four licensing objectives.
41. Interested parties and responsible authorities may view applications for Club Premises Certificates and Premises Licences, and may make representations to the Licensing Authority where they believe the application undermines one or more of the licensing objectives.
42. If relevant representations are received by the Licensing Authority, the application will be determined by a Licensing Panel consisting of three Members of the Licensing Committee. Unopposed applications will be granted by officers under delegated powers.
43. In making decisions on licence applications, the Licensing Panel must have regard to the Act and any relevant Regulations, the Guidance published by the Secretary of State under s.182 of the Licensing Act 2003, and this Licensing Policy as must the Magistrates Court when considering appeals made against a decision of the Licensing Authority.
44. Applicants must also have regard to these documents when preparing their application.
45. The Operating Schedule will form the conditions of the Premises Licence or Club Premises Certificate, if granted, together with mandatory conditions imposed by law. In the case of unopposed applications, these matters will form the only conditions on the Licence or Certificate. Where applications are opposed, the Licensing Authority may:
 - amend the conditions volunteered in the Operating Schedule
 - restrict the hours during which licensable activities may take place
 - limit the type of licensed activities that may be carried out
 - impose further conditions on the Licence or Certificate
 - refuse the application
46. The Licensing Policy should be referenced by applicants when preparing their applications and responsible authorities or interested parties when making representations.

Conditions

47. The Licensing Authority acknowledges that licensing is about regulating the carrying on of licensable activities on licensed premises, at qualifying clubs and at temporary events, within the terms of the Act.

48. Any conditions attached to Premises Licences or Club Premises Certificates will relate to matters within the control of the individual licensee. Conditions will centre on the premises and the vicinity of those premises. As such, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public who live, work or are engaged in normal activity in the area concerned.
49. In order to avoid duplication with other regulatory regimes, conditions will only be attached to licences if they are necessary to promote one or more of the licensing objectives and are not covered by other legislation. In each case, conditions will be tailored to the individual style and characteristics of the premises and the events concerned.
50. When making relevant representations, responsible authorities and interested parties can suggest conditions that would satisfy their concerns. Applicants may also suggest additional conditions after relevant representations are made if they feel the concerns raised can be addressed.
51. Chapter Seven contains examples of conditions that may be appropriate for different kinds of premises. This is intended to assist:
 - applicants when applying for a new Premises Licence or new Club Premises Certificate or when making an application to vary an existing Premises Licence or Club Premises Certificate
 - interested parties and responsible authorities when making representations on applications, or when making review applications
 - Licensing Panels when considering applications with relevant representations
 - Magistrates when considering appeals from such decisions.
52. The schedule should not be regarded as a standard list of conditions to be applied universally to all Premises Licences and Club Premises Certificates without regard to the merits of the individual case. Neither should it be regarded as a definitive or exhaustive list of conditions. In some cases, alternative conditions tailored to individual circumstances will be necessary.

Chapter Four

Preparation and Submission of Applications

This chapter explains the Licensing Authority's approach to submission of applications and gives information on the four licensing objectives and risk assessments.

Introduction

53. This Policy Statement sets out the Licensing Authority's expectations in terms of licence applications. It is very important that applicants take note of the issues the Licensing Authority expects them to address and structure their applications accordingly. Applications should take into account guidance on the Council's website (which can be accessed at www.camden.gov.uk) and if necessary seek advice from the Licensing Authority prior to preparing the Operating Schedule. In some cases, it will be appropriate to consult with local people, interested parties and responsible authorities such as the Metropolitan Police, in order to establish whether they have any concerns before submitting an application.
54. Becoming a licence holder carries extensive responsibilities. Consequently the Licensing Authority expects all applicants to demonstrate they can run licensed premises responsibly. It is essential that applicants make a realistic effort to assess the implications of their proposals and, having regard to the terms of this Policy and this Chapter in particular, include measures and conditions to manage such impacts in their Operating Schedule. Where an applicant fails to propose adequate measures to deal with relevant concerns arising from the Licensing Objectives, this will be brought to the Licensing Panel's attention at any hearing.
55. It may be difficult for interested parties and responsible authorities to understand the potential impacts of applications that are not properly structured and presented. Such applications are therefore much more likely to attract representations. In many cases, it will be impractical for the Licensing Panel to draft an extensive raft of additional conditions during a Panel Hearing. Applications accompanied by an inadequately drafted Operating Schedule are much more likely to be refused. It is in the best interests of all parties to ensure that Operating Schedules are properly drafted prior to the application being submitted to the Licensing Authority for consideration.

Planning Consent

56. Licensing and Planning are two separate regimes. As a matter of law the Licensing Authority could not refuse an application because of the absence of appropriate planning consent. However the Licensing Authority would generally expect applicants to have planning and other

permissions required for lawful operation of the premises in place at the time of the licensing application. For the avoidance of doubt, the granting of any variation to an existing licence which involves a material alteration to a building does not relieve the applicant of the need to apply for planning permission, listed building consent or building regulations approval where appropriate.

Negotiation and Compromise

57. The Licensing Authority strongly encourages a spirit of negotiation and compromise between parties. Where an application attracts representations, these can often be fully or partially addressed through an applicant engaging in dialogue with the parties raising the representations prior to the Panel Hearing. Licensing issues can sometimes be emotive, so when an applicant does seek to negotiate, it is imperative that such negotiations are conducted in a courteous, sensitive and respectful way.
58. As negotiation can lead to representations being withdrawn or the parties agreeing conditions to address concerns, the Licensing Authority welcomes applicants engaging in positive negotiations with other parties. This helps to demonstrate that the applicant is a reasonable and responsible person or body and has sought to listen to and address concerns. Where negotiations would clearly have been helpful and an applicant has not sought to initiate them, the Licensing Panel may take this into account in their determination.
59. Officers in the Council's customer support team are able to give advice about how negotiations can be conducted and in some cases (where resources permit) may be able to assist in mediation between parties.
60. Where negotiations are to be initiated, the Licensing Authority will expect the applicant to ensure these take place as far in advance as possible of the Panel Hearing. The applicant should seek to involve all (and not just some) of the parties who have made representations in the negotiations, or at the very least keep all parties informed in writing of progress and outcomes. In order for the Licensing Panel to take negotiations into account, it is imperative that the Licensing Authority is informed in writing of the outcome of any negotiations at least 48 hours before the Panel Hearing is scheduled to take place.

Risk Assessments

61. While the production of a risk assessment to accompany an application under the Act is not mandatory, the Licensing Authority encourages applicants to complete one prior to making an application so the impact of their proposals can be properly considered. Risk assessments should have regard to:
 - the location of the premises, e.g. the nature of nearby premises, the

times they are used, what they are used for, and whether this could affect the proposed activities at the licensed premises. For example, where late night refreshment is to be provided and the adjacent premises are a nightclub, what risks might be associated with large numbers of customers trying to gain access to the premises after the nightclub closes? If the surrounding premises are houses, how can the risk of causing nuisance to local residents be reduced?

- the individual style and characteristics of the premises, e.g. are they double glazed to minimise noise breakout? Is there adequate ventilation, or is it likely that doors and windows will have to be kept open to provide ventilation? Are there adequate means for customers to escape if there is a fire? If people have to queue to gain admission, can they do so safely without causing an obstruction or compromising their own safety by mingling with traffic?
 - the proposed licensable activities and use
 - the proposed hours of operation
 - the anticipated number of persons who will be on the premises when licensable activities are taking place
 - the expected customer profile. What kind of person are the services offered likely to attract? How might these people behave? Bear in mind customer profiles may change depending on the time of day and the time of the week
 - the potential for public nuisance arising from customers smoking, eating and drinking in outdoor areas and on the highway outside the premises
62. Guidance on producing a risk assessment can be obtained by visiting the Health and Safety Executive's website at www.hse.gov.uk/risk/index.htm.
63. Licensees should remember that risk assessments must be followed by the implementation of operating procedures and other steps to minimise and mitigate the risks identified. These should be detailed in the Operating Schedule accompanying the application.
64. The Operating Schedule forms part of the application. It sets out the type of licensable activity to be provided; the times during which it is proposed that licensable activities will take place; any other times during which it is proposed that the premises are to be open, and the steps that will be taken to promote the licensing objectives.
65. The following types of applications have Operating Schedules set out within the application form:
- applications for new Premises Licences and new Club Premises Certificates
 - variations of Premises Licences and Club Premises Certificates
 - applications for Provisional Statements.

66. Premises and use type vary enormously and it is important that Operating Schedules are specific to the premises and use type in respect of which the application is made. Applicants should therefore make informed judgments as to the steps that may need to be taken to promote the licensing objectives and consider whether these steps need to be included within the Operating Schedule.
67. When preparing their Operating Schedule, applicants should have particular regard to the relevant Premises Policies, Framework Hours and any relevant Cumulative Impact Policies referred to in this Statement of Licensing Policy.
68. The Operating Schedule will form the basis of conditions attached to any licence granted. The following applies:
- if no relevant representations are made, the application will be granted in accordance with the application and be subject to conditions consistent with the Operating Schedule and the relevant mandatory conditions
 - if any relevant representations are made, the Licensing Authority will (unless all concerned agree otherwise) hold a hearing. Where a hearing is held, the Licensing Authority has discretion as to whether or not to grant the application. The scope of its powers are listed in Paragraph 45 of the Licensing Policy.
69. When determining applications at a hearing, the Licensing Authority will consider the adequacy of the steps or conditions offered by the applicant in the Operating Schedule.
70. Applicants should be aware that breaching the conditions of a Premises Licence or Club Premises Certificate is a criminal offence. Therefore, applicants should only volunteer conditions in their Operating Schedule that they are willing and able to comply with.
71. Conditions volunteered in Operating Schedules should be expressed in clear, meaningful and unambiguous terms. For example, an applicant should not make the statement “door supervisors shall be provided at the premises” without stating the number of staff to be provided and the times or precise circumstances during which those staff shall be deployed.
72. The Guidance states “... some applicants will express the terms of their Operating Schedules less precisely or concisely. Ensuring that conditions are consistent with the Operating Schedule will then be more difficult ... it is extremely important therefore that they should be expressed on the licence or certificate in unequivocal and unambiguous terms. It must be clear to the holder of the licence or club, to enforcement officers and to the courts what duty has been placed on the holder or club in terms of compliance”.
73. In this regard, the Licensing Authority shall reword meaningless,

unenforceable or ambiguous conditions in Operating Schedules, where necessary, in order to ensure the licensing objectives are upheld.

Prevention of Crime and Disorder

74. The Council is committed to reducing crime and disorder across the Borough and ensuring that Camden is a safe place that is a vibrant part of the world city of London. The Council's vision is to reduce crime and the fear of crime across the Borough by working together with partners and the communities we serve.
75. National and local crime statistics and research indicate that alcohol is often a significant contributory factor to levels of crime and disorder. The Licensing Authority recognises that impacts of premises differ according to their styles and characteristics. Statistics show that nightclub venues, for example, contribute disproportionately highly to alcohol related violent crime when compared with other licensed venues.

Crime and Disorder Risks

76. The following provides a non-exhaustive list of risks associated with the crime and disorder objective that applicants may want to consider (where relevant) when preparing their Operating Schedule:
- crime and disorder in the vicinity of the premises – this may include the crime and disorder risks arising from persons queuing to enter the premises, persons exiting the premises and customers smoking eating or drinking in outdoor areas and on the highway outside the premises. This can also include crime arising from pickpockets and bag snatchers, particularly in open spaces or crowded areas where alcohol is being consumed.
 - crime and disorder in the premises - drugs, weapons and violence.
 - event type – in some cases the type of regulated entertainment proposed could increase the possibility of violence and/or disorder occurring in, or in the vicinity of, the premises. For example, some externally promoted live music events carry an increased risk of violent crime and disorder. It may be appropriate to carry out a risk assessment of the activities proposed and share these with the Licensing Authority, in some cases, to provide such risk assessment to the Clubs and Vice Unit of the Metropolitan Police before the event is agreed.
 - sales of alcohol for consumption on or off the premises may need to consider the following:
 - what measures are necessary to prevent underage sales
 - what measures are necessary to prevent alcohol from being sold outside permitted hours where the operating hours of the premises exceed those for the sale of alcohol
 - whether there are procedures in place to prevent sales of

alcohol to intoxicated persons (with particular attention to street drinkers).

- licensed premises and late night refreshment - applicants should demonstrate they have assessed the risk of intoxicated persons congregating in large numbers in the vicinity of their premises. Where appropriate, applicants should demonstrate suitable measures to address this problem.
- premises environment – applicants should consider the physical environment of the premises and have regard to issues that could increase the likelihood of patrons becoming agitated or aggressive. This may include procedures regarding door supervision, identification and management of drunken customers and issues of overcrowding and capacity.

Measures to Address Crime and Disorder Risks

77. In proposing steps or conditions to be included in the Operating Schedule, the following provides a non-exhaustive list of measures/issues that the Council considers may be relevant to licence applications:

alternatives to glass drinking vessels - restricting the use of glass bottles and drink vessels to customers in preference for containers made from soft and environmentally friendly materials

CCTV - using CCTV inside and/or outside the premises together with appropriate procedures and staff training for the maintenance and operation of such systems

dispersal procedures - establishing appropriate dispersal procedures to minimise the potential for crime and disorder when customers are leaving the premises

dealing with and reporting crime and disorder - training for staff and door security aimed at reducing crime and disorder in the premises and its vicinity and dealing with and reporting incidents if they occur

door staff - considering whether the premises employs sufficient numbers of Security Industry Authority (SIA) registered door staff

drinks promotions – adopting policies to discourage excessive drinking. This might include adherence to good practice guides and industry codes on drinks promotions such as happy hours, buy one get one free, etc, in addition to adherence with the Mandatory Licensing Condition regarding irresponsible promotions.

drugs and weapons - attention should be paid to search procedures, procedures for the safe storage and surrender of seized drugs and weapons and consideration given to adoption of a “zero tolerance” policy in this area

incident and occurrence book – keeping an incident book on the premises so staff can record any instances of crime, disorder, refused sales, ejections and intimidating behaviour

promotion/event risks – ensuring compliance with guidance from the Metropolitan Police relating to specific event risk assessments for externally promoted live music events well in advance of the event.

Risk assessment forms can be obtained from the Metropolitan Police Licensing Officer at Holborn Police Station

excessive drinking - training for staff to recognise when customers are becoming drunk and adopting appropriate 'cut off' procedures for drunken customers, so as to reduce the likelihood of fights or aggressive behaviour

getting home safely - providing information to customers and staff (including contact telephone numbers) regarding safer options available for travelling home late at night - including night buses, licensed taxis and private hire (mini-cabs)

local schemes – joining and attending meetings of the local Pubwatch, Clubwatch, Radio scheme and/or applying for Best Bar None if applicable

overcrowding - developing policies and procedures regarding capacity to prevent overcrowding and patrons possibly becoming aggressive

prevention of theft - using bag hooks and signage to warn customers of pickpockets and bag snatchers

queue management - establishing appropriate procedures to avoid the need for customers to queue before entering the premises or, where queuing cannot be avoided, to manage queues so as to minimise the potential for crime and disorder by customers who are queuing

sales for consumption off the premises – the following may need to be considered. Whether:

- there are shutters to prevent alcohol from being selected in non-licensed periods
- there are appropriate numbers of staff on duty to deal with possible 'intimidation' to sell alcohol
- there are restrictions required on the sale of high strength beer/drink promotions
- an incident log book is in use to record incidents

Public Safety

78. The carrying on of licensable activities may involve potential risks to the safety of performers and the public attending licensed premises. It does not apply to public health, which is covered by other legislation.
79. The Licensing Authority is committed to ensuring the safety of persons visiting, and performers working in, licensed premises. Accordingly, where other legislation (such as the Regulatory Reform (Fire Safety) Order, or the Health and Safety at Work Act) fails to make suitable provision to ensure public safety, the Licensing Authority will exercise its licensing functions to secure the safety of members of the public and performers.
80. The steps required to ensure public safety vary according to the individual style and characteristics of the premises, the nature of the proposed licensable activities/regulating entertainment to be provided at the premises, and the anticipated number of persons attending the premises.

Possible Measures to Ensure Public Safety

81. In proposing steps or conditions to be included in the Operating Schedule, the following provides a non-exhaustive list of measures/issues that the Council expect applicants to consider:

blocking of public areas – this may apply to both inside and outside areas. For example, applicants may need to consider the possible impact of patrons congregating in areas in close proximity to the premises and the possible safety issues arising from patrons or others being forced to walk on roads as a result

emergencies - issues in relation to fires, bomb threats, emergency management, contingency planning and evacuation

environment – an environment that is too hot or too cold can make customers uncomfortable, and can lead them to become irritable and less receptive to desirable behaviour. Premises should be adequately heated and ventilated to avoid this. If premises are located in a residential area, keeping doors and windows open is not recommended as a means of ventilation due to public nuisance considerations, and may even be prohibited by conditions on the Premises Licence. In such cases, some form of mechanical ventilation should be provided to ensure comfort levels are maintained

safe capacity – not all premises have “safe capacities” set by the Licensing Authority. For many, the question of how many people to accommodate at the venue is determined solely by the venue risk assessment. This risk assessment should consider factors such as floor space, numbers of toilets, potential queuing time, and available fire exits. Consideration should be given as to how many staff are necessary to deal comfortably with the needs of persons attending the premises. If the venue has a capacity limit, a mechanism should be put in place to ensure it is not exceeded

special effects – if special effects are to be used on the premises such as flame, lasers, pyrotechnics, smoke, fog, foam or firearms, the Licensing Authority encourages risk assessment to be carried out in respect of each such activity, detailing the steps to be taken to prevent and control risk to patrons and staff. Special effects should generally not be used at the premises without the prior consent of the Licensing Authority.

Public Nuisance

82. The Licensing Authority is committed to ensuring that the operation of licensed premises does not unreasonably interfere with the personal comfort or amenity of immediate neighbours or the nearby community.
83. The Guidance says, “It is important to remember that the prevention of public nuisance could include low-level nuisance, perhaps affecting a few

people living locally, as well as major disturbance affecting the whole community. It may also include, in appropriate circumstances, the reduction of the living and working amenity and environment of interested parties (as defined in the 2003 Act) in the vicinity of licensed premises”.

84. In recent years, the impact of increasing night time activity has seriously concerned some residential and business communities in the Borough. Licensing law can help to prevent these problems arising from the carrying on of licensable activities at licensed premises.

Possible Causes of Public Nuisance

85. The following provides a non-exhaustive list of risks associated with the Public Nuisance objective that applicants may wish to consider when preparing their operating schedule:

amplified music – noise from music played on the premises

customer noise - this takes many forms but the following are of particular concern:

- customers queuing to enter or leave the premises
- customers loitering outside the premises waiting for transport
- alcohol-related drunken behaviour and shouting
- customers eating, drinking or smoking in external areas such as beer gardens, forecourts and other open areas adjacent to the premises
- car horns/car radios/slamming of car doors late at night in the vicinity of licensed premises

deliveries - early morning deliveries and late night clearing up. For example, the emptying of bottle bins

lighting - excessive artificial lighting in the vicinity of licensed premises

litter/waste - litter and waste generated by the carrying out of licensable activities. For example, food wrappers and cigarette butts

obstruction - the blocking of footpaths by customers eating, drinking and smoking in the vicinity of the premises

plant and machinery - noise from plant and machinery, including air conditioning units, refrigeration units and kitchen extracts. This may include smell nuisance from ventilation ducting and kitchen extracts.

86. The principal statutory powers that already exist to control most of these matters are contained in the Environmental Protection Act 1990. Although this legislation empowers Environmental Health Officers to take pre-emptive action in appropriate cases, there is no statutory requirement for operators to notify the Council about activities that might give rise to problems. Furthermore, there are limits on the action Environmental Health Officers can take in respect of problems on the adjacent highway.

Possible Measures to Address Public Nuisance

87. In proposing steps or conditions to be included in the Operating Schedule, the following provides a non-exhaustive list of measures/issues that the Council may expect applicants to consider:

deliveries – ensuring arrangements are in place to prevent unreasonable disturbances caused by delivery of goods and services to the premises and by waste collection, for example ‘collections’ during the daytime hours

litter - where licensable activities give rise to the risk of customers dropping litter in the vicinity of the premises, whether adequate arrangements are in place to prevent littering and/or clearing it up

noise or vibration escaping the premises - the Licensing Authority will be particularly concerned with premises that are located close to residential properties who propose to provide music and entertainment. Applicants are encouraged to supply an acoustic report confirming there will be no noise breakout from the premises that is likely to cause public nuisance to persons living or working in the vicinity of the licensed premises

plant and equipment – applicants should demonstrate that plant and equipment i.e. air handling units, ventilation/extraction ducting and other equipment is suitable and sufficient for the purpose intended without causing nuisance to local residents by way of noise, odours or vibration

people entering and leaving the premises - whether consideration has been given to possible public nuisance issues caused by customers and staff entering and leaving the premises. Particular regard will be paid to queuing arrangements and arrangements for the orderly dispersal of customers

customers smoking, eating and drinking in outdoor areas and on the highway outside the premises – possible measures that may address this issue include:

- providing prominent signage asking customers to keep noise to a minimum when using outdoor areas
- restricting the number of customers permitted in certain outside areas and/or at certain times
- using of door supervisors and employees to monitor possible public nuisance issues
- not permitting customers who are smoking to take drinks outside with them
- closing external areas at a certain time
- removing furniture from smoking areas after a certain time to discourage smokers from loitering outside the premises
- locating smoking areas away from residential premises
- using portable ashtrays to prevent cigarette butt litter
- only permitting seated customers in areas where Tables and Chairs licences are in effect
- only permitting customers to use external areas that are authorised to be used by a Tables and Chairs licence

queuing – is there is an effective door and queuing policy to encourage good behaviour outside the premises? This might include training for door staff to deal with conflict and drunkenness

signage - whether there is signage encouraging customers to leave the area quietly, to minimise rowdy behaviour whilst waiting for transport and to generally minimise nuisance and/or disturbance to residents

vehicles - whether there are measures proposed to lessen the impact of the parking of customers' and staff vehicles in the vicinity of the premises and measures taken to minimise noise generated by other vehicles attending the premises, for example minicabs

Protection of Children from Harm

Reasons for the Policy Approach

88. Activities associated with premises that sell alcohol or provide regulated entertainment may, in certain circumstances, give rise to concerns for the health and welfare of children (a child is any person under the age of 18).
89. The Licensing Authority is committed to protecting children from harm and applicants will therefore need to demonstrate how they will promote this licensing objective. Where appropriate, conditions preventing or restricting the admission of children will be imposed. The Licensing Authority will not however impose any condition that requires the admission of children to licensed premises.

Measures to Protect Children from Harm

90. In proposing steps or conditions to be included in the Operating Schedule, the following provides a non-exhaustive list of measures/issues the Council may expect applicants to consider to ensure the protection of children from harm:

prevention of underage sales – this may include:

- requirements for accompanying adults at all times with persons under 18
- having a recognised Proof of Age scheme in place and training all staff in its implementation, displaying posters advertising the scheme and giving details of what forms of identification are acceptable
- keeping a refusals book on the premises and ensuring it is completed whenever sales are refused to a person apparently under the age of eighteen
- displaying posters stating that it is an offence to purchase alcohol on behalf of an underage person (proxy sales)
- ensuring alcohol is displayed in an area where it can only be accessed by members of staff e.g. behind the counter
- use of till prompts

access to premises - restricting access for children to licensed premises:

- limitations on the hours when children may be present
- limitations which exclude the presence of children under certain ages when specified activities are taking place
- limitations on the parts of the premises to which children might be given access
- age limitations (below 18)

unaccompanied children - where unaccompanied persons under 18 years of age are to be present at public entertainment, the licensing authority will expect the venue to provide a member of adult staff (over 18 years of age) for every 50 (or part 50) children present, whose sole responsibility and purpose is to protect those children from harm and to control access and egress

child performers - where children are present at an event as performers/entertainers, there should be a nominated adult responsible for those children in order to protect them from harm. In appropriate cases the Council will apply necessary conditions to prevent harm to children who are performing in children's plays

age restricted films - where appropriate, applicants should detail their arrangements for restricting children from viewing age restricted films classified according to the British Board of Film Classification (BBFC) or the Council.

Chapter Five

Framework Hours

This section explains the Council's Policy in respect of licensing hours

General

91. The policy set out in this Part applies to applications for:
- a new Premises Licence
 - a new Club Premises Certificate
 - variation of a Premises Licence
 - variation of a Club Premises Certificate
 - reviews
 - Provisional Statements
92. Any condition setting out the hours of premises refers to the hours during which licensable activities may take place pursuant to the Premises Licence or Club Premises Certificate. The Licensing Authority would expect the premises to close thirty minutes after the terminal hour for licensable activities.
93. Framework Hours are intended to guide applicants on the Licensing Authority's expectations when preparing their Operating Schedules. However, if no relevant representations are received, the application will nonetheless be granted by the Licensing Authority under delegated powers.

Reasons for the Policy Approach

94. Camden has a large number of licensed premises. Many of these premises are licensed to sell alcohol late at night and into the early hours of the morning. Camden also borders other London Boroughs that have high concentrations of licensed premises with late night/early morning hours. Research undertaken by the Council confirms that late night alcohol related crime and anti-social behaviour remains a problem in large parts of the Borough. Against this background, the Licensing Authority considers that the possibility of disturbance to residents late at night and in the early hours of the morning, and the effect that any such disturbance may have, is a proper matter for it to consider when addressing the hours during which licensable activities may be undertaken.
95. The Licensing Authority has had regard to the Guidance in determining this policy. The end time for the framework hours on any given day is not (and should not be regarded as) the 'usual' or 'normal' terminal hour for licensable activities in the Borough. Instead, the 'framework hours' serve to identify those cases where the Licensing Authority will pay particular

regard to the likely effect on the local neighbourhood of carrying out the proposed licensable activities.

96. In considering suitable times for Framework Hours, the Licensing Authority has had regard to concerns expressed by residents, the licensed trade and the Metropolitan Police. The Licensing Authority acknowledges that different risks are present depending on whether premises are licensed to sell alcohol for consumption on or off the premises, and where premises are licensed only for regulated entertainment.

The Policy

97. The framework hours are:

For licences including the sale or supply of alcohol for consumption on the premises:

**Monday to Thursday 1000 hours until 2330 hours
Friday and Saturday 1000 hours until midnight
Sunday 1100 hours until 2230 hours**

For licences authorising the sale of alcohol for consumption off the premises only:

**Monday to Saturday 0800 hours until 2300 hours
Sunday 1000 hours until 2230 hours**

For licences not including the sale or supply of alcohol:

**Monday to Thursday 0900 hours until 2330 hours
Friday and Saturday 0900 hours until midnight
Sunday 0900 hours until 2230 hours**

Additionally, the Licensing Authority expects applicants to provide particularly robust conditions in their Operating Schedule to prevent public nuisance in cases where external areas of premises such as gardens and patios will be used by customers after 2200 hours any night of the week.

98. The Licensing Authority expects that, where applications are made to provide licensable activities outside these hours, the applicant will volunteer particularly robust conditions in their Operating Schedule in respect of the prevention of crime and disorder and the prevention of crime and disorder objectives.
99. In this respect, blank or insufficient Operating Schedules will not normally be considered acceptable. Operating Schedules are insufficient where they do not directly address the potential effect of later hours on the licensing objectives and propose robust and sufficient measures to deal

with them. Where relevant representations are received, such applications are more likely to be refused, attract limitations in hours, or have conditions imposed on them by the Licensing Authority.

100. In preparing the Operating Schedule, applicants who wish to provide licensable activities outside the Framework Hours should have particular regard to:
- the location of the premises and the character of the area in which they are situated
 - the proposed hours during which licensable activities will take place and the proposed hours during which customers will be permitted to remain on the premises
 - the adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance
 - any relevant issues that may have arisen where the premises were previously licensed
 - whether customers have access to public transport when arriving at or leaving the premises at night-time and in the early hours of the morning
 - the proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises
 - policies and proposals for the orderly dispersal of customers.
101. The following also applies:
- if an application is for hours within the Framework Hours, there is no presumption that the application will automatically be granted
 - in all cases where relevant representations are made, particular attention will be paid by the Licensing Authority to conditions relating to any external areas of the premises
 - where relevant representations are made, each case will be considered on its merits

Deciding on Hours

102. Applicants should consider the following when deciding on the hours they propose to operate:
- applicants should limit their applications to the hours they genuinely intend to operate
 - when completing the Operating Schedule, applicants should give careful consideration to the crime and disorder and public nuisance objectives. Relevant representations are more likely in cases where inadequate regard is had to the need to promote these licensing objectives
 - where relevant representations are made, the Licensing Panel shall determine whether the proposals in the Operating Schedule address the issues underpinning the Framework Hours Policy. As

each application will be determined on its own merits, the individual circumstances will vary between each application

- though this policy applies to all licensable activities, the Licensing Authority will have regard to the proposed use of the premises when considering whether and how this policy should apply in any given case

103. Subject to any relevant representations that may be made to the contrary in individual cases, premises where the following licensable activities are authorised are not considered to make a significant contribution to the problems of late night crime and disorder and anti-social behaviour and, as such, these premises will generally have greater freedom to operate outside framework hours:

- theatres
- cinemas
- qualifying clubs

Chapter Six

Cumulative Impact Policies

This Part of the Statement explains the special policies in respect of Camden Town and the Seven Dials area of Holborn and Covent Garden.

General

104. The Guidance states that the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a licensing authority to consider in developing its Statement. According to the Guidance, 'cumulative impact' means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.
105. The Council has undertaken research since 2004 to identify and review areas within the Borough where high concentrations of licensed premises are undermining the promotion of the licensing objectives. This research has included:
- crime statistics for specific offence groups that, according to the Police, are associated with the night-time economy, alcohol and licensed premises
 - observational studies, including studies of anti social behaviour, criminal activity, and difficulties getting people away from the area at night
 - interviews with local stakeholders.
106. As a result of the most recent research, the Council has concluded that the two areas within the borough subject to special policies on cumulative impact will be maintained. These are (1) the Camden Town Special Policy Area and (2) the Seven Dials Special Policy Area, which was extended in 2009.

Reasons for the Policy Approach

107. A summary of the research findings that provide evidence for these special policies is set out in Appendix 4 and maps of the areas to which the policies apply are in Appendix 5 and Appendix 6.

The Special Policies

108. The Special Policies set out in this Part apply to the following types of application in either of the Special Policy Areas :
- applications for new Premises Licences and Club Premises

Certificates

- applications that will increase the capacity of the licensed premises
- applications to extend the hours during which licensable activities may take place in existing licensed premises
- applications for Provisional Statements
- variations that may otherwise have a negative impact on cumulative impact in the area, such as the addition of licensable activities that may change the character of the premises

Where the application is to allow the sale of alcohol for consumption off the premises only, the licence will be granted if it can be demonstrated that the premises will not add to cumulative impact in the Special Policy Area or otherwise impact adversely on the promotion of the licensing objectives.

109. The Special Policies have been introduced to address concerns about large numbers of persons leaving an area at night and the resulting pressure on transport infrastructure, street cleaning services and Police resources, combined with an increase in public nuisance and crime and disorder. As a result, where representations have been received, applications for licences within the two Special Policy Areas will, in almost all cases, be refused.
110. If no relevant representations are made, the Licensing Authority will grant the application in accordance with the Act.
111. The presumptions outlined in paragraph 110 above are not absolute. Each case will be considered on its merits, though applicants should be aware that departures from the Policy in respect of cumulative impact will only be made in exceptional circumstances.

Exceptions to Special Policies

112. Examples of factors the Licensing Authority may consider as exceptional may include, though are not limited to:
- small premises with a capacity of fifty persons or less who only intend to operate during Framework Hours
 - premises which are not alcohol led and operate only within Framework Hours, such as coffee shops
 - instances where the applicant has recently surrendered a licence for another premises of a similar size and providing similar licensable activities in the same Special Policy Area
113. Examples of factors the Licensing Authority will **not** consider as exceptional include:
- that the premises will be well managed and run
 - that the premises will be constructed to a high standard
 - that the applicant operates similar premises elsewhere without complaint.

Chapter Seven

Premises Policies

This section outlines the Council's policies in respect of the different types of premises that may apply for licences

General Considerations

114. This Chapter provides guidance to operators of certain premises on the Council's primary considerations for certain types of venue. It is not exhaustive, and does not cover every type of venue, or every possible situation, that should be considered by Applicants when preparing their Operating Schedule. This section should be read in conjunction with the preceding sections relating to the licensing objectives, risk assessments, operating schedules, Framework Hours and Cumulative Impact. All applicants are advised to complete a risk assessment prior to submitting their application, as risk factors and matters to be addressed will be different in each situation.

Restaurants, Cafes and Coffee Houses

115. This part of the Policy applies to premises used primarily as restaurants or cafes, or late night refreshment venues where hot food and drink is sold only for the consumption of customers seated on the premises. (Late night refreshment venues wishing to serve hot food and drink to standing customers or for takeaway should refer to the section "Premises Supplying Hot Takeaway Food and Drink".)
116. For the purposes of this Policy, premises shall only be considered as a restaurant or cafe if the sale of alcohol is made only to seated customers who are also dining and where this is a condition on the licence, or a condition volunteered in the Operating Schedule for the premises. Where such conditions have not been offered, the premises will be treated as a public house or bar.
117. Premises shall not be considered to be used primarily as restaurants where tables are cleared at a certain time to create the provision of an area to be used for dancing or other regulated entertainment. Restaurants wishing to provide entertainment should consider this section in conjunction with the section relating to premises providing music and dance.
118. Premises used primarily as restaurants as defined in this Policy are not generally associated with high levels of crime, disorder, anti social behaviour and nuisance. However, care still needs to be taken where external areas of the premises may be used by persons dining or smoking.

Furthermore, controls still need to be in place to ensure that alcohol is not sold to underage children.

119. A list of conditions that may generally be relevant to restaurants are given below. These conditions are particularly relevant to restaurants wishing to operate outside Framework Hours. All restaurants are expected to volunteer the condition that alcohol shall only be sold to persons seated and taking table meals at the premises. If this condition is not volunteered the premises will be treated as a public house or bar and the applicant should refer to the relevant section of this Chapter.
- A. Alcoholic beverages shall only be sold to customers seated at tables and only when taking a table meal.
 - B. Orders for food and beverages shall be taken and dispensed by waiter or waitress service only.
 - C. No alcoholic beverages or glass containers shall be taken outside the premises by customers at any time.
 - D. Means of escape shall be maintained unobstructed, immediately available and clearly identifiable.
 - E. Exit doors shall be checked before opening each day to ensure they function satisfactorily.
 - F. The use of the garden/external area shall cease after *(insert time)* hours on *(insert days of the week)*.
 - G. Alcoholic beverages can only be sold to and consumed by customers outside the premises when sat at a table covered by a Tables and Chairs Licence where required.
 - H. No more than *(insert number)* of customers shall be permitted to smoke outside the premises at any one time.
 - I. Customers smoking on the public footway shall not be permitted to cause obstruction of the highway to passers by.
 - J. To monitor and manage customers consuming alcohol outside the premises, *(insert number)* door supervisors will be used from *(insert times)* to *(insert times)*.
 - K. Regular litter and glass collections shall be carried out in all areas where customers are congregating.
 - L. A physical barrier, such as a rope, will be used to mark the boundary of the area outside the premises where customers are allowed.
 - M. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.
 - N. External lighting for the premises shall be turned off after the premises are closed to the public.
 - O. Furniture at the premises for customer use shall be fixed in position so space cannot be made to allow the provision of dancing or other entertainment.

Premises Supplying Hot Takeaway Food and Drink

120. This Policy applies to late night refreshment venues whose activities include supplying hot food and drink for consumption off the premises between the hours of 2300 hours and 0500 hours. Such premises can attract large groups of customers who have come from bars and clubs in the area and who have consumed considerable quantities of alcohol. These customers can be noisy and cause disturbance in the vicinity long after other nearby licensed premises have closed.
121. Consumption of food away from the premises can also lead to public nuisance being caused by deposits of litter in the area.
122. Operators of late night refreshment venues are not required to hold Personal Licences in the same way that alcohol licensed premises are. However, as customers of these venues are often intoxicated and can be difficult to control, the Licensing Authority strongly recommends that holders of licences for such premises ensure their staff have received appropriate training to ensure they can deal with such situations effectively and fully uphold the licensing objectives.
123. Late night refreshment venues will almost always operate outside Framework Hours. They are therefore expected to provide a robust Operating Schedule outlining in particular how they will address the prevention of crime and disorder and public nuisance objectives.
124. Examples of matters that may be appropriate to consider are given below.
 - A. A minimum of (*insert number*) of registered door supervisors shall be on the premises during the hours of (*insert times*).
 - B. Policy and procedures for door staff will be put into place around dispersal techniques for customers and procedures for dealing with incidents that occur in the vicinity of the premises.
 - C. CCTV must be operational at all times while the premises remain open to the public and all images captured will be recorded and stored on site for a minimum period of 31 days.
 - D. Copies of CCTV recordings will be made available to the Police and/or the Licensing Authority on request within 48 hours of the request being made, together with facilities for viewing where requested.
 - E. If the CCTV equipment is inoperative, or is otherwise not installed and working to the satisfaction of the Police and Licensing Authority, then within 48 hours the Police and Licensing Authority shall be notified and an estimate given of the repair timescale. The premises will comply with all reasonable requests from the Police and/or the Licensing Authority, which may include the suspension of licensable activities.
 - F. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.

- G. A maximum of *(insert number)* customers shall be permitted on the premises at any one time.
- H. Patrols of the area outside the premises shall be undertaken every *(insert time period)* during the use of the licence and any litter attributable to the premises cleared.
- I. At least one member of staff on duty whilst this licence is being used shall be trained in the requirements of the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act and conditions of the Premises Licence. Such person shall be competent to ensure offences are not committed and that the premises shall be run in accordance with the licence.
- J. A minimum of *(insert number)* litter bins shall be provided by the licence holder in *(give details of locality)* for the use of customers.
- K. Policies and procedures shall be put in place for collection of street litter generated by the premises and such policies shall be implemented by staff whenever the premises are being used under the terms of this licence.

Public Houses and Bars

- 125. This part of the Policy applies to public houses and bars where the sale of alcohol is the primary licensable activity. It also applies to proprietary clubs (i.e. members clubs run for profit) and restaurants where no condition is in force restricting the sale of alcohol to customers who are also taking table meals at the premises.
- 126. Venues who also provide music and dance or similar entertainment should read this section in conjunction with the relevant section of this Chapter below.
- 127. Public houses and bars provide a valuable service to people living in, working in, and visiting the Borough. However, they may also contribute to crime, disorder, anti social behaviour and nuisance in an area due to customers consuming excessive quantities of alcohol on the premises.
- 128. Pubs and bars, including those only operating within Framework Hours, need to address how they will avoid the sale of alcohol to underage persons, how they will control potential nuisance from customers drinking and smoking in gardens and on pavements, and how they will reduce the risk of causing nuisance to their neighbours when customers leave the premises at night.
- 129. Though it is now a mandatory conditions of the Licensing Act 2003 for premises selling alcohol to have a Proof of Age policy in place, it is important that all staff responsible for selling alcohol are trained to ask for, and recognise, acceptable means of identification, and are aware the policy exists.
- 130. Particular care should be taken where customers use pavement areas to consume alcohol or smoke. A Tables and Chairs Licence may be required

for pavement areas to be used in this way. Advice on this issue can be obtained by contacting the Licensing Authority. Additionally, customers congregating outside licensed premises can block pavements and cause considerable public nuisance without necessarily behaving in a rowdy manner.

131. Licensees are advised to monitor the use of such areas carefully and be aware of any situations where the licensing objectives are not being upheld. This is noted to be of particular concern in the Seven Dials area of Covent Garden, where pavements are narrow and can quickly become blocked by even a small congregation of drinkers.
132. Premises operating outside Framework Hours should pay even greater attention to the prevention of crime and disorder and prevention of public nuisance objectives, and ensure they have prepared a robust Operating Schedule in this respect.
133. The following are examples of conditions that may be relevant to public houses and bars:
 - A. A minimum of *(insert number)* door supervisors shall be on duty on the premises during the hours of *(insert times)* on *(insert days of week)*.
 - B. Random searches shall be undertaken of customers entering the premises between the hours of *(insert times)* and prominent signage provided to this effect. At least one male and one female supervisor shall be provided for this purpose.
 - C. A minimum of *(insert number)* of door supervisors shall be provided on *(insert days of week)* to patrol external areas of the premises between the hours of *(insert times)*.
 - D. Customers shall not be permitted to take drinks outside with them and prominent signage shall be provided to this effect.
 - E. The garden of the premises shall be closed to customers at *(insert time)*.
 - F. Staff shall regularly supervise the pavement area outside the premises to ensure customers are not blocking pavements or causing nuisance to neighbouring premises.
 - G. The tables and chairs outside the premises shall be brought inside at *(insert time)*.
 - H. No more than *(insert number)* of patrons shall be permitted to drink or smoke outside the premises at any one time.
 - I. Any alcohol sold for consumption off the premises shall be sold in a sealed container.
 - J. CCTV must be operational at all times while the premises remains open to the public and all images captured will be recorded and stored on site for a minimum period of 31 days.
 - K. Copies of CCTV recordings will be made available to the Police and/or the Licensing Authority on request within 48 hours of the request being made, together with facilities for viewing where requested.

- L. If the CCTV equipment is inoperative, or is otherwise not installed and working to the satisfaction of the Police and Licensing Authority, then within 48 hours the Police and Licensing Authority shall be notified and an estimate given of the repair timescale. The premises will comply with all reasonable requests from the Police and/or a duly authorised officer of the Licensing Authority, which may include the suspension of licensable activities.
 - M. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.
 - N. A maximum of (*insert number*) of customers shall be permitted on the premises at any one time.
 - O. Any drugs or weapons confiscated from customers shall be stored in a locked and secure container and the Police shall be notified as soon as reasonably practicable. Customers found in possession of drugs or weapons should be refused entry or removed from the premises.
 - P. The premises shall operate a dispersal policy and all staff shall be trained in its implementation. (Further information on dispersal policies can be found at Appendix Seven).
 - Q. There shall be no admittance or readmittance to the premises after (*insert time*).
 - R. An incident log book will be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, disorder, and ejections as a minimum. The log book shall be kept on the premises and be available for inspection at all times the premises is open, and management shall regularly check the book to ensure all staff are using it.
 - S. Customers shall be supervised when leaving the premises and shall be asked to leave quietly.
 - T. The licence holder shall actively participate in any local Pubwatch or similar scheme.
 - U. The premises shall be a member of any local radio scheme that allows them to be in contact with other venues in the local area.
 - V. A Proof of Age scheme shall operate at the premises and all staff shall be trained in its implementation. Only photographic ID such as a British driving licence or a passport shall be treated as acceptable forms of identification.
134. For premises wishing to operate as proprietary clubs:
- A. Admission to the licensed premises shall be restricted to Members of the club and their bona fide guests.
 - B. No person shall be admitted to the premises without an interval of at least 48 hours between application for membership and admission.
 - C. No more than (*insert number*) guests per member shall be admitted to the club. Details of all guests shall be recorded on site and to be made available to Police and a duly authorised officer of the

- Licensing Authority immediately upon request during a visit the premises.
- D. The maximum number of guests in attendance shall not to exceed 25% of the total number of Members present at the premises.
 - E. Members and guests shall be required to “sign in” when entering the premises.
 - F. Any book used for the signing in of members and guests shall be kept on the premises at all times and made available on request to Police and a duly authorised officer of the Licensing Authority.

Premises Providing Music and Dance and Similar Entertainment

- 135. The Licensing Authority recognises the cultural importance and significance of premises providing live music and dance and similar entertainment. The Licensing Authority is keen to encourage diverse forms of entertainment throughout the borough, but at the same time recognises that this can, if not properly managed, give rise to public nuisance concerns that impact adversely on persons living in the vicinity of licensed premises.
- 136. The conditions suggested in this section apply to any premises who wish to provide recorded music, live music, dance performance, or provision of facilities for music and dancing as part of their licensable activities.
- 137. Generally, where an applicant wishes to provide these activities, the Licensing Authority expects the applicant to appoint a noise consultant competent to carry out a noise impact assessment. This will identify, for example, any structural weaknesses in the building, such as open vents, poor quality glazing or party wall issues. It will also give professional guidance on how to avoid causing noise nuisance from such activities to persons living in the vicinity.
- 138. Where a noise impact assessment is not obtained, the Council's Environmental Health Department will normally make a representation to the Licensing Authority concerning the prevention of public nuisance objective, unless the applicant can comprehensively demonstrate in their Operating Schedule that they are able to operate the premises in the manner intended without causing public nuisance.
- 139. Examples of conditions that may be necessary for premises providing music, dance and similar entertainment are given below.
 - A. A sound limiting device shall be installed, set and sealed at a level approved by the Council.
 - B. Only the Premises Licence Holder and the Designated Premises Supervisor shall have access to the sound limiting device.
 - C. The sound limiting device shall be used whenever relevant regulated entertainment is taking place.

- D. A cut-out device shall be connected to the exit doors and will be operational at all times the licence is in use. When the premises doors are open the levels of music shall cut out completely or fall to ambient levels that are not intrusive to local residents.
- E. Before 2300 hours, the noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured one metre from any facade of any noise sensitive premises over any five minute period with entertainment taking place, shall not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and the unweighted equivalent noise level (Leq) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any five minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place.
- F. After 2300 hours, the noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured one metre from any facade of any noise sensitive premises over any five minute period with entertainment taking place shall not increase by more than 3dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and the unweighted equivalent noise level (Leq) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any five minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place.
- G. No sound emanating from regulated entertainment shall be audible a metre from the façade of the nearest noise sensitive premises between 2300 and 0700 hours.
- H. All external doors and windows to the premises shall be kept closed during the provision of regulated entertainment, save during access and egress.
- I. The licence holder or duty manager shall make regular patrols at no less than hourly intervals around the perimeter of the premises when regulated entertainment is taking place. Noise levels shall be adjusted to ensure local residents are not disturbed by excessive noise break out.

Nightclubs

- 140. Statistics show that nightclubs and late night dance venues generally contribute far higher levels of alcohol related violence per premises than other licensed venues. As a result, nightclub and late night dance venue

operators are expected to pay particular regard to the prevention of crime and disorder objective when preparing their Operating Schedule.

141. It is extremely important that operators of such venues prepare a risk assessment before considering appropriate conditions for their Operating Schedule.
142. The conditions outlined in this section should be read in conjunction with the section applicable to premises providing music and dance and similar entertainment.
 - A. A minimum of (*insert number*) of door supervisors shall be on duty on the premises from (*insert time*) until all customers have left the premises and its vicinity.
 - B. Random searches shall be undertaken of customers entering the premises between the hours of (*insert times*) and prominent signage provided to this effect. At least one male and one female supervisor shall be provided for this purpose.
 - C. A metal detection device shall be randomly used by door supervisors to search patrons for weapons.
 - D. A search arch shall be used at the entrance to the premises to detect customers who may be carrying weapons.
 - E. Customers shall not be permitted to take drinks outside with them and prominent signage shall be provided to this effect.
 - F. Persons wishing to leave the premises to smoke shall not be permitted to take drinks outside with them.
 - G. No more than (*insert number*) of patrons shall be permitted to drink or smoke outside the premises at any one time.
 - H. Customers shall not be permitted to take glass bottles or drinking vessels outside the premises.
 - I. CCTV must be operational at all times while the premises remains open to the public and all images captured will be recorded and stored on site for a minimum period of 31 days.
 - J. CCTV cameras shall be provided to cover all public areas of the premises except inside toilet cubicles, and shall also record ingress points to the premises.
 - K. Copies of CCTV recordings will be made available to the Police and/or the Licensing Authority on request within 48 hours of the request being made, together with facilities for viewing where requested.
 - L. If the CCTV equipment is inoperative, or is otherwise not installed and working to the satisfaction of the Police and Licensing Authority, then within 48 hours the Police and Licensing Authority shall be notified and an estimate given of the repair timescale. The premises will comply with all reasonable requests from the Police and/or a duly authorised officer of the Licensing Authority, which may include the suspension of licensable activities if necessary.
 - M. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.

- N. A maximum of (*insert number*) customers shall be permitted on the premises at any one time.
- O. Appropriate devices shall be used by door staff to monitor the number of persons present on the premises at any one time.
- P. Any drugs or weapons confiscated from customers shall be stored in a locked and secure container and the Police shall be notified as soon as reasonably practicable. Customers found in possession of drugs or weapons should be refused entry or removed from the premises.
- Q. The premises shall operate a dispersal policy and all staff shall be trained in its implementation. (Further information on dispersal policies can be found at Appendix Seven).
- R. There shall be no admittance or readmittance to the premises after (*insert time*).
- S. An incident log book will be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, disorder, and ejections as a minimum. The log book shall be kept on the premises and be available for inspection at all times the premises is open, and management shall regularly check the book to ensure all staff are using it.
- T. Customers shall be supervised when leaving the premises and shall be asked to leave quietly.
- U. Bag clips shall be made available on all tables.
- V. A cloakroom or similar facility shall be available for customers to leave their belongings.
- W. Notices shall be displayed throughout the premises to advise customers of the potential for thefts.
- X. The premises shall operate a zero tolerance policy to drug use and posters shall be prominently displayed to this effect.
- Y. All staff shall be trained in the implementation of the venue drugs policy.
- Z. Toilet cisterns shall be provided with sloping lids or similar and toilet seats without covers to discourage drug use.
- AA. The licensee shall undertake a risk assessment of any promotion or event using the Metropolitan Police Promotion/Event Risk Assessment (Form 696) or an equivalent and provide a copy to the Police Licensing Officer at Holborn Police Station and the Licensing Authority not less than 14 days before the event is due to take place.
- BB. Following submission of the risk assessment all directions of the Police shall be complied with, including cancellation of an event if necessary.
- CC. Where an 'event' has taken place, the licensee shall complete an MPS After Promotion/Event Debrief Risk Assessment (Form 696A) and submit this to the Metropolitan Police Licensing Officer at Holborn Police Station and the Licensing Authority, within three days of the conclusion of the event.
- DD. All bar servers shall be trained in how to identify drunk or drug impaired customers. This training shall be repeated at least biannually and written records of the training kept and made

- available to Police and authorised Council officers on request.
- EE. The Licence Holder shall not permit the use of special effects such as lasers and pyrotechnics, except with the prior consent of the Council, which may be subject to additional conditions if necessary to promote the public safety objective.
 - FF. The licensee shall take all reasonable steps to ensure that there is no unauthorised advertising of events to be held at the premises.
 - GG. Door supervisors shall be provided with radios to enable them to contact each other and the duty manager at the premises.
 - HH. The premises shall participate in any local radio scheme in operation that enables them to be in contact with other local radio scheme users.
 - II. A Proof of Age scheme shall operate at the premises and all staff shall be trained in its implementation. Only photographic ID such as a British driving licence or a passport shall be treated as acceptable forms of identification.
 - JJ. Alcoholic and soft drinks should be served in polycarbonate containers.
 - KK. All incidents involving drug use or dealing or assaults shall be promptly reported to the Police.

Off Licences

- 143. This part of the Policy applies to shops, supermarkets and stores selling alcohol for consumption off the premises. Such premises can contribute to anti social behaviour and disorder through the consumption of alcohol on the street and in open spaces by groups of drinkers, through the sale of alcohol to children, and through the sale of alcohol to street drinkers and persons who are already drunk.
- 144. The Licensing Authority expects off licences to show particular diligence in areas where these problems are prevalent, and to strictly monitor the way they sell alcohol where the premises are located close to schools and hostels and similar premises that may provide shelter or services to alcohol dependent persons.
- 145. It is important that staff working at off licences are suitably trained in the Licensing Act 2003 and can discharge their duties in full compliance with the licence conditions and requirements of the Act. This includes the ability to competently check customers' identification where necessary.
- 146. It is now compulsory for premises selling alcohol to have a Proof of Age policy in place, but it is important that all staff are trained to ask for and recognise acceptable means of identification and are aware the policy exists.
- 147. Examples of conditions that may be appropriate to off licences are:
 - A. Strong beer and cider above 5.5% ABV will not be sold.

- B. No single cans or bottles of beer or cider will be sold.
- C. A minimum of two members of staff to be present at all times whilst the premises remain open for the sale of alcohol
- D. At least one person holding a Personal Licence shall be on duty at the premises when alcohol is being sold.
- E. Posters shall be displayed in prominent positions around the till advising customers of the Proof of Age policy in force at the premises.
- F. A refusals book shall be kept at the premises to record details of all refusals to sell alcohol. This book shall contain the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. The book shall be made available to Police and authorised Council officers on request.
- G. The Designated Premises Supervisor shall regularly check the refusals book to ensure it is being consistently used by all staff.
- H. All staff responsible for selling alcohol shall receive regular training in the Licensing Act 2003. Written records of this training shall be retained and made available to Police and authorised Council officers on request.
- I. All alcohol kept in the public part of the premises shall be kept in display units. All display units for alcohol will have lockable shutters
- J. Shutters shall be closed and locked at the end of the permitted hours for the sale of alcohol, and shall not be unlocked again whilst the premises is open until the start of the permitted hours on the following day.
- K. All alcohol shall be stored and displayed behind the service counter and not in aisles or other areas accessible to the public.
- L. All alcoholic drinks shall be clearly labelled or marked with the name of the premises.
- M. The premises shall operate a Challenge 21/25 policy.
- N. The premises shall use till prompts to remind staff to ask for proof of age.
- O. Notices shall be displayed in prominent positions on the premises near to where alcohol is kept and sold advising customers that the whole of the London Borough of Camden is subject to a Designated Public Places Order.

Theatres, Cinemas, Qualifying Clubs and Community Premises

148. The Licensing Authority welcomes the contribution that theatres, cinemas and community premises make in providing diverse entertainment for people of all ages into Camden. Research shows that such venues are much less likely to be linked with crime and disorder, and generally have less impact on residents than other licensable activities

149. Similarly, qualifying clubs such as working men's clubs and other affiliated social clubs have strong membership conditions that also tend to discourage alcohol related crime, disorder and anti social behaviour.
150. However, where such premises wish to provide regulated entertainment in the form of music and dance, they are advised to refer to the relevant section on music and dance venues in this Chapter for guidance.
151. A Club Premises Certificate permits only the supply of alcohol to Club members and sale to their bona fide guests. Clubs are not permitted by virtue of their Certificate to sell alcohol to members of the public unless they are guests of a member. Clubs who wish to let rooms out for private hire with a paid bar, or who provide entertainment facilities to members of the public such as the provision of a sound system or dancing facilities, must obtain a Premises Licence for this.
152. Other conditions relevant to such venues may include:
- A. No more than (*insert number*) of persons shall be present on the premises at any one time.
 - B. Alcoholic and soft drinks shall be served in polycarbonate containers.
 - C. Means of escape shall be maintained unobstructed, immediately available and clearly identifiable.
 - D. Exit doors shall be checked before opening each day to ensure they function satisfactorily
 - E. An evacuation policy shall be in place to the satisfaction of the Fire Authority, Licensing Authority and Police. All staff members shall be trained in the evacuation policy. Written records of staff training shall be kept and produced to Police and authorised Council officers on request.
 - F. Emergency drill and lighting tests will be conducted monthly. Records of these tests shall be made available to authorised Council officers upon request.
 - G. Any special effects or mechanical installation shall be arranged and stored so as to minimise any risk to the safety of the audience, performers and staff.
 - H. The Licence Holder shall not permit the use of special effects, except with the prior consent of the Council, which may be subject to additional conditions if necessary to promote the public safety objective. Special effects include:
 - dry ice machines and cryogenic fog
 - smoke machines and fog generators
 - pyrotechnics, including fireworks
 - real flames
 - firearms
 - motor vehicles
 - strobe lighting

- I. The premises will be adequately ventilated in all areas to which the staff and public have access.
- J. Customers shall not be permitted to sit or stand in gangways or aisles or in any position that will impede means of escape from the premises.
- K. Where rooms at the premises are let to individuals or groups for private hire, a hire agreement shall be in place that includes an outline of the conditions on the Premises Licence (*or Club Premises Certificate*) and clearly states the responsibilities of the hirer in respect of upholding such conditions.
- L. Where the premises are let to individuals or groups for private hire, a named person shall be responsible for ensuring that conditions of the Premises Licence (*or Club Premises Certificate*) are adhered to. This person shall provide their details to the licence holder (*or Secretary of the Club*) in writing in advance of the event and their details shall be retained for a period of at least thirty one days after the date of the event.

Hotels

- 153. Hotels often provide a range of licensable activities that may include entertainment for guests as well as providing a venue for private parties such as weddings and corporate hospitality.
- 154. Hotels wishing to provide regulated entertainment in the form of Music and Dance should follow the guidance in the appropriate section of this Chapter.
- 155. The showing of films in hotel bedrooms is a regulated activity and therefore should be addressed as film exhibitions in the Operating Schedule.
- 156. Where hotels have a prominent bar area generally open and advertised to the public, this shall be considered by the Licensing Authority in the same manner as a bar or public house.
- 157. In all cases, hotels will generally be expected to offer the following additional conditions in their Operating Schedule:
 - A. Alcohol may be sold at any time only to hotel guests for consumption on the premises.
 - B. Alcohol shall only be sold to non residents from the hours of (*insert times*) on (*insert days of the week*) and during the following times to persons attending bona fide private functions at the hotel (*insert days and times*).

Premises providing Nudity, Striptease and other Adult Entertainment

158. Applicants wishing to offer adult entertainment such as full or partial nudity, striptease, lap dancing or the showing of R18 films are expected to complete Box N of the Operating Schedule and give details of the entertainment to be provided. If Box N is left blank, this will be translated into a condition consistent with the Operating Schedule, i.e. that no adult entertainment shall be provided on the premises.
159. Applicants should read this section in conjunction with other relevant sections of this Policy such as Nightclubs and Music and Dance venues where appropriate. In any case, applicants would be expected to offer CCTV conditions and provide door supervisors as a minimum.
160. Poorly run adult entertainment venues are sometimes associated with issues such as prostitution, touting and “clipping” in the vicinity of the licensed premises.
161. Venues wishing to provide this kind of entertainment will generally be expected to offer the following conditions in their Operating Schedule:
 - A. No person under the age of eighteen shall be admitted to the premises at any time.
 - B. No person under the age of eighteen shall be admitted to the premises when adult entertainment is taking place.
 - C. Prominent notices shall be displayed at each entrance to the premises when adult entertainment is taking place stating that there shall be no admission to the premises for persons aged under 18.
 - D. The premises shall be arranged so adult entertainment is not visible from the street.
 - E. There shall be no external advertisement at the premises for adult entertainment.
 - F. There shall be no leafleting or touting in respect of the adult entertainment hosted at the licensed premises.
 - G. Nudity shall only be permitted by performers and not by customers.
 - H. A minimum of one metre distance shall be maintained between dancers and customers during adult entertainment.
 - I. A written Code of Conduct for staff participating in the provision of striptease or nudity shall be in place, and shall be kept on the premises for inspection by Police and/or a duly authorised officer of the Licensing Authority at all times the premises are open to the public. Management shall ensure all staff are aware of the Code of Conduct and shall take all reasonable steps to ensure it is adhered to.

Large Temporary Events

162. This Section relates to applications for large events that are temporary in

nature, but cannot be authorised under a Temporary Event Notice because of the number of persons who will be present or because the event spans more days than permitted by a TEN. Generally, these events will be licensed under a time limited Premises Licence lasting for the duration of the event.

163. The Licensing Authority advises persons wishing to hold such events to contact the Licensing Authority for advice prior to making an application.
164. Applicants are also strongly advised to read “The Event Safety Guide” published by the Health and Safety Executive. Appendix Eight gives further details of how to obtain the document.
165. Usually, the Licensing Authority will ask applicants seeking a time limited Premises Licence for a large event to attend a meeting of the Safety Advisory Group (SAG).
166. The SAG consists of officers from responsible authorities such as the Metropolitan Police, the Council’s Noise Team, the Council’s Health and Safety Team and the Fire Authority. Officers from other relevant departments and agencies such as the London Ambulance Service, Transport for London and the Council’s Highways Department may also attend from time to time where it is considered appropriate in the circumstances.
167. In cases where a SAG meeting is considered necessary, the Council’s Health and Safety Team shall contact the applicant to advise them of the requirement and arrange a suitable date and time for the meeting.
168. Applicants will be invited to present their application and details of their event to the SAG. The applicant shall be expected to bring a draft Event Management Plan (EMP) with them to the meeting so the members can consider whether the event is being run safely and will cause minimum disruption to the environment in terms of nuisance, traffic management and so forth.
169. The SAG does not determine licence applications or impose conditions, but will assist applicants to produce an acceptable EMP for their event.
170. An EMP is a statement of how an event organiser will run their event. It incorporates such areas as risk assessment, traffic and transport planning, first aid, stewarding, site layout, emergency planning and evacuation plans, noise management, litter disposal and communication protocols.
171. Applicants are strongly urged to consult the SAG and produce a draft EMP prior to submitting their licence application. Where an EMP is considered inadequate to promote the licensing objectives, a responsible authority may make a representation to the Licensing Authority about the application.

172. Generally, applicants are advised to offer only the following conditions in their Operating Schedule:
- A. The Licensee shall comply with the Event Management Plan submitted to the Licensing Authority and no changes shall be made to the Event Management Plan without the prior written consent of the Licensing Authority.
 - B. The Event shall be run in accordance with the site plan submitted to the Licensing Authority. No changes shall be made to the site plan without the prior written consent of the Licensing Authority.
173. This approach allows the event organiser flexibility to make changes to the layout of the event or to specific activities without the need to make a fresh application for a Premises Licence or an application to vary the Premises Licence already granted. Without this approach, any changes made could be unauthorised and possibly result in enforcement action.
174. Guidance on producing an Event Management Plan can be found at Appendix Ten, though applicants are strongly advised to contact the Licensing Authority or look on the Council's website at www.camden.gov.uk to see if this guidance has been updated.

Special Note for London 2012 Olympics and Paralympics

175. The Council is fully committed to a safe and successful Olympic and Paralympic games in London in 2012. The Council recognises that the resources of the Police and other emergency services will be planned and prioritised for the security of major events before, during and after the games from 1 May 2012 until 31 October 2012. Due consideration will be given by the Licensing Authority to representations from the Police in relation to licence applications for activity during the games on the grounds of public safety and crime and disorder when Police and other emergency services resources are insufficient to deal with the risks presented.
176. Temporary Event Notices should be served in good time before events in the Olympic period to ensure they can be properly considered. For events where more than 499 people could attend, a full or minor variation application will be needed, possibly for a temporary period. Where premises are not already licensed, a new application for a time limited Premises Licence will be required. In all cases, applicants should allow plenty of time to prepare for their event and should seek to discuss their proposals with the Licensing Authority and the Police at the earliest opportunity.
177. Where, as a result of representations from a responsible authority, it is identified that a licence or proposed event presents a risk that the licensing objectives will be compromised, it is likely that such applications will not be granted.
178. The Licensing Authority will expect applicants for events to take into

account the London-wide programme of Olympic events co-ordinated by the Greater London Authority. In considering applications for events, it will take into account the effect of events one on another and the resources available to ensure that the licensing objectives are promoted.

Chapter Eight

Licence Variations

This section provides guidance on the Licensing Authority's approach to reviews and to variations of existing Premises Licences and Club Premises Certificates

Full Variations

179. An applicant who wishes to make changes to an existing Premises Licence or Club Premises Certificate must do so by making an application to the Licensing Authority to vary their existing authorisation.
180. A full variation application can be used to:
- extend the hours during which licensable hours activities can take place
 - add licensable activities that may impact on one or more of the licensing objectives
 - remove or amend conditions that may impact on one or more of the licensing objectives
181. A variation application should not be used where changes are being made to the building (such as using previously unlicensed parts) that would result in an increase in capacity of the licensed premises. In such cases, the Licensing Authority would expect an application to be submitted for the grant of a new authorisation.
182. The Licensing Authority would also expect an application for the grant of a new authorisation to be sought in cases where the nature of the licensed premises is being substantially changed, e.g. a restaurant being converted to a nightclub.
183. If applicants are in any doubt as to whether a variation or grant of an authorisation is required, they should seek the advice of the Licensing Authority prior to submitting their application.

Minor Variations

184. The minor variations procedure allows licensees to apply to the Licensing Authority for minor changes to an existing Premises Licence or Club Premises Certificate, without the need to make a full application to vary the existing authorisation.
185. Minor variations do not have to be copied to the responsible authorities and are only advertised by way of a white notice displayed at the premises for a period of ten working days starting on the first working day after the

application was given to the Licensing Authority.

186. Minor variations can only be used in cases where the variation sought shall not impact adversely on the licensing objectives.
187. There is no right to a hearing to consider minor variations. Decisions as to whether a minor variation is appropriate will be made by officers of the Licensing Authority, whose decision shall be final.
188. In making such decisions, officers must have regard to any relevant representations received from interested parties within the statutory time limit. Representations shall only be regarded as relevant where they relate to the likely effect of the grant of the application on one or more of the licensing objectives.
189. Officers shall also consult, when and if necessary, with the relevant responsible authorities.
190. If the Licensing Authority fails to respond to a request for a minor variation within fifteen working days, the application will be treated as refused and any fees paid in respect of the application must be refunded. However, the Licensing Authority and applicant may agree that the Licensing Authority retain the fee and treat the undetermined application as if it were a new one.
191. Where an application for a minor variation is refused and a full variation subsequently applied for, the rules governing applications for full variations apply, including all relevant time limits.
192. The Licensing Authority considers the following to be situations in which a minor variation might successfully be sought:
 - reductions in the hours during which licensable activities may take place
 - reductions in opening hours
 - minor changes to the layout of premises that do not impact on the licensing objectives, such as moving the location of display cabinets for alcohol within a supermarket or shop
 - the removal of a licensable activity
 - the addition of a licensable activity that, in the individual circumstances, shall not impact on the licensing objectives (such as the performance of plays)
 - adding conditions to an authorisation that will assist in promoting the licensing objectives
 - amending conditions that are badly worded to make them clearer
 - rewording conditions that are unenforceable
 - removing conditions that are obsolete

Relevant Considerations

193. The Licensing Authority shall consider the following matters when deciding whether a minor variation should be approved:

- whether the application increases the capacity for consuming alcohol on the premises
- whether access to emergency exits or escape routes shall be blocked by the proposed changes
- whether the alterations might affect the operation of noise reduction measures such as an acoustic lobby
- whether the addition of a licensable activity might impact on the promotion of the licensing objectives, e.g. the addition of live or recorded music on the prevention of public nuisance objective
- the proximity of the licensed premises to residential accommodation
- conditions volunteered by the applicant to mitigate the effects of any changes
- the previous history of the premises
- the proximity and density of other licensed premises if customers from these premises may be attracted by the licensable activities being offered
- whether the premises is already licensed during that period for other licensable activities

This list is not intended to be exhaustive and cannot anticipate every scenario. Each case shall be determined on its merits.

Chapter Nine

Licence Reviews and the Responsibilities of Licence Holders

This section outlines the Licensing Authority's approach to reviews of Premises Licences and Club Premises Certificates

Responsibilities of Licence Holders

194. Being a licence holder carries special responsibilities, and all licence holders must give meaningful effect to the terms and conditions of the licence with a view to preventing problems arising.
195. If management issues do arise, it is essential that licence holders proactively engage with the Licensing Authority, responsible authorities and local people in order to address them. In particular, the licence holder should listen to concerns and seek to identify specific steps they can take to deal with problems in a way that promotes the licensing objectives.
196. Where possible, the Licensing Authority shall endeavour to give licence holders early warning of concerns about problems and the need for improvement. In some cases, the Licensing Authority (where time allows) may also be able to facilitate mediation between the licence holder and people who are concerned about the operation of the premises. However, in the final analysis responsibility for addressing problems lies with the licence holder. In particular, the Licensing Authority will expect licence holders to take immediate action to deal with problems that are seriously affecting the quality of life of local people. Failure on the part of the licence holder to respond proactively to management issues may lead the Council to take enforcement action (see Chapter 13). It may also trigger a party seeking a review of the licence. In considering such a review, the Licensing Authority will have regard to the actions of the licence holder and the extent to which they have co-operated with other parties in attempting to deal with issues raised.
197. A review may be sought by a responsible authority or an interested party on the grounds of concerns about the premises, or may be triggered automatically followed a Police closure of the premises due to disorder.
198. A review must relate specifically to the premises that are the subject of the review.
199. The Licensing Authority may reject an application for review from an interested Party on the grounds that it is frivolous, vexatious or repetitious, or on the ground that it is not relevant to the licensing objectives. The Licensing Authority may not reject review applications from responsible

authorities except on the latter ground.

200. The Licensing Authority would expect a review to be sought only where other mechanisms to deal with problems at the premises have been exhausted. For example, a review application would not be appropriate, and may be regarded as vexatious, if the interested party has not brought the problems to the Licensing Authority's attention previously and given officers an opportunity to fully investigate their complaint.
201. At a review hearing, the Licensing Authority may:
- add conditions to the licence
 - modify conditions of the licence
 - remove certain licensable activities from the licence
 - reduce the hours during which licensable activities may take place
 - remove the Designated Premises Supervisor
 - suspend the licence for up to three months
 - revoke the licence

Expedited Reviews

202. The Violent Crime Reduction Act 2006 gave the Police powers to seek expedited reviews of Premises Licences where the sale of alcohol is a licensable activity. The powers do not apply to other types of licence, or to Club Premises Certificates.
203. The powers complement existing procedures in the Licensing Act 2003 for tackling crime and disorder associated with licensed premises. The existing powers, in Part 8 of the 2003 Act, provide for the instant closure of premises by the Police in some circumstances, and the review of the licence by the Licensing Authority. The expedited review powers are aimed at tackling serious crime and serious disorder, including the use of guns and knives.
204. The powers allow:
- the Police to trigger a fast track process where they consider that the premises are associated with serious crime or serious disorder (or both); and
 - the Licensing Authority to respond by taking interim steps quickly, where appropriate, pending a full review.
205. The Chief Officer of Police may apply to the Licensing Authority for an expedited review of a Premises Licence where a senior Police Officer has issued a certificate stating that in his/her opinion the premises are associated with serious crime or serious disorder (or both).
206. On receipt of the application and the certificate, the Licensing Authority must within 48 hours consider whether it is necessary to take interim steps pending determination of the review of the Premises Licence. In any

event, the Licensing Authority must undertake a review within 28 days of receiving the application.

207. At the interim steps hearing, the Licensing Authority may:
- modify the conditions of the Premises Licence
 - exclude the sale of alcohol by retail (or other licensable activities) from the scope of the licence
 - remove the Designated Premises Supervisor from the licence
 - suspend the licence.
208. Following the full review hearing, the Licensing Authority may do any of the above, or revoke the licence.
209. “Serious crime” is defined as (a) conduct that constitutes an offence for which a person 21 years of age or over with no previous convictions could reasonably be expected to be sentenced to imprisonment for three or more years or (b) conduct that involves the use of violence, results in substantial financial gain, or is conduct by a large number of persons in pursuit of a common purpose.
210. “Serious disorder” is not defined, but should be understood in its ordinary English sense.
211. The Premises Licence holder may make representations against interim steps taken by the Licensing Authority. There is no time limit for this, though in practice at some point this would be superseded by the full review, which must be completed within 28 days. On receipt of the representations, the Licensing Authority must (if the representations are not withdrawn) hold a hearing within 48 hours of receipt, excluding non working days.
212. In the case of an expedited review, the interim steps taken by the Licensing Authority remain in force during any period within which an appeal may be brought, until the determination of that appeal. The decision of the Licensing Authority taken at the full hearing will take no effect during this time.

Chapter Ten

Temporary Event Notices

This chapter outlines the Licensing Authority's approach to the authorisation of temporary events

213. Temporary Event Notices authorise “one-off” licensable activities on a premises. There are certain restrictions relating to Temporary Event Notices set out in the Act:
- the number of times a person (the “premises user”) may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
 - the number of times a temporary event notice may be given for any particular premises (12 times in a calendar year);
 - the length of time a temporary event may last (96 hours);
 - the maximum total duration of the periods covered by temporary event notices at any individual premises (15 days); and
 - the scale of the event in terms of the maximum number of people attending at any one time (less than 500).
214. Where events are planned outside the limits above, an application must be made for a limited duration Premises Licence.
215. Applications for Temporary Event Notices must be made using the prescribed form. Applications must be given to the Licensing Authority and the Police in duplicate no later than ten working days before the first day on which the event begins. The ten working days do not include the day the notice was given, the first day of the event, weekends or bank holidays. Applicants are however encouraged to give as much notice as possible. Further details regarding the application procedure and fee payable can be found in the Guidance for Serving a Temporary Event Notice.
216. The term “given” is used in the Licensing Act 2003 and is not defined. The Licensing Authority consider the term to mean the date on which the Notice is received by the Authority, not the date on which it was sent. Applicants are therefore advised to hand deliver notices if time is short, as late notices will not be accepted under any circumstances.

Chapter Eleven

Personal Licences

217. Persons who wish to supply alcohol, or authorise the supply of alcohol, in accordance with a Premises Licence must apply for a Personal Licence. Applications should be made to the Licensing Authority for the area in which the applicant is ordinarily resident or, in any other case, may be made to any licensing authority. Personal Licences are granted for a period of ten years. Applications for a Personal Licence must be made using the prescribed form. Further details regarding the qualifying conditions, the application procedure and fee payable can be found in the Guide for Applicants. Holders of Personal Licences are reminded of the duty to notify the Licensing Authority who granted the Personal Licence of:
- any change in his/her name and/or address
 - any conviction of a relevant offence or foreign offence
218. All sales of alcohol must be authorised by a Personal Licence Holder. This does not require the presence of the Designated Premises Supervisor nor a Personal Licence Holder on the premises at all material times.
219. Similarly, a Personal Licence Holder is not the only person who can make sales and neither must they be personally present at every transaction. A Personal Licence Holder may authorise members of staff to make sales of alcohol, but may be absent at times from the premises when a transaction takes place. However, the responsible Personal Licence Holder will not be able to escape responsibility for the actions of anyone authorised to make sales.
220. The Guidance published by the Secretary of State gives the following advice on what constitutes “authorisation”:
- the person(s) authorised to sell alcohol at any particular premises should be clearly identified
 - the authorisation should have specified the acts which may be carried out by the person being authorised
 - there should be an overt act of authorisation, for example, a specific written statement given to the individual being authorised; and
 - there should be in place sensible arrangements for the personal licence holder to monitor the activity that they have authorised on a reasonably regular basis.
221. It goes on to state, “The Secretary of State strongly recommends that Personal Licence Holders give specific written authorisations to individuals that they are authorising to retail alcohol. A single written authorisation would be sufficient to cover multiple sales over an unlimited period. This would assist Personal Licence Holders in demonstrating due diligence should issues arise with enforcement authorities; and would protect

employees if they themselves are challenged in respect of their authority to sell alcohol. ...It must be remembered that whilst the Designated Premises Supervisor or a Personal Licence Holder may authorise other individuals to sell alcohol in their absence, they are responsible for any sales that may be made. Similarly, the premises licence holder remains responsible for ensuring that licensing law and licence conditions are observed at the premises.”

222. The Licensing Authority generally expects licence holders to have regard to the advice from the Secretary of State when authorising non Personal Licence Holders to make sales of alcohol under the terms of the licence.

Chapter Twelve

Designated Premises Supervisors

223. Under the Act, licences that authorise the sale of alcohol must contain details of the Designated Premises Supervisor, save for the exceptions relating to certain community premises outlined below. All applications to appoint a person as the premises supervisor must be accompanied by a form of consent from that person. Applicants for new licences that authorise the sale of alcohol should include in their Operating Schedule the prescribed information in respect of the individual who the applicant wishes to have specified in the premises licence as the premises supervisor. Applications must be in the prescribed form and accompanied by the specified documents and fee. Applications to vary an existing licence to specify a new person as the premises supervisor must be made in the prescribed form and be accompanied by the specified documents and fee.
224. There is no requirement for a Designated Premises Supervisor to be on the premises at all times that alcohol is being sold. However, the Licensing Authority expects the Designated Premises Supervisor to be a person with day to day managerial control of the premises who will take reasonable steps to ensure the licensing objectives are promoted and licence conditions are adhered to.
225. In cases where a Designated Premises Supervisor is going to be absent for a prolonged period, perhaps due to ill health, maternity leave or extended holiday, the Licensing Authority would expect a new Designated Premises Supervisor to be appointed to cover the period of absence.
226. If there are concerns that a Designated Premises Supervisor is repeatedly absent, the Police may apply for a review of the Premises Licence if this gives rise to concerns about the operation of the premises and its impact on the licensing objectives.
227. Should the Designated Premises Supervisor cease to work for the premises at which s/he is nominated, the Licensing Authority shall consider there is no Designated Premises Supervisor for those premises. This consideration shall apply regardless of whether that person is still named on the Premises Licence, or whether they have asked for their name to be removed from it. This consideration shall apply until such time that an application is received to nominate a new premises supervisor. In such cases, the Licensing Authority shall expect no sales of alcohol to take place until an application to vary the Designated Premises Supervisor has been submitted to the Licensing Authority.

Disapplication of Mandatory Conditions for Community Premises

228. The Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls &c.) Order 2009 (“the Order”) created an exemption for the requirement for a Designated Premises Supervisor for community premises, who may make application to the Licensing Authority to apply the alternative Mandatory Condition to their licence.
229. The alternative Mandatory Condition is that every supply of alcohol under the Premises Licence must be made, or authorised by, the Management Committee.
230. The term “Management Committee” is defined, in relation to community premises, as a committee or board of individuals with responsibility for the management of the premises. Further information concerning the requirements for a Management Committee is provided below.
231. The Order defines “community premises” as a church hall, chapel hall or other similar building, or a village hall, parish hall, community hall or other similar building. It applies also to premises that form part of such buildings.
232. In most cases it should be clear whether premises meet the “community premises” definition under this part of the Act. However, if there is any doubt, the Licensing Authority will consider each case on its merits, with primary consideration being given as to how the premises are predominantly used.
233. Premises that are genuinely made available for community benefit most of the time, accessible to a wide range of sectors of the local community, and used for purposes beneficial to the community as a whole are likely to meet the definition. This could feasibly include educational premises, such as school halls, but only where they are genuinely and widely used for the benefit of the community as a whole, and not just for the particular school in question. Community premises are usually multi-purpose and a variety of activities can be expected to take place in them, such as playschools, senior citizens’ clubs, indoor sports, youth clubs and public meetings.
234. The fact that a school or private hall is made available for hire by the community would not in itself be sufficient to qualify the premises as “community premises”. Though this may be provision of a service to the community, the Licensing Authority will consider whether halls used largely for private hire by individuals or private entities are genuinely by their nature “community premises”. The statutory test is directed at the nature of the premises themselves, as reflected in their predominant use, and not only at the usefulness of the premises for members of the community for private purposes.

235. Generally, premises whose use is restricted to members of a club or association would not be classed as “community premises” for the purposes of the Act. However, the hire of the premises to individual organisations and users who restrict their activities to their own members and guests would not necessarily conflict with the status of the premises as “community premises”, provided the premises are generally available for use by the community in the sense described above.
236. Qualifying clubs, which are entitled to seek a Club Premises Certificate to supply alcohol to their Members, should not instead seek a Premises Licence with the disapplication of the usual Mandatory Condition to have a Designated Premises Supervisor.
237. The Licensing Authority must be satisfied that the arrangements for the management of the premises by the committee or board are sufficient to ensure the adequate supervision of the supply of alcohol on the premises.
238. The Licensing Authority expects the Management Committee to be a formally constituted, transparent and accountable management committee or structure. The Committee should provide sufficient oversight of the premises to minimise any risk to the licensing objectives. This could include management committees, executive committees and boards of trustees. The application form requires the applicants to provide the names of the management committee’s key officers e.g. the Chair, Secretary, Treasurer.
239. Applicants must explain how the premises are managed, its committee structure and how alcohol sales will be supervised in different situations (e.g. when the hall is hired to private parties). They should also describe how responsibility is determined in individual cases and how issues arising are discussed and reviewed within the committee procedure. Copies of any constitution or other management documents must be provided together with names of key officers such as the Chair, Secretary and Treasurer.
240. Where the management arrangements are less clear, the Licensing Authority may ask for further details to confirm that the management board or committee is properly constituted and accountable before taking a decision on whether to grant the application, subject to the views of the Metropolitan Police. Community premises may wish to check with the Licensing Authority before making an application.
241. The Management Committee is strongly encouraged to notify the Licensing Authority if there are key changes in the committee’s composition e.g. to the Chair, Secretary or Treasurer, and to submit a copy to the Chief Officer of Police. Failure to do so may result in a review of the Premises Licence.
242. The Management Committee will be collectively responsible for ensuring compliance with licence conditions and the law, and may remain liable to

prosecution for one of the offences in the Licensing Act, even in cases where a member of the Management Committee is not present during licensable events. Management Committees are strongly advised to provide hirers with a written summary of their responsibilities under the 2003 Act in relation to the sale of alcohol and to take reasonable steps to ensure that the hirer has read, understood and is able and willing to comply with the summary. In such cases, the Management Committee is likely to be treated as having taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

243. In exceptional circumstances, the Chief Officer of Police can object to a request for inclusion of the alternative licence condition on the grounds of crime and disorder, and any responsible authority and/or interested party can seek reinstatement of the mandatory conditions through a review of the licence. The Police will consider any history of incidents at an establishment in light of the actual or proposed management arrangements, including the use of appropriate hire agreements. If the Chief Officer of Police issues a notice seeking the refusal of the application to include the alternative licence condition, the Licensing Authority must hold a Licensing Panel hearing in order to decide whether to grant the application.

Chapter Thirteen

Enforcement and Monitoring

This Part outlines in general terms the Licensing Authority's approach to licensing enforcement.

244. The primary aim of enforcement is to achieve compliance. Though enforcement may be taken to mean the formal approach, it may also include advice and support to business to achieve compliance.
245. Compliance may be achieved through encouraging a sense of community, improved communication, and proactive work with licensees and businesses. Such proactive work may include training, giving advice and information, and initiatives that educate, inform and encourage partners and stakeholders to work together efficiently and effectively. The principal objective in taking a holistic approach to managing the night time economy is to prevent problems from occurring before they begin.
246. However, it is recognised that such aims cannot always be achieved, and that active enforcement of the law may be the only effective means of securing compliance. To this end the following enforcement options are available to the Licensing Authority:
- verbal or written advice
 - verbal warning
 - written warning
 - mediation between licensees and residents
 - simple caution
 - prosecution
247. These actions are not mutually exclusive and it may be that one course of action follows another, depending on the individual circumstances.
248. Additionally, responsible authorities and interested parties may seek a review of a Premises Licence if they feel the licensing objectives are not being properly upheld, and the Police have the power to issue Closure Notices against certain problem premises.
249. The Licensing Authority operates a partnership approach to dealing with enforcement matters concerning licensed premises. This may include working with the Police or any of the other responsible authorities under the Act, or working with colleagues from other Council departments or outside agencies.
250. The Licensing Authority has agreed an enforcement protocol between the Licensing Authority and the other responsible authorities that clarifies each partner's roles and responsibilities. The primary aims of the protocol are to:

- promote the Licensing Objectives
 - promote open communication between agencies
 - provide clear lines of responsibility regarding enforcement of the law
 - share intelligence, where appropriate, to enable effective enforcement of the law
 - establish a process for responsible authorities to call for reviews of licences.
251. The Licensing Authority has an enforcement policy under which all of its monitoring and enforcement practices operate. This enforcement policy follows the principles of the Enforcement Concordat.
252. One of the key mechanisms the Licensing Authority and its partners use to manage alcohol related crime and disorder and public nuisance in licensed premises is the Licensing Tasking Group. This Group is held fortnightly and consists of representatives from all the responsible authorities. The Tasking Group is established under the Violent Crime Operational Group (VCOG). Meetings are operationally focussed and partners provide and share intelligence in the form of crime statistics, complaints and any other relevant information. The Tasking Group determine which agency or team is best equipped to deal with the particular problem and create a task. The outcomes from that task are reported back to the group at the following meeting and appropriate further action taken if necessary.
253. The Licensing Authority will need to be satisfied that premises are being run in accordance with the provisions of the Act and any conditions attached to the Premises Licence or Club Premises Certificate. To achieve this, the Licensing Authority will make full inspections of premises, carry out covert visits and carry out general monitoring of areas known to be a problem, or to have been a problem.
254. Inspection and enforcement under the Act will be based on the principles of risk assessment, a graduated response and the targeting of problem premises. [Full premises inspections will not be undertaken routinely, and] the frequency of inspections will be determined on risk-based criteria with high risk operations receiving more attention than premises carrying low public safety, crime and disorder or public nuisance risks.
255. Premises found to be fully compliant will attract a lower risk rating. Those where breaches are detected will attract a higher risk rating.
256. The Licensing Authority will take appropriate enforcement action against those responsible for unlicensed premises/activity. Action will be carried out in accordance with the Enforcement Policy.
257. Before deciding which course of action to take, the Licensing Authority shall consider the following matters:

- the history of the premises
- the history of the offender
- the offender's attitude
- the circumstances of the offence
- whether the offender has a statutory defence to the allegations
- the impact or potential impact of the breach on the public
- the quality of the evidence against the offender
- the likelihood of achieving success in a prosecution
- the likely punishment that will be incurred if the case goes to Court
- whether the course of action proposed is likely to act as a deterrent
- whether the course of action, if it is publicised, is likely to have a beneficial effect on the behaviour of others

Chapter Fourteen

Film Classifications

258. The BBFC classifies films to be exhibited in cinemas on behalf of Licensing Authorities. However, the Licensing Authority is the classification body for films shown in the Borough, and, as such, has the right to issue film classifications to films that are shown in premises such as cinemas upon request.
259. All requests to classify a film must be accompanied by a synopsis of the film and a full copy of the film in DVD or other appropriate format. Requests shall be assessed by officers of the Licensing Authority against the BBFC guidelines and the licensing objectives. Officers shall view the entire film and make a recommendation on the classification to the Head of Customer Support, who shall make the final decision on the classification.

Appendix One

Interested Parties and Responsible Authorities

Section 13 of the Licensing Act 2003 defines 'interested party' and 'responsible authority'.

Interested parties are defined as:

- a person living in the vicinity of the premises
- a body representing persons who live in that vicinity
- a person involved in a business in that vicinity
- a body representing persons involved in such businesses
- Members of the Council (local Councillors)

The Licensing Authority has not defined what will be regarded as the "vicinity". This will be decided on a case by case basis by the Licensing Authority. In general, the Licensing Authority will consider the geographical proximity of the person making representations and the premises concerned and whether they are both in the same neighbourhood.

'Responsible authority' means any of the following:

- 1) the Chief Officer of Police:

Police Licensing Team
Holborn Police Station
10 Lambs Conduit Street
London WC1N 3NR

- 2) the Fire Authority:

LFEPA
Camden Borough Team
Fire Safety Regulations
London Fire Brigade
169 Union Street
London SE1 0LL

- 3) the enforcing authority within the meaning given by section 18 of the Health and Safety at Work etc. Act 1974 for any area in which the premises are situated:

London Borough of Camden
Health and Safety Team
Town Hall Extension
Argyle Street
London WC1H 8EQ

or

The Health and Safety Executive
Rose Court
2 Southwark Bridge
London SE1 9HS

- 4) the local planning authority within the meaning given by the Town and Country Planning Act 1990 (c. 8):

London Borough of Camden
Planning Division
Town Hall Extension
Argyle Street
London WC1H 8EQ

- 5) the local authority by which statutory functions are exercisable in any area in which the premises are situated in relation to minimising or preventing the risk of pollution of the environment or of harm to human health:

London Borough of Camden
Environmental Health Team
Town Hall Extension
Argyle Street
London WC1H 8EQ

- 6) a body which represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and is recognised by the Licensing Authority for that area as being competent to advise it on such matters:

The Camden Safeguarding Children Board
Quality Assurance
Crowndale Centre
218 Eversholt Street
London NW1 1BD

- 7) Any Licensing Authority (other than the relevant Licensing Authority) in whose area part of the premises is situated.
- 8) The local weights and measures authority (within the meaning of section 69 of the Weights and Measures Act 1985):

London Borough of Camden
Trading Standards Team
Town Hall Extension
Argyle Street
London WC1H 8EQ

In relation to a vessel:

- 9) A navigation authority (within the meaning of section 221(1) of the Water Resources Act 1991 (c. 57)) having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities:
- the Environment Agency
 - the British Waterways Board
 - the Secretary of State
 - the British Waterways Board (where appropriate)
 - Boating Business Manager
 - British Waterways Authority, 1 Sheldon Square, London W2 6TT

Appendix Two

Scheme of Delegation

Matter to be dealt with	Sub Committee (Licensing Panel)	Officers
Application for Personal Licence	If a Police representation is made	If no representation made
Application for Personal Licence with unspent convictions	All cases	-
Application for Premises Licence/Club Premises Certificate	If a relevant representation is made	If no representation made
Application for Provisional Statement	If a relevant representation is made	If no representation made
Application to vary Premises Licence/Club Premises Certificate	If a relevant representation is made	If no representation made
Application to vary Designated Premises Supervisor	If a Police representation is made	All other cases
Request to be removed as Designated Premises Supervisor	-	All cases
Application for transfer of Premises Licence	If a Police representation is made	All other cases
Applications for Interim Authorities	If a Police representation is made	All other cases
Application to review Premises Licence/Club Premises Certificate	All cases	-
Decision on whether a complaint is irrelevant frivolous vexatious etc	-	All cases
Determination of a Police representation to a Temporary Event Notice	All cases	-

Appendix Three

Consultees

This Statement of Licensing Policy was the subject of a three months public consultation period. Those consulted during this period included the parties outlined in the Licensing Act 2003. The relevant provisions of the Licensing Act are outlined below.

Section 5(3) Licensing Act 2003

Before determining its Statement of Licensing Policy, the Licensing Authority is required to consult with the following parties:

- the Chief Officer of Police for the Licensing Authority's area
- the Fire Authority for that area
- such persons as the Licensing Authority considers to be representative of holders of Premises Licences issued by that authority
- such persons as the Licensing Authority considers to be representative of holders of Club Premises Certificates issued by that authority
- such persons as the Licensing Authority considers to be representative of holders of Personal Licences issued by that authority, and
- such other persons as the Licensing Authority consider to be representative of businesses and residents in its area.

Consultation on Camden's revised Statement of Licensing Policy 2011 commenced on 17 May 2010 and ended on 20 August 2010.

Consultation packs containing a cover letter, questionnaire and prepaid envelope were posted to 4275 consultees including:

- Personal Licence Holders
- Premises Licence Holders
- qualifying clubs
- Area Amenity Groups
- community associations and centres
- ethnic group associations
- faith groups
- traders associations
- people who responded to the consultation on extension of the Seven Dials SPA boundary in 2009
- people who responded to the consultation on the last statutory review of our Statement of Licensing Policy in 2007

- neighbouring Licensing Authorities at Brent, Westminster, Islington, Haringey, Barnet and the City of London

Electronic copies of the cover letter and questionnaire were sent to a further 77 consultees including:

- licensing staff in customer services and enforcement at Camden Council
- responsible authorities, including the Metropolitan Police at Holborn
- Camden Business Against Crime
- Camden Primary Care Trust
- area forum members
- Safer Neighbourhood Teams of the Metropolitan Police
- Town Centre Managers at the London Borough of Camden
- Business Improvement Districts
- Camden Lesbian, Gay, Bisexual and Transgender Forum
- London Borough of Camden Community Safety Team
- London Borough of Camden Anti Social Behaviour Team
- Youth Council

A newspaper advertisement was published in the Camden New Journal on 13 May 2010 advising of the consultation and how to respond and a public notice was displayed at Camden Town Hall for the duration of the consultation period.

Additionally, consultation packs were available on request from Camden's Licensing Team and for download on the London Borough of Camden website, including a version of the questionnaire which could be completed online.

264 responses were received to the consultation. These responses were considered and addressed in the policy rewrite. A report presenting the consultation findings was presented to the Licensing Committee on 19 October 2010.

Appendix Four Research

Stakeholder Interviews

Preliminary interviews were held with stakeholders prior to the initial draft of this Policy being produced. Representatives of responsible authorities, Residents Associations and local businesses were interviewed, as well as departments within the Council who could provide intelligence relevant to Licensing Policy.

Some of the major concerns identified by stakeholders were:

- drinkers obstructing pavements
- nuisance caused by patrons of licensed premises drinking outside
- nuisance from people using late night refreshment venues
- a lack of quality restaurants and venues catering to older customers and families in Camden Town
- nuisance from patrons leaving licensed premises
- nuisance and crime issues from street drinkers being sold alcohol from off licences when already drunk

Observational Studies and Research

The London Borough of Camden commissioned research into its Special Policy Areas by Dr Philip Hadfield, Heather Noga, Joanna Large and Robin Jones, who produced a report entitled “Visitor Drinking, Late Night Refreshment and Transportation in the Camden Special Policy Areas July 2010”.

Dr Hadfield is a graduate of the Universities of Keele (Criminology and Philosophy, First Class) and Cambridge (M.Phil in Criminological Research), and holds a PhD from the University of Durham. He is Senior Visiting Researcher and Associate Fellow of the Centre for Criminal Justice Studies, School of Law, University of Leeds. During a ten year career in the alcohol, drug and security field he also held the positions of Senior Research Fellow at the latter institution, Research Associate at the University of Durham, Lecturer in Criminology at the University of York, and Senior Consultant to Alcohol Concern.

Aims and Objectives of Research

The research had five broad aims:

- To explore the drinking habits of users of the night-time economy in the London Borough of Camden, both in terms of their average alcohol consumption on a night out and in relation to their propensity to pre-load; that is to begin drinking before going out.
- To examine the safety and accessibility of late-night transport options for users of the night-time economy.

- To examine Late Night Refreshment (LNR) premises and their relation to risk or protective factors associated with the dispersal of nightlife visitors.
- To gain an insight into potential tensions between different uses and users of the two Special Policy Areas. In particular, to identify key sub-locations within these areas and extent to which current facilities and strategies within these locations promoted the statutory licensing objectives of preventing crime and disorder and public nuisance, enhancing public safety, and protecting children from harm.
- To draw conclusions and recommendations for action based upon the above.

General Methodology

Individuals participating in night time activities in the Camden Town and Seven Dials Special Policy Areas were approached to complete a short questionnaire.

The survey research was conducted by a team of three researchers on 29-30 January 2010 and 14-15 May 2010 (Camden Town) and on 19-20 February 2010 and 11-12 June 2010 (Seven Dials) covering the 2300 hours to 0400 hours period of the following morning.

Additionally, observations of the Camden Town Special Policy Area were undertaken between the hours of 2200 hours and 0400 hours on the evenings of Friday/Saturday 5th/6th March 2010, Saturday/Sunday 13th/14th March 2010, Saturday 22nd May to Sunday 23rd May 2010 and Friday 28th to Saturday 29th May 2010.

Observations of the Seven Dials Special Policy Area were undertaken between the hours of 2200 hours and 0400 hours on the evenings of Friday/Saturday 19th to 20th March 2010, Saturday/Sunday 27th to 28th March 2010, Saturday 5th June to Sunday 6th June 2010 and Friday 25th June to Saturday 26th June 2010.

Introduction

Camden Town hosts a range of entertainment options for night-time economy participants, from restaurants, pubs and takeaways to nightclubs and live music venues. Camden High Street provides an active strip of licensed options where crowds of individuals migrate from venue to venue throughout the night. A vibrant and popular night-time area, Camden Town is a key destination for nightlife in London.

The Seven Dials area forms part of the hub of activity around Covent Garden and is located on the fringes of West End theatre land. After the theatre crowds have left the area retains an active street life, but not of comparable volume to Camden Town. The area's main attractions are public houses with 2300 hours closing times, with several late-night bars sprinkled along the side streets. Unlike Camden Town, which retains considerable pedestrian footfall up to around 0330

hours, Seven Dials becomes much quieter after midnight save for a pocket of isolated (though significant) activity around Drury Lane, Parker Street, Great Queen Street and Kingsway.

Thus, despite being located in the same London Borough, the two 'Special Policy Areas' have quite distinctive characteristics and audiences, although their users were found to share a number of similar concerns.

Visitor Profiles

All periods of research were consistent in conveying the impression that the majority of night-time visitors to both Special Policy Areas are between 20 and 30 years of age. This youthful profile becomes more pronounced late at night, particularly after 0100 hours.

Seasonal variations in the popularity of the areas were found with Camden Town being busier in the summer than in the winter and Seven Dials being busier in the winter than in the summer.

The frequency of visitor attendance in both areas was similar with almost half of respondents (43.3% in Camden Town, 45.5% in Seven Dials) frequenting the Special Policy Areas less than once a week.

Transport

The majority of Camden Town respondents reported travelling from North West or North London postcodes, whereas in Seven Dials the majority of respondents reported travelling from South West or Central London.

A greater percentage of respondents in Seven Dials (39.0%) as compared to Camden Town (12.2%) reported problems getting home the last time they were out in the area.

In Camden Town, there was a distinct seasonal difference in preferred methods of transportation home. In January, the preference for night buses and taxis was similar, each attracting approximately 40% of the individuals surveyed. In the summer, 48.5% of respondents indicated they intended on taking a night bus, which far exceeded the preference for taxis at 16.2%. Similarly, all other reported methods of transportation home also increased, including the intention to walk. In the summer, over a third of respondents aged '30 and over' (36.4%) expressed their intention to walk home.

In Camden Town not only were the summer crowds larger, they also showed a greater appetite to remain on the streets for longer periods of night. At the same time, a greater proportion of visitors chose to exit the area by bus or on foot in preference to Private Hire Vehicles or taxis. This compounded the problem of overcrowding on night buses, and queuing and frustration at bus stops.

There are clear pressures on the night bus services operating in the Camden Town Special Policy Area. The bus stops on Camden High Street, Kentish Town Road, and Bayham Street were frequently observed to be crowded with people.

In Seven Dials, much of the late night dispersal was towards the bus stops on Kingsway. Delays in dispersal were associated with visits to the nearby takeaway establishments; however, services at the bus stops were regular and able to accommodate the numbers of people waiting.

Preferred methods of transportation home for Seven Dials by season showed comparatively few differences. In the summer sweep, a significantly higher percentage of individuals indicated that they intended to walk home, with slightly fewer reporting an intention to take the tube or a taxi.

In Camden Town, people continue to arrive at the Camden Town London Underground station up to 30 minutes after the last train has left.

The dispersal of evening crowds who have access to readily available modes of public transport, including London Underground services, is not comparable with the more protracted and noisy dispersal of late-night audiences. Both the age profile and behaviours of each group of visitors are different, with later-night visitors being generally younger and more heavily intoxicated.

Visitor Drinking Patterns

Visitor drinking patterns are very different in the two Special Policy Areas. Alcohol consumption by visitors to Camden Town was higher on average than that of visitors to Seven Dials. Although respondents were purchasing similar quantities of alcohol within licensed premises in the Special Policy Areas, those in Camden Town reported heavier drinking (especially home drinking) pre-arrival.

Those surveyed later in the evening had consumed more alcohol, as had those with earlier start times for their drinking. These findings, which involved analyses of the average reported consumption by hour surveyed, were consistent across both areas and both seasons. Thus, increasing the availability of alcohol through extended licensing hours for clubs and bars appears to correlate with increasing levels of alcohol consumption and therefore drunkenness within the Special Policy Areas.

In Camden Town, only around 12% of respondents in both seasons had purchased alcohol from a local shop. Proportions were even lower in Seven Dials in which few off-licensed outlets are located.

On-street drinking, though not constituting a substantial issue in Camden Town late at night, was notably more apparent in May than it had been in March. The busy pavement area (informal meeting spot) opposite Camden Town London Underground Station at the junction of Camden Road and Camden High Street adjacent to Underworld was a key location for this street drinking activity. In Seven Dials, the steps of the Seven Dials Monument were used by visitors for

on-street drinking in May. In some cases, persons engaged in this activity were customers of nearby public houses.

From the quantification of drinks data, estimates of the average (mean) alcohol consumption in units for our study were calculated to be 14.7 units for men and 9.8 units for women. These figures mask significant differences between the two areas of the Borough that were investigated, with averages of 16.7 units for men and 10.4 units for women recorded for Camden Town and 11.7 units for men and 8.6 units for women in Seven Dials. 14.8% of men and 4% of women in our sample reported drinking over 21 units on the night they were surveyed (19.8% of men and 5.1% of women in Camden Town and 7.5% of men and 1.9% of women in Seven Dials. This is well above recommended daily levels. ('Binge drinking' is defined by the Department of Health as drinking more than double the recommended daily amount of two to three units for women and three to four units for men).

14.9% of respondents reported visiting Camden Town or Seven Dials to drink three nights a week or more and 54.8% said that they intended to continue drinking after completion of the survey indicating that total alcohol consumption was likely to increase. This may be significant given government health recommendations for "at least 48 hours with no alcohol" following any heavy drinking session in order to "give your body a chance to recover".

Preloading was significantly more common among younger respondents. 27.0% of respondents reported consuming alcohol prior to their night out either at home or at a friends' home. For this sub-sample, pre-loading accounted for 15.1% of all reported alcohol consumption. When broken down by Special Policy Area, 35.8% of individuals in the Camden Town sample and 13.7% of individuals in the Seven Dials sample reported drinking either at home or at a friends' home prior to their night out. Preloading was more prevalent amongst younger visitors, those aged '29 and under' (34.0%) in comparison with those aged '30 and over' (13.1%).

Off Licences and Cumulative Impact

The majority (88.3%) of respondents in Camden Town reported purchasing zero drinks from a shop in Camden, 8.3% reported purchasing 1-4 drinks.

The majority (93.6%) of respondents at Seven Dials reported purchasing zero drinks from a shop in Seven Dials, 4.0% reported purchasing 1-4 drinks

Late Night Refreshment (Takeaways)

Camden Town has numerous late night takeaways which form an important and integral part of the area's night-time economy. Seven Dials by comparison has only one late-night takeaway located adjacent to its latest operating nightclubs. The dispersal of customers from the latter area late at night, however, is mostly in the direction of the bus stops on Kingsway. At this location one finds three takeaway food outlets within the Borough of Camden, but outside of the Special Policy Area.

In the summer, respondents were informally prompted as to whether or not they had gone to a takeaway as a result of poor transportation options. All stated they had finished their entertainment for the evening and were stopping at a takeaway before attempting to find transportation home. Observations confirmed that visitor attendance at takeaways mostly occurs before their attempts to find transportation. No evidence was found of this attendance being prompted by thwarted initial attempts to obtain transportation.

Observations show that some Late Night Refreshment operations are geared towards capturing the custom of the patrons of nearby licensed venues as they left such premises at the terminal hour.

Despite the extensions of hours permitted by the Licensing Act 2003 the actual hours to which licensed premises operate continues to cohere around certain times, notably 0300 hours in Camden Town. Thus, the period following the closure of nightclubs and bars continues to correspond with sharp increases in custom at surrounding LNR premises. Clear evidence was collected to suggest that, as a side effect of these operating procedures, some Late Night Refreshment premises contributed to delays in the dispersal of crowds from particular locations late at night.

Littering associated with visitors' use of takeaways emerged as a significant problem and an additional drain upon the Borough's street cleansing resources. The greater volume of people attending Camden Town in May meant that takeaways were busier at critical periods, resulting in a more widespread effect on dispersal and littering.

The observational studies show that Camden Town is approaching saturation point in relation to the number of Late Night Refreshment premises.

Security and Safety Management

In Camden Town, both summer (51.5%) and winter (29.7%) respondents reported a high percentage of positive comments about the social atmosphere and facilities of the area. In Seven Dials, 76.4% of respondents in the summer and 20.0% of respondents in the winter expressed positive comments.

Respondents in Camden Town made specific reference to street level drug dealing and the presence of intimidating individuals and groups. These concerns were more apparent in the summer and related mostly to the vicinity of Camden Town London Underground Station.

Street fouling by means of male urination is perhaps the most prominent form of anti-social behaviour across the two Special Policy Areas, but particularly in Camden Town.

The vicinity of Camden Town London Underground station acts as a central hub or meeting place late into the evening. This location attracts a high density of people, many of whom are inebriated through an excess of alcohol.

The busy pavement area (informal meeting spot) opposite Camden Town London Underground Station at the junction of Camden Road and Camden High Street adjacent to Underworld is a key location for on-street drinking. It is also a location at which young people suffering the ill effects of over-intoxication were observed.

Where public nuisance and anti-social behaviour associated with alcohol was observable in the Seven Dials Special Policy Area this tended to be concentrated in the period after midnight and up until around 0345 hours. However, it was noted that the Special Policy Area is geographically small and much of the cumulative impact of visitor drinking within the area will be felt outside of its boundaries as customers disperse, especially at key public transport locations such as Kingsway. Nonetheless, certain potential 'hot spots' were identified.

In the summer, a greater potential for noise escape from licensed premises was found from open windows and outdoor drinking / use of smoking areas in both Special Policy Areas. Some licensed premises were permitting their customers to drink within designated smoking areas that amounted to an area of pavement that had been cordoned off by means of a rope or other barrier. In other instances, no such defined area was apparent and customers were seen standing on the pavement smoking and/or holding glass drinks vessels. There is a potential for accidents and littering caused by broken glass, the use of glass as a weapon, and extended noise pollution caused by customers prolonging their conversations and activities, having no incentive to return within the premises.

In conclusion, Camden Town was more prone to cumulative environment stress in the summer months than during the winter period. This seasonal comparison was less conclusive in relation to Seven Dials due to the diminished number of visitors encountered in June.

The research showed the geographical boundaries of the two Special Policy Areas are appropriate to the extent that they approximately reflect the location of most activity occurring in relation to the night-time economy. In relation to Seven Dials, close monitoring of any new applications for licensed premises on Great Queen Street and Late Night Refreshment premises in the vicinity of the nearby bus stops on Kingsway should take place.

Certain sub-locations within each area were identified toward which management resources might most efficiently be targeted. The areas were identified as a result of the observable cumulative impact of activities associated with licensed premises, the density of on-street activity, the potential for crime and disorder, public nuisance such as noise pollution, and public safety concerns, including incapacitation through excess drinking and alcohol-related road traffic accidents.

In Camden Town these areas were:

- The area immediately surrounding Camden Town London Underground Station;
- The area immediately surrounding the Stables Yard Complex;
- The northern section of Chalk Farm Road, on its eastern side;
- The area immediately surrounding Koko

In Seven Dials these areas were:

- The junction of Drury lane and Parker Street (post-midnight);
- Great Queen Street (post-midnight);
- The area around the Seven Dials monument (pre-midnight);
- The bus stops and cluster of LNR premises on Kingsway (post-midnight)

The team concluded that the large majority of visitors arrive, enjoy and leave Camden without harm being caused either to themselves, to residents, or commercial interests. They felt perhaps the key issue which jeopardised this state of affairs was the effective dispersal of the visitor population. In an area with a proliferation of late night venues, cumulative impact problems were most readily felt when the visiting population had problems moving away from the area or amenities that disinclined them from doing so.

Data Analysis

The following data was compiled and analysed by the Partnership Information Unit at Holborn Police Station.

Area name	Area (sq km)	% of Camden area
LB Camden	21.65	100
Camden Town SPA	0.8984	4.1
Seven Dials SPA	0.3412	1.6
Camden Town & Holborn	1.2396	5.7

Fig 1 – Percentage of Camden as a whole represented by Special Policy Areas

Fig 1 shows that the Camden Town Special Policy Area represents just 4.1% of the total area of the London Borough of Camden. The Seven Dials Special Policy Area represents just 1.6% of the total area of the London Borough of Camden.

Premises Type	Camden Town SPA	%	Seven Dials SPA	%
Restaurant/ Café	91	14.1%	77	12.0%
Pub/ Bar/ Wine Bar	57	14.6%	44	11.3%
Dance Hall/ Club	5	15.6%	11	34.3%
Off Licence	36	11.4%	18	5.7%
Hotel	2	3.1%	6	9.4%
Members Club	0	0.0%	1	2.9%
Theatre	2	8.7%	8	34.7%
Other	11	8.7%	12	9.5%
Total	204	12.5%	177	10.9%

Fig 2 – Percentage of premises types in Camden as a whole located in the Special Policy Areas

Fig 2 shows that despite the relatively small percentage of Camden as a whole that the two Special Policy Areas represent, they have in almost all cases an exponentially larger percentage of licensed premises in each category than their total area would suggest. This is particularly clear in the case of the Seven Dials Special Policy Area, which houses 34.3% of the borough's dance halls and clubs despite representing only 1.6% of its total area.

Premises Type	Camden Town Licensed Premises Per Hectare	Seven Dials Licensed Premises Per Hectare	Rest of Camden Licensed Premises Per Hectare
Restaurant/ Café	1.01	2.26	0.23
Pub/ Bar/ Wine Bar	0.63	1.29	0.14
Dance Hall/ Club	0.06	0.32	0.01
Off Licence	0.40	0.53	0.13
Hotel	0.02	0.18	0.03
Members Club	0.00	0.03	0.02
Theatre	0.02	0.23	0.01
Other	0.12	0.35	0.05
Total	2.27	5.19	0.61

Fig 3 – number of licensed premises per hectare

Fig 3 draws together the data in Figures 1 and 2 and shows the total number of licensed premises in each category for each of the Special Policy Areas as opposed to the rest of Camden. It shows dense concentrations of licensed premises are in the two Special Policy Areas, particularly in the Seven Dials Area where the concentration of licensed premises is eight and a half times higher than areas of the borough not in a Special Policy Area.

Crime Type	Camden Crime per Hectare	Seven Dials Crime per Hectare	Rest of Camden Crime per Hectare
Assault with Injury	10.3	9.2	1.5
Common Assault	3.9	3.7	1.0
Harassment	6.7	4.6	1.0
<i>of which Public Order</i>	5.4	3.9	0.6
Offensive Weapon	0.6	0.2	0.1
Other Violence	0.9	0.7	0.2
Serious Wounding	2.1	1.8	0.2
Total	24.4	20.3	3.8

Fig 4 – alcohol related violent crimes per hectare

Fig 4 uses alcohol related 'violence against the person' data for a five year period (November 2004 – October 2009). Other crime types such as criminal damage cannot be reliably linked to alcohol as offences are often not witnessed, or any link to alcohol is often not recorded. The crimes may often not occur in or actually be linked to licensed premises. Domestic incidents are included regardless of the premises type in which they are committed, including residential properties. A key point of Fig 4 is that violence in the Special Policy Areas appears to be of greater severity than that committed elsewhere in the borough.

That is, common assaults (no injury) accounts for a greater proportion of offences in the borough as a whole, whereas assaults with injury and serious wounding make up a greater proportion of offences in the Special Policy Areas.

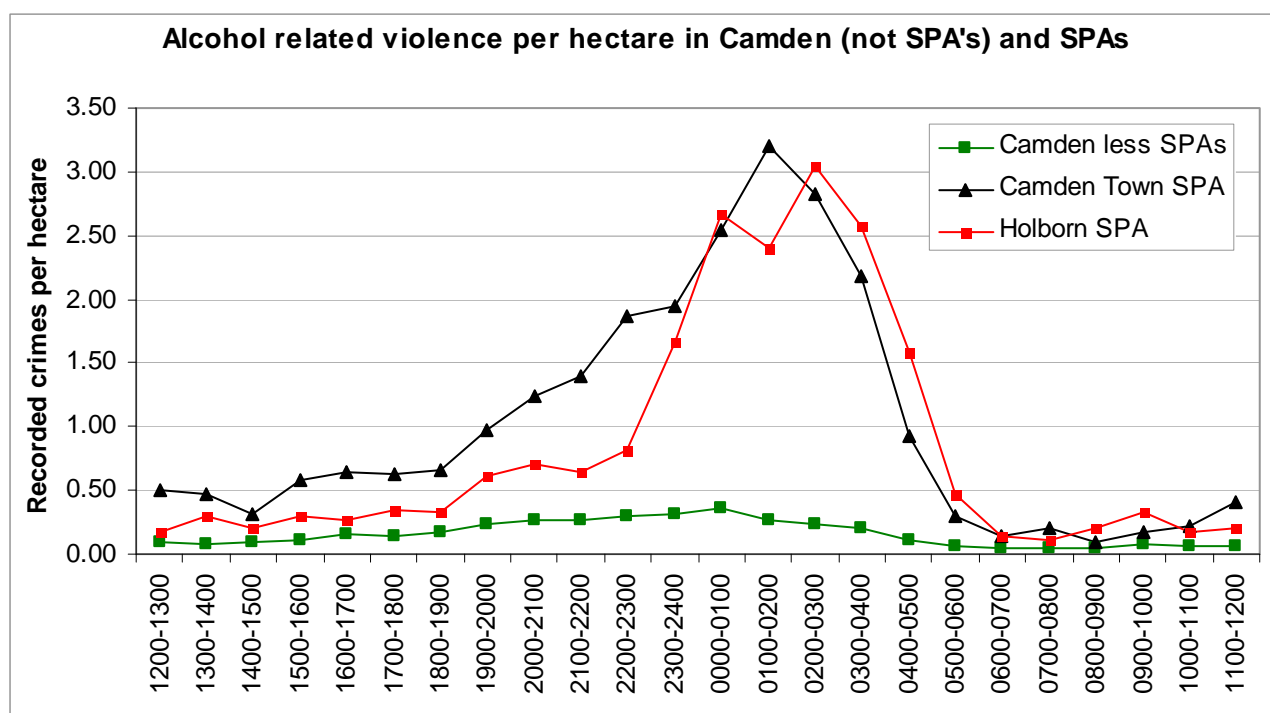


Fig 5 – alcohol related violence per hectare by time of offence

Figure 5 shows that alcohol related violence per hectare in the two Special Policy Areas at Camden Town and Holborn (Seven Dials) is significantly higher than other areas of the borough, and peaks later.

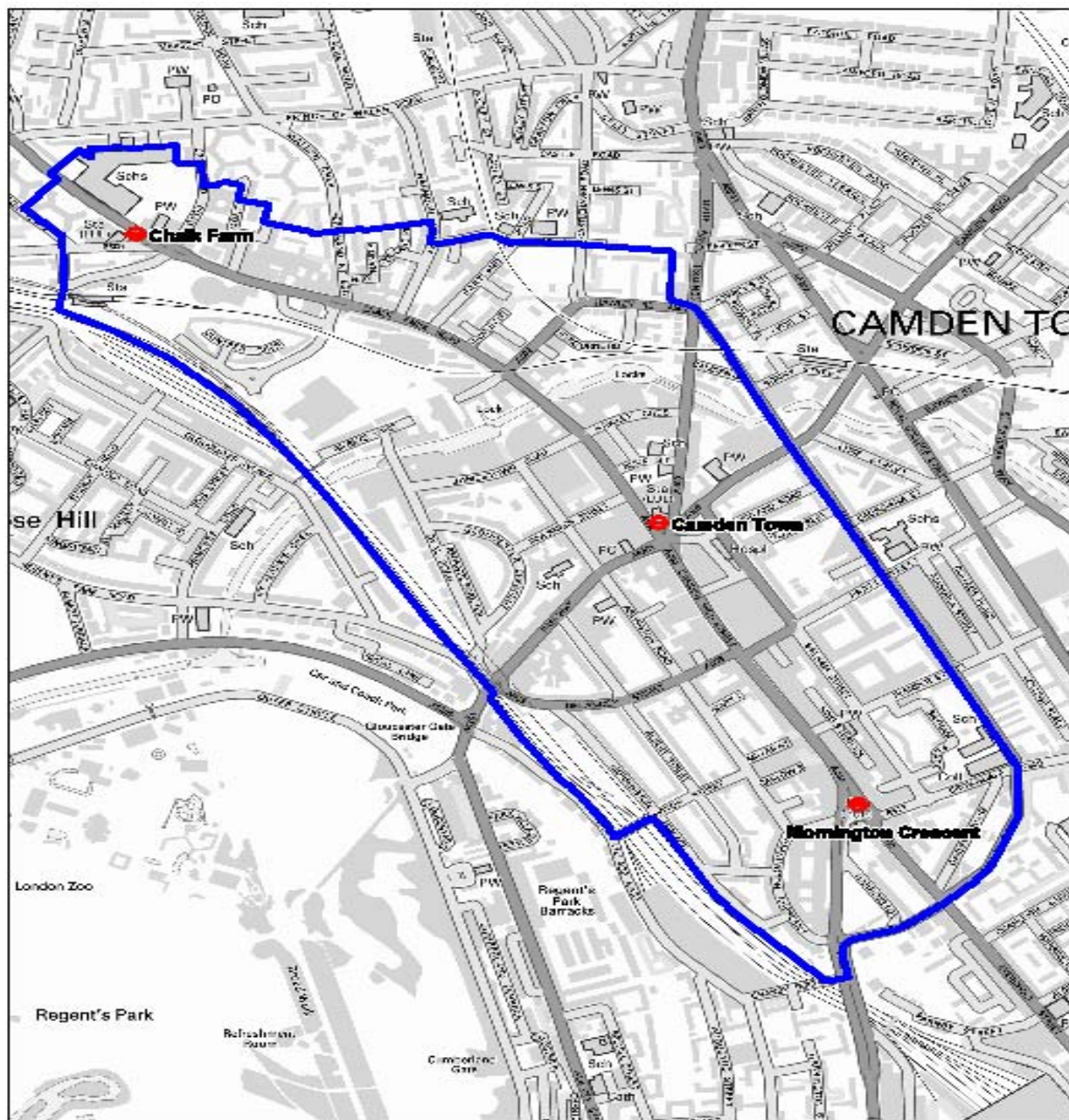
	Camden Town SPA			Seven Dials SPA		
	Offences	Premises	Rate	Offences	Premises	Rate
Bar/Public House	259	57	4.5	72	43	1.7
Dance Hall/Club	264	5	52.8	212	11	19.3
Off Licence	112	36	3.1	23	18	1.3
Café/Restaurant	158	91	1.7	51	77	0.7

Fig 6 – alcohol related violent crime per premises type

Figure 6 shows the number of alcohol related violent offences in the two Special Policy Areas over the five year period November 2004 to October 2009. Also shown is the number of premises in each SPA and the rate of offences per premises. For example, there was an average of 4.5 offences in each bar/public house in Camden Town over the five year period. The chart shows there is a far greater incident rate linked to dance hall/ club venues than other types of licensed premises.

Appendix Five

Map of Camden Town Special Policy Area



Camden Town Special Policy Area



© Crown copyright. All rights reserved
(Licence Number: 100019726) (Year: 2010)

Not to Scale

Print Date: 25/07/2010

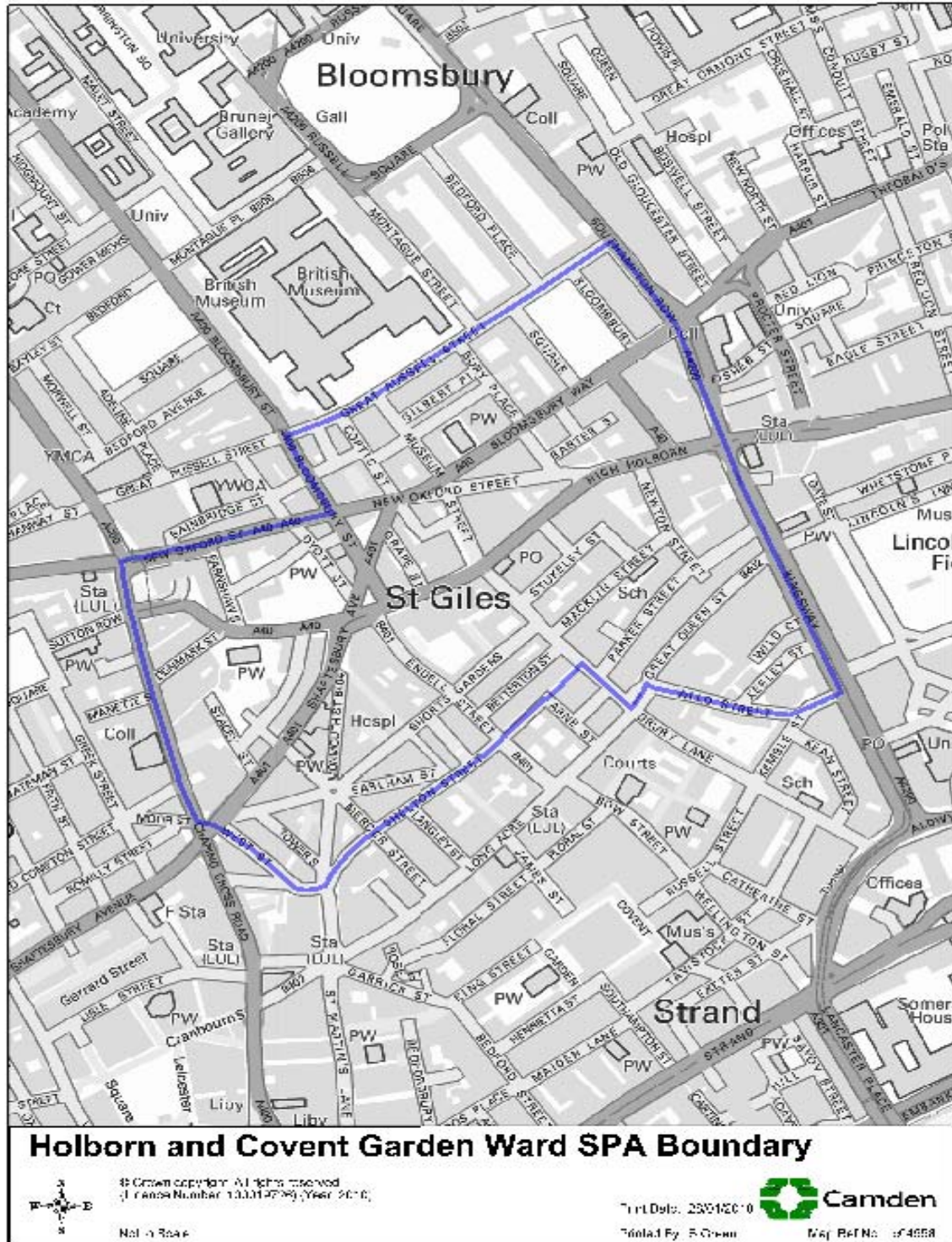


Printed By: L10001

Map Ref No: 000074

Appendix Six

Map of Seven Dials Special Policy Area



Appendix Seven

Dispersal Policies

One of the most common complaints the Licensing Authority receives is about nuisance caused by customers as they leave licensed premises at night.

The Licensing Authority recommends that primarily alcohol-led premises such as nightclubs and pubs, where located in close proximity to any residential premises, implement a dispersal policy at their venue. Examples of factors licensees should consider are given in this section. All relevant staff should be trained in any policy, and all reasonable steps should be taken to ensure it is adhered to.

The following guidance is given to venues wishing to operate a policy to control dispersal of patrons effectively.

Further guidance on dispersal policies can also be found on the NOCTIS website at <http://www.noctisuk.org/>.

Drunkenness

Under the Licensing Act 2003, it is a criminal offence to sell alcohol to someone who is drunk. Drunken customers tend to be noisier, and are more prone to aggressive behaviour. They are less likely to respond to reason. Staff should be instructed to monitor customers and eject anyone who is obviously intoxicated and no longer able to exert reasonable control over their behaviour. CCTV with monitors behind the bar can be used to supervise patrons in areas of the premises that cannot be seen from the bar area.

Drug Use

Advice on how to spot signs of drugs use can be obtained from the Police or the Council's Drug and Alcohol Action Team. Drug wipes can also be used to check if customers are using surfaces such as toilet cistern lids to take drugs. This may prove useful in ascertaining whether there is a problem with drug use at the premises.

A documented drugs policy should be in place and all staff, including door staff, should be made aware of it. Staff should be trained to spot details of drug use. Posters should be displayed throughout the venue, on the entrance and in the toilets, stating that drug use will not be tolerated. The policy should state what action will be taken if someone is found to be using, possessing, or selling drugs in the venue. It should also form part of the overall risk assessment for the premises. The consequences of ejecting patrons who have taken illegal drugs should be carefully considered and appropriate control measures put in place to ensure ejections are handled as safely as possible.

The premises should be provided with a drug safe to enable confiscated drugs to be stored safely and securely before being handed over to Police.

Transport

Licence holders should consider the means available for customers to leave the premises at night.

Taxi numbers should be displayed prominently in the premises and bar staff should be aware of them. Customers should be encouraged to wait inside the venue for taxis. Large groups of customers lingering outside are noisy and can cause disruption to local residents. If booking a taxi for a customer, staff should ask the driver to come inside to collect the fare.

Where patrons travel to the venue by car, problems can be caused by inconsiderate parking. If this is a problem, customers should be given information about where to park safely in promotional literature and on the premises website if there is one.

Staff should be familiar with local public transport links and last times for buses, tubes and trains. Information on public transport should be provided on any website and promotional literature to enable customers to plan their journey home in advance.

“Soft” Finishes

A “soft finish” encourages patrons to disperse gradually and gives greater control over their exit. A soft finish should be implemented at least half an hour before the premises close. A soft finish can be implemented by:

- gradually turning up the lighting
- playing slower music and reducing the volume
- visible signs, such as putting up bar shutters or stacking furniture away
- closing external areas such as beer gardens
- using the DJ to make announcements for people to leave the premises quietly
- ceasing the sale of alcohol
- providing hot drinks and / or snacks.

Signage

Prominent signs should be placed at exits asking patrons to leave the premises quietly.

Where CCTV is provided, signage should be displayed throughout the premises advising that patrons are being recorded.

CCTV

A CCTV system that records both inside and directly outside the premises may help to deter patrons from behaving undesirably. The effectiveness of CCTV is increased when its presence is advertised, and where patrons are warned they may be barred from the premises if they cause nuisance or participate in anti social behaviour.

Radio Schemes

Radio schemes allow licensed premises to make contact with each other quickly and easily. Licensees can warn each other when they eject troublesome customers or refuse admission to the venue. This enables nearby premises to be prepared and put mechanisms in place to deal with potential incidents before they occur.

Camden Business Against Crime (CBAC) run a radio scheme for all commercial premises in the borough that includes administration, ongoing training and support, and data sharing such as photographs of known suspects. CBAC can be contacted on 020 7974 5199.

Licence holders should be aware that liaison with CBAC and agencies such as the Police is viewed in a positive light by the Licensing Authority and that the reporting of crime or incidents at the premises via such organisations will not count against the premises concerned.

Pubwatch

Pubwatch can be an invaluable resource for licensees. It enables them to share information, intelligence and advice about crime, disorder and anti social behaviour in the area with each other, the Council and the Police. This can include sharing information such as photographs of offenders and the “Barred from One, Barred from All” scheme. This can in turn assist with dispersal because known troublemakers cannot gain access to licensed premises in the first instance.

Camden Business Against Crime can assist licensees with setting up a Pubwatch for their area if required.

Door Supervisors

It may be helpful for door supervisors to wear high visibility tabards when supervising patrons leaving premises at night. This ensures they are easily recognisable by customers and can give a greater sense of authority.

Although door supervisors cannot physically control the behaviour of patrons once they are away from the licensed premises, they may ask noisy patrons to be quiet and can direct customers to nearby transport and so forth.

Door supervisors can also be requested to hand out lollipops or sweets to customers as they leave. This can reduce noise from customers talking as they exit licensed premises.

Legal Considerations

Licence holders cannot be expected to control the behaviour of patrons once they are away from licensed premises. Conditions on licences cannot be imposed that require them to do so.

However, licence holders can be required to take reasonable steps within their control to reduce the likelihood of patrons causing nuisance, or participating in anti social behaviour as they leave. Examples of the kind of steps that can be taken have been provided in this section.

The behaviour of patrons leaving licensed premises is a proper matter for the Licensing Authority to consider when determining applications for the grant, variation or review of a licence. If nuisance or disorder is occurring as a result of patrons leaving the premises when they close, conditions may be imposed on the licence requiring the licensee to take preventative steps. Alternatively hours may be curtailed, or the application may be refused.

It is particularly important for premises operating outside Framework Hours to have a dispersal policy in place, and the Licensing Authority shall scrutinise each application carefully to ensure this issue has been addressed within the Operating Schedule accompanying the application.

Appendix Eight

Resources and Further Information

The tables below provide a list of resources and further information for applicants and existing licensees.

Prevention of Crime and Disorder

Title	Web link	Contact
CCTV self-assessment CCTV toolkit for premises to assess their need	www.camden.gov.uk/ccm/content/business/business-regulations/licensing-and-permits/file-storage/cctv-self-assessment-cctv-toolkit-.en	Camden Council Community Safety Team
Operating Schedule Toolkit	www.camden.gov.uk/ccm/content/business/licensing-act-2003-downloads/post-transition-and-new-applications/premise-licence-applications/premises-licence-appendices.en	Camden Council Licensing Team
Safer Clubbing Guide	www.crimereduction.gov.uk/drugsalcohol/drugsalcohol49.htm	Drugs Prevention Advisory Service and London Drug Policy Forum
'Violent Crime' Tackling Violent Crime in the Night Time Economy	www.police.homeoffice.gov.uk/news-and-publications/publication/operational-policing/Violent-Crime.pdf?version=1	Home Office
Code of Practice on the Naming, packaging and Promotion of Alcoholic Drinks	http://www.portman-group.org.uk/?pid=3&level=1	Portman Group
Safe and Sound	http://www.stoptheguns.org/safeandsound/index.php	Metropolitan Police
Security Industry Authority Website	www.the-sia.org.uk/home	Security Industry Authority

Camden Business Against Crime	http://www.camden.gov.uk/ccm/content/policing-and-public-safety/community-safety/camden-business-against-crime-%28cbac%29.en;jsessionid=891DC9BD4619F15F59D10EF8E3391D4B.node2	Camden Business Against Crime
Safer Travel at Night Campaign	http://www.london.gov.uk/mayor/safer_travel/index.jsp	Greater London Authority

Public Safety

Title	Web link	Contact
5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804	www.hse.gov.uk/pubns/raindex.htm	Health and Safety Executive
Guidance notes for organising outdoor events and festivals	http://www.camden.gov.uk/ccm/content/leisure/arts-music--culture/celebrate-camden---a-guide-for-planning-outdoor-community-events.en;jsessionid=7B17A5AC578506B4E4556C7D796B327F	Camden Council Arts & Tourism
HSG 154 Managing Crowds Safely ISBN 0 7176 1834 X	www.hse.gov.uk/pubns/indg142.htm	Health and Safety Executive
Operating Schedule Toolkit	www.camden.gov.uk/ccm/content/business/business-regulations/licensing-and-permits/file-storage/operating-schedule-toolkit.en	Camden Council Special Projects – Planning
HSG 195 The Event Safety Guide – A guide to health, safety and welfare at music and similar events (HSE 1999) (“The Purple Guide”) ISBN 0 7176 2453 6 £20	http://www.city.ac.uk/safety/dps/H%20%20S%20Information/HSG195%20Event%20Safety%20Guide.pdf	HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA Tel 01787 881165 Fax 01787 313995

Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances	http://www.streetartsnetwork.org.uk/cn/publications/index.php	Independent Street Arts Network
Model National Standard Conditions for Places of Public Entertainment and Associated Guidance ISBN 0 9531229 3	http://www.lsonline.co.uk/books/?-37epmg	Entertainment Technology Press – ABTT Publications
Fire Safety - an Employers Guide	www.fire.org.uk/adverts/fs-eg.htm	Stationery Office
“Technical Standards for Places of Entertainment” ISBN 0 9531229 2 1	http://www.lsonline.co.uk/books/?-bd69zy/	Entertainment Technology Press - ABTT publications
HSG 95 The Radiation Safety of Lasers Used for Display Purposes ISBN 0 7176 0691 0	http://www.hse.gov.uk/pubns/indg224.htm	Health and Safety Executive
HSG 123 Working Together on Fireworks Displays: Guide to Safety for Firework Display Organisers and Operators	http://www.hse.gov.uk/pubns/books/fireworks1.htm	Health and Safety Executive
Building Regulations 1991 approved Document M	http://www.planningportal.gov.uk/english/professionals/buildingregs/technicalguidance/bcaccessstopartm/bcapproveddocuments10	The Stationery Office

Access and Facilities for Disabled People		
The following British Standards should also be considered: BS 5588 Part 1991 6 Code of Practice for Places of Assembly BS 5588 1991 Part 8 Code of Practice for Means of Escape for Disabled People BS 6465 Sanitary Installations Part 1 1994 Code of Practice for Scale of Provision, Selection and Installation of Sanitary Appliances	www.bsi-global.com/index.xalter	British Standards Institute

Prevention of Public Nuisance

Title	Web link	Contact
Camden Council Noise Standards in respect of planning and licensing applications	www.camden.gov.uk/ccm/content/business/business-regulations/licensing-and-permits/file-storage/noise-standards-for-licensing-applications.en	Camden Council Environmental Health Team
BS4142 Rating industrial noise affecting mixed residential and industrial areas (1991) BSI, London	http://www.standardsdirect.org/standards/standards4/StandardsCatalogue24_view_2440.html	British Standards Institute
Draft Code of Practice on the control of noise from pubs and clubs	http://www.ioa.org.uk/publications/publication.asp?id=1	Institute of Acoustics

London Borough of Camden (2002) Noise Strategy	http://www.camden.gov.uk/ccm/content/environment/two-column/noise.en?page=4	Camden Council Environmental Health Noise Team
Food, Drink and Entertainment in Camden Town (May 2003)	www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/development-plans-and-policies/supplementary-planning-guidance/area-guidance-on-food-drink-and-entertainment-in-camden-town.en	Camden Council Planning Department
Supplementary Planning Guidance for central London: Food, Drink and Entertainment, specialist and retail uses (June 2004)	http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/development-plans-and-policies/supplementary-planning-guidance/revise-planning-guidance-for-central-london-food-drink-and-entertainment-specialist-and-retail-uses.en	Camden Council Planning Department
Guidance notes for organising outdoor events and festivals	http://www.camden.gov.uk/ccm/content/leisure/arts-music--culture/celebrate-camden---a-guide-for-planning-outdoor-community-events.en;jsessionid=7B17A5AC578506B4E4556C7D796B327F	Camden Council Arts & Tourism

Protection of Children from Harm

Title	Web link	Contact
Proof of Age Scheme posters	http://www.wsta.co.uk/Challenge-25.html	Wine and Spirit Trading Association
Film classifications	http://www.bbfc.co.uk/downloads/pub/Guidelines/BBFC%20Classification%20Guidelines%202009.pdf	British Board of Film Classification

Appendix Nine

Licensing Act 2003 Mandatory Conditions

Conditions applicable to Premises Licences authorising the sale of alcohol

- 1) The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.
- 2) The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.
- 3) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Conditions applicable to all Premises Licences and Club Premises Certificates authorising the sale or supply of alcohol

- 4) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- 5) 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - 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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

- 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;
 - d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - i. the outcome of a race, competition or other event or process, or
 - ii. the likelihood of anything occurring or not occurring;
 - e. 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.
- 6) The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
 - 7) The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
 - 8) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
 - 9) 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 a holographic mark.
 - 10) The responsible person shall 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; and
 - b. customers are made aware of the availability of these measures.

Conditions applicable to Premises Licences where the licence includes a condition that one or more individuals at the premises shall carry out a security activity

- 11) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must –
 - a. be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - b. be entitled to carry out that activity by virtue of section 4 of that Act.

- 12) But nothing in the subsection above requires such a condition to be imposed –
 - a. In respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
 - b. in respect of premises in relation to –
 - i. any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - ii. any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

- 13) For the purposes of this section–
 - a. “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies[and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act)], and
 - b. paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Conditions applicable where the Premises Licence or Club Premises Certificate authorises the exhibition of films

- 14) Where the film classification body is specified in the licence, unless subsection (15)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

- 15) Where-
 - a. the film classification body is not specified in the licence, or
 - b. the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

- 16) In this section-
- "children" means persons aged under 18; and
 - "film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Conditions applicable where a Club Premises Certificate authorises the sale of alcohol for consumption off the premises

- 17) The supply of alcohol for consumption off the premises must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
- 18) Any alcohol supplied for consumption off the premises must be in a sealed container.
- 19) Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

Additional information about the mandatory conditions is available in the Guidance to Licensing Authorities from the Secretary of State published under section 182 of the Licensing Act 2003. Guidance on the application of mandatory conditions at individual premises can be obtained by contacting the Licensing Authority.

Appendix Ten

Event Management Plans

Organisers of large temporary events that cannot be authorised by a Temporary Event Notice should refer to Chapter Seven for details of the policies applicable to such events. The Licensing Authority expects applicants for such events to produce an Event Management Plan outlining how they intend to run the event.

The Event Management Plan should, as a minimum, contain the information outlined below.

Safety Policy

You should produce a safety policy for the event. This is a document outlining everybody's health and safety responsibilities throughout the event, from the build to the break down. It should include a flow diagram showing who has management responsibility for the event, who reports to whom, and what areas the key players are responsible for.

Site Plan

You should produce a gridded and numbered plan of the site showing the location of the stages, barriers, front-of-house, entry and exit points, emergency routes, first aid areas, toilets, merchandising stalls, etc. Further guidance on what should be shown on the plan follows.

Contractors and Sub Contractors

You should include copies of all contractors' health and safety policies and details of any hazards and risks associated with their work. You must also include documents and calculations in respect of stages, seating or other temporary demountable structures.

Risk Assessment

You should produce a risk assessment for the event. This identifies hazards that could cause harm and a means of controlling them. A risk assessment can only be carried out when you have information from all contractors, other companies and self employed people who will be working on the site.

A *hazard* is anything that has the potential to cause harm to people. It could be a dangerous property of an item or substance, a condition, a situation or an activity.

A *risk* is the likelihood that the harm from a hazard is realised and the extent of it. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

There are five steps you need to take to produce the risk assessment:

- identify the hazards associated with activities contributing to the event, where the activities are carried out and how the activities are carried out
- identify those people who may be harmed and how
- identify existing precautions, e.g. venue design, operational procedures and existing safe systems of work
- evaluate the risks
- decide what further actions may be required, e.g. improvement in venue design, safe systems of work, etc.

Exits and Entrances

You should show the size, location and type of all exits on the plan with your application. Exits from the site must be clearly visible, directly and indirectly by signage. They must be kept free from obstructions on either side. Exit gates should operate efficiently and effectively. Where practicable, separate exits should be provided for pedestrians and vehicles. Wheelchair access and exit will also need to be considered.

Marquees and Large Tents

You should obtain and provide copies of certificates for all marquee and large tent fabrics and membranes to show they comply with the standards below.

Membranes and fabrics must be made of inherently flame retarded fabric or durably flame retarded fabric when tested to British Standard 5438 Tests 2A and 2B with a ten second flame application in each case, or British Standard 7157. Other sheet materials should comply with Class 1 surface spread of flame in accordance with BS 476: Part 7. Materials should be free of flaming molten droplet characteristics and should not readily support combustion.

All supporting poles, frames, guys, stakes, anchors, fastenings etc should be tested by the supplier and maintained in a safe condition. The structure should be erected by a competent person and should not readily collapse when exposed to fire.

Fire Fighting Equipment (FFE)

You should provide details of all FFE to be provided, including the number, type and location of fire extinguishers, hose reels, fire blankets and fire points.

Curtains and Drapes

All curtains and drapes should be of durable or inherently flame retardant fabric and conform with BS 5867: Part 2 1980 (amended 1993) Fabric Type B when tested in accordance with BS 5438: 1998. Non-durable fabric is acceptable provided that it conforms to BS 5867: Part 2 1980 (amended 1993) Fabric Type B and is accompanied by a test certificate.

You must include test certificates for all curtains and drapes to show compliance with the appropriate standard. An approved laboratory under the Department of Trade and Industry's National Measurement Accreditation Service (NAMAS) scheme or similar approved test laboratory should conduct the tests.

Major Incident Plan

A major incident is one that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the Council. You should prepare a major incident plan for the event that covers the following areas:

- identification of the key decision making workers
- how you will stop the event if there is an emergency situation
- identification of emergency routes and access for the emergency services
- how you will evacuate people with special needs such as the visually impaired and those with mobility difficulties
- identification of holding areas for performers, workers and the audience
- details of script coded messages to alert and stand down stewards
- alerting procedures
- public warning mechanisms
- evacuation measures and procedures
- details of the script of PA announcements to the audience
- identification of rendezvous points for emergency services
- identification of ambulance loading points and triage areas
- an outline of the roles of those involved including contact list and methods to alert them
- details of emergency equipment location and availability.

Communication

You should supply radios in the ratio of at least one radio per two stewards. You should include a copy of the confirmation given to you by the radio company in your Event Management Plan to show that you have booked the radios. If your event is particularly complex, you may need to design a communications protocol and structure and supply us with a copy of it.

Audience Profile

You should include a section on the anticipated audience profile for the event. Matters you may need to consider include:

- the character of the artists or groups, e.g. diving into audience, throwing items into audience and performing in audience arena
- the audience profile, e.g. male/female split, age of audience, heavy consumption of alcohol or likelihood of drug consumption, physical behaviour, e.g. "slammers"
- likely crowd activities, e.g. body surfers, slam dancers, moshers, aerialists and stage diving.

Timetable

You should provide a timetable of activities associated with the event, from site preparation through to clearing of the site. This should be a thorough timetable of all activities associated with the event.

Admission Policy

You should provide details of how admission to the event will be controlled, e.g. cash sales, ticket only sales, reserved or unreserved seat sales or advance ticket only. You should include details of contingency plans for what will happen if the event start is delayed for any reason. You should also provide details of how you will control readmissions.

Stewards

Stewards' functions include ensuring security at entrances and exits, carrying out fire patrols, and controlling vehicle parking and marshalling traffic. Stewards must be located at key points, e.g., barriers, pit areas, gangways, entrances and exits, and mixer desks and delay towers. You should carry out a comprehensive survey of which parts of the venue will require stewarding. All stewards should wear distinctive clothing such as tabards, and be identifiable by a name or number. It helps if stewards have some local knowledge so they can direct persons who are lost. They must also have a good grasp of English to enable them to communicate effectively with members of the public and emergency services if necessary.

For a simple event (most community events), you should provide at least one steward per 100 anticipated attendees.

Proposed numbers and locations of all stewards should be shown in the Event Management Plan.

Steward Training

Stewards must be trained so they can carry out their duties effectively. You should provide details of the training you intend to provide to your stewards.

All stewards need to be trained in fire safety; emergency evacuation and dealing with incidents such as bomb threats. For those working in the pit area, ensure they are trained in lifting distressed people out of the audience safely and without risk to themselves.

You must ensure that stewards have an appropriate command of English (and any other language that will be spoken by the majority of attendees). They should also be armed with sufficient local knowledge to answer questions, e.g. location of nearest station, bus stops etc.

Traffic Management

Traffic management includes the following:

- temporary traffic signs
- road closures
- temporary traffic regulations for banned turns, lane closures
- parking and waiting restrictions
- traffic marshalling
- departure and arrival of coaches and buses
- vehicle parking and management
- vehicular access to the site
- public transport co-ordination;
- emergency access.

You should produce a Traffic Management Plan for your event and include it in the Event Management Plan.

Structures (e.g. Stage)

You should the following documentation for all structures you intend to use during the event, and include it in the Event Management Plan:

design concept statement - a statement as to what the structure is designed to do

construction drawings - full calculations, design loads and any relevant test results should be provided. This should include a list of items or connections that require particular checking each time the structure is erected. For outdoor structures, you should also obtain details of the methods of transferring all horizontal forces, e.g. wind, back to the ground (without which the structure will not be stable)

risk assessment - the contractor should carry out a risk assessment to cover the erection and design of the temporary demountable structure. It may be necessary to carry out a further risk assessment to consider the hazards the structure may create by being at the event

safety method statement - a safety method statement should be drawn up for the erection and dismantling of any structure. This should be submitted with the initial plans and calculations with the Event Management Plan. The method statement should be specific to the structure.

Barriers

You should provide details of the number and type of barriers you will use together with drawings and specifications. You should also provide details of what each barrier will be used for.

Electrical Installations and Lighting

The electrical installation must comply with the requirements of the Electricity at Work Regulations 1989.

All parts of an outdoor venue should be provided with suitable levels of artificial light if the venue will be used after sunset. You should also provide an emergency lighting system as determined by the risk assessment and fire-risk assessment. These assessments should cover all possible hazards such as pits, holes, trenches, ditches etc. Emergency lighting must be of the maintained type (continuously lit) and in accordance with BS 5266: Part 1 1988; Part 2 1988; Part 3 1981. Certificates should be submitted to that effect.

Details of the electrical and lighting system should be in your Event Management Plan. The location of generators should be shown on the gridded site plan. Copies of the British Standard compliance certificates for any emergency lighting installation should also be included.

Food, Drink and Water

Your site plan should include a detailed layout of all catering operations. You should also show the location of all free drinking water points. Food stallholders should be provided with an information pack telling them to bring fire fighting equipment suitable for the risk to the event and barriers for their generators etc. You should include a copy of the information pack in your Event Management Plan.

Merchandising

The location of all merchandising stalls and stands should be shown on your site plan. You should ensure stallholders are provided with relevant safety information and that you see proof of public and products liability insurance.

Amusements, Attractions and Promotional Displays

If you intend to provide amusement activities at your event, you should obtain the required safety information on the activity from the operator. This should ensure the operation of the amusement does not:

- compromise safety in relation to the overall risk assessment for the event
- block emergency exit routes
- cause audience congestion problems

You should provide full details of any funfair or other amusements to be provided at the event in your Event Management Plan.

Sanitary Facilities

You should provide details of the number and type of toilets and wash hand basins you will have at the event. This should include a copy of the booking confirmation from the supplier.

To calculate the number of toilets required, use the guidance below.

Events With A Gate Opening Time of 6 Hours or More

Female: 1 toilet per 100 females
 Male: 1 toilet per 500 males, plus 1 urinal per 150 males

Events with A Gate Opening Time of Less than 6 Hours

Female: 1 toilet per 120 females
 Male: 1 toilet per 600 males, plus 1 urinal per 175 males

You should provide one toilet with hand washing facilities for each 75 persons attending who have special needs.

Hand washing facilities should be provided in the ratio of 1 per five toilets with no less than one hand washing facility per ten toilets. You must provide suitable hand drying facilities.

Waste/Litter Management

You should provide details of the waste disposal arrangements for the event. Waste receptacles should be positioned around the perimeter of the fence or site. You should state what type of receptacle should be used. The collection company must be a registered waste carrier or exempt from registration.

Noise and Vibration

You should carry out an assessment of sound and vibration levels at the event. This assessment should include the following:

- likely sound levels in the audience area
- if the marking of ear protection zones is necessary, the location of such areas
- the arrangements for monitoring and control of sound levels during the event
- likely sound levels outside the venue
- the positioning, array, type and specification of the loudspeakers making up the sound system. The design, composition, array and position of the sound system used can have very significant benefits in aiding the control and management of noise levels. This is both in terms of the music noise and vibration levels at the venue and outside in the nearby community
- the possibility of sound and vibration energy being transmitted through the staging, ground and structure, particularly bass and sub-bass sound and vibration energy.

You should state what sound systems you will be using at the event and what its power output in kW is. The location of sound systems should be marked on the site plan. You should state who will be in charge of sound levels during the event and who the Council can contact to arrange a sound test should we wish to undertake one.

Firework Displays

Information on firework displays can be found in the HSE document entitled “Working Together on Firework Displays”. You should supply full details of any proposed display in your Event Management Plan and ensure you include this in your risk assessment.

Pyrotechnics

Pyrotechnics should only be used with the prior consent of the Licensing Authority. A risk assessment to cover the use of the pyrotechnics should be prepared by a competent person. The insurance cover of the pyrotechnics company or the individual pyrotechnician should also be examined. You must provide details of any proposed pyrotechnics to be used in your Event Management Plan.

People with Special Needs

You should consider suitable arrangements to ensure that people with special needs are able to attend your event. It is also recommended that an access strategy be prepared that includes the technical issues as well as factors that will encourage and attract persons with special needs to your event. Consider provision for people with mobility problems (including wheelchair users), difficulty in walking, and impaired vision or hearing.

You should give consideration to appropriate parking facilities, ramps, viewing platforms, toilet accommodation, access to concessions, signage, evacuation, stewarding and publicity of facilities.

First Aid

The recommended minimum number of First Aiders at small events where no special risks are likely is 2:1000 for the first 3000 attending.

No event should have less than two dedicated First Aiders.

First Aiders, ambulance and medical workers should:

- be between 16 and 65 years old
- have no other duties or responsibilities. It is not acceptable, for example, to use stewards to provide First Aid cover

- have identification
- have protective clothing
- have relevant experience or knowledge of requirements for First Aid at major public events
- be physically and psychologically equipped to carry out the assigned roles.

The following table sets out a method of estimating a reasonable level of resource. These figures may require modification if you substitute medical staff or paramedics for First Aiders. They are intended only as a general guide and are not prescriptive. Neither are they a substitute for a full risk assessment of the event. They do not take account of dedicated cover for VIPs. You should add ALL applicable factors together.

Item	Details	Score
(a) Nature of event	Classical performance	2
	Public exhibition	3
	Pop/rock concert	5
	Dance event	8
	Motorcycle display	3
	Aviation	3
	Motor Sport	4
	State occasions	2
	VIP visits/summit	3
	Music Festival	3
	Bonfire/pyrotechnics display	4
	New Year celebrations	7
	Demonstrations/marches/political events:	
	Low risk of disorder	2
Medium	5	
High	7	
Opposing factions involved	9	
(b) Venue	Indoor	1
	Stadium	2
	Outdoor in confined location, e.g. park	2
	Other outdoor, e.g. open fields	3
	Widespread public location in streets	4
	Temporary outdoor structures	4
	Includes overnight camping	5
(c) Standing/ Seated	Seated	1
	Mixed	2
	Standing	3
(d) Audience Profile	Full mix in family groups	2
	Full mix not in family groups	3
	Predominately young adults	3
	Predominately children and teenagers	4
	Predominately elderly	4
	Full mix, rival factions	5
(e) Past history	Good data, low casualty rate previously (<1%)	-1
		1

Item	Details	Score
	Good data, medium casualty rate previously (1% - 2%)	2
	Good data, high casualty rate previously (> 2%)	3
	First event, no data	
(f) Expected numbers	<1,000	1
	1,001-3,000	2
	3,001-5,000	8
	5,001-10,000	12
	10,001-20,000	16
	20,001-30,000	20
	30,001-40,000	24
	40,001-60,000	28
	60,001-80,000	34
	80,001-100,000	42
	100,001-200,000	50
	200,001-300,000	58
(g) Expected queuing	Less than 4 hours	1
	More than 4 hours	2
	More than 12 hours	3
(h) Time of year (Outdoor events)	Summer	2
	Autumn	1
	Winter	2
	Spring	1
(i) Profile of definitive care	Choice of A & E department	1
	Large A & E department	2
	Small A & E department	3
(j) Additional hazards	Carnival	1
	Helicopters	1
	Motor Sport	1
	Parachute Display	1
	Street Theatre	1
(k) Additional on-site facilities	Suturing	-2
	X-ray	-2
	Minor Surgery	-2
	Plastering	-2
	Psychiatric/GP facilities	-2
Add Scores	Total Score =	

Calculation:-

Add the total scores to give the overall score for the event.

Use the table below to give an indication of the resources that may be required to manage the event. The score refers to the suggested resources that should be available on duty at any one time during the event, and not the cumulative number of personnel deployed throughout the duration of the event.

Suggested Resource Requirement							
Score	Ambul- ance	First Aider	Ambul- -ance Perso nnel	Doctor	Nurse	NHS Ambul- -ance Mana- ger	Sup- port Unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

An ambulance paramedic crew, as a minimum, consists of a paramedic plus an ambulance technician trained to IHCD standards.

You should include a copy of your confirmed booking for First Aid together with your calculations in the Event Management Plan.

Information and Welfare

You should show the location of all Information Points, Lost Property Points, Meeting Points, drinking water supply points and other services on the site plan.

Special Note for Film Exhibitions

All Premises Licences for the showing of films are subject to the following mandatory condition from the Licensing Act 2003:-

“Admission of children to films must be restricted in accordance with any recommendation made by the film classification body. Where the film is unclassified, or where the Council has notified the holder of the Premises Licence that they wish to make their own classification, admission of children must be restricted in accordance with any recommendation made by the Council. “Children” means any person aged under 18 and “film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (authority to determine availability of video works for classification).”

However, organisers of outdoor film exhibitions should be aware of the potential for age restricted films to be overheard by persons in the vicinity of the site who are outside the control of the licensee. The Licensing Authority would therefore expect organisers of such events to address this, so far as is practicable, in the Operating Schedule forming part of their application.

Tables and Chairs Policy

Preamble

The Tables and Chairs Policy sits within the same document as Camden's Statement of Licensing Policy 2008. However, it is a separate and distinct policy and is governed by the Highways Act 1980. Accordingly, this policy should be read and considered in isolation to the other policies in this document.

Introduction

A permit is required to place amenities such as tables and chairs and patio heaters on the public highway. A permit is not required to place tables and chairs on private frontages.

The scope of the policy covers new applications, renewals and variation of conditions of permits for tables and chairs on the public highway.

This policy replaces Camden's previous policy on Tables and Chairs, which was published in Night In Night Out in 2002.

Policy – Tables and Chairs Permits

Permits for tables and chairs on the public highway are issued annually. The following applies:

Central London Frontages, Town Centres: persons may apply for Tables and Chairs permits for the following hours of operation:

Monday to Thursday – 0800-2300 hours
Friday and Saturday – 0800-1130 hours
Sunday – 0800-2230 hours

For premises/venues outside the above areas, the normal hours of operation are between 0800 to 2100 hours from Monday to Sunday.

Existing Permit holders may apply for variations to their Tables and Chairs permit.

Unless otherwise stated, all applications for Table and Chairs permits will be considered against the criteria listed in the section below 'Determining Tables and Chair permits'.

In each case, objectors are invited to write to the Council stating their grounds for objection and support where appropriate.

Determining Tables and Chairs Permits

All applications and renewals of permits undergo a 28-day consultation period during which time those wanting to comment on the proposals may do so (refer to paragraphs below for further information concerning consultation arrangements). Following the consultation period, if no objections are received, then the application is approved. If any objections are received then a Tables and Chairs Panel is convened to determine the application.

A Tables and Chairs Panel consists of Council officers from Highways Management, Licensing, Environmental Health, Street Enforcement and a disability representative. Each application will be determined on its own merits.

When determining the permit, the Tables and Chairs Panel will consider:

- Whether the grant of the permit/variation or renewal is likely to have an adverse impact on the safety and amenity of local residents.
- The history of the permit holder/premises, particularly in relation to past enforcement issues or complaints received.
- Whether the application receives any objections and the nature of those the objections.
- Whether the grant of the permit is likely to conflict with conditions on any Premises Licence granted under the Licensing Act 2003 or meets the relevant planning requirements.
- Whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts that may arise as a result of being granted the permit.
- Any other information relevant to the application.

The applicant and objector will be kept informed of any proceedings and will be given the opportunity to make their written contributions known to the Panel. The applicant and anyone who has expressed views during the consultation period will be informed of the Panel's decision.

Grant of Permit

Upon grant, standard conditions are added to the permit. Samples of the standard conditions are provided below:

Hours of Operation

A minimum distance of 1.8m must be maintained between the edge of the proposed area for tables and chairs and the kerb.

The permit must be used for seated customers only and must not be used for people standing and drinking or smoking outside the premises.

Conditions deemed appropriate by the Panel.

Visit www.camden.gov.uk/tablesandchairs for a full list of the conditions added to Tables and Chair Permits.

Review of Permit

Following allegations that a permit holder is contravening the conditions of their permit, the Council will investigate the allegation. This may result in the following:

- The allegation being found to be unsubstantiated
- Warning letters/Improvement notices being served
- The addition of new conditions or reduction of permitted hours on the permit
- Suspension of a permit and/or
- Revocation of the permit.

The applicant and complainant will be kept informed of any proceedings, and will be given opportunity to make their position known to the Panel.

The Council's general approach to enforcement is detailed below. However, those with specific concerns relating to Tables and Chairs permits should contact the Highway Management Team in the first instance.

Consultation

Although there is no statutory obligation to consult on applications, the Council deems it to be important that those who could potentially be affected by the grant of new permits should be given the opportunity to have their views heard.

The Council will consult all local residents within a 50-metre radius and interest groups in the vicinity. This includes:

- writing to all occupiers of nearby premises
- writing to local residents groups, community and interest groups
- requiring the applicant to clearly and visibly display a notice where it can be seen from the street
- notification on the Council website - www.camden.gov.uk/tablesandchairs

The Council will also consult with the Police and, where appropriate, neighbouring Borough Councils.

Relevant Ward Councillors will be notified in writing of all new applications, renewals and variation of conditions within their ward, and those on or near their ward boundary.

Enforcement

The Council recognises the importance of enforcement to the overall effectiveness of the policy and is committed to continue to undertake enforcement measures and proceedings, in partnership with the police and other relevant statutory agencies, against unlicensed premises and breaches of licence conditions.

Planning

Applicants need to take into account whether they have met the relevant planning requirements before proceeding with an application.

Outdoor Heating

The London Borough of Camden has concerns about the harmful environmental impact of outdoor heating. Accordingly, we discourage their use and look to the Sustainability Team in Planning for the lead on policy issues concerning this issue.

Further Information

Further information can be found at www.camden.gov.uk/tablesandchairs including instructions for making applications and guidance material, or by contacting the Highways Management Team:

Highways Management Team
Engineering Services
London Borough of Camden
Town Hall Extension
Argyle Street
London
WC1H 8EQ

Phone: 020 7974 2486 (Main office)
Email: tablesandchairs@camden.gov.uk

www.camden.gov.uk/tablesandchairs

Sex Establishment Policy

Preamble

The Sex Establishment policy sits within the same document as Camden's Statement of Licensing Policy 2011. However it is a separate and distinct policy and is governed by Local Government (Miscellaneous Provisions) Act 1982. Accordingly, this policy should be read and considered in isolation to the other policies in this document.

Introduction

A sex establishment licence is required for sex shops, sex cinemas and sex encounter establishments. A sex establishment licence is not usually required for striptease or lap dancing venues, as the relevant permissions for adult entertainment are included on their Premises Licence issued under the Licensing Act 2003.

The scope of the policy covers new applications, renewals and variation of conditions of licences for sex establishments.

Policy – Sex Establishment Licences

For new applications, the Council will apply hours of operation between 0900 to 2000 hours from Sunday to Thursday and 0900 to 2200 hours on Friday and Saturday for all licences.

Licences for sex establishments will only be granted in Town Centres and Central London Frontages as identified in the current Local Development Framework document. Advice on these areas can be obtained by contacting the Planning Department of the London Borough of Camden. There is a presumption that no new licences will be granted outside these areas.

In considering the location of sex establishments, the Council recognises the cumulative impact such premises can have on the character of an area due to the sexual nature of the products sold or offered at these premises. Therefore no more than **one** sex establishment licence will be granted in each of the above areas, with a maximum of nine premises across the Borough.

In considering new applications, the Council will take into account:

- the proximity of the proposed premises to places of worship, schools, community facilities and/or public buildings
- the cumulative adverse impact of existing sex related licensed activities in the vicinity of the proposed premises
- the proximity to areas with the highest levels of recorded crime
- whether the premises has met the relevant planning requirements
- whether the applicant is fit and proper to hold the licence. This may include considering the operation of existing or previous licences

held by the applicant, and/or any reports received about the applicant from the police or other sources.

Renewal Applications

Where an application is made to renew a licence for the same activity, hours of operation and conditions as previously licensed, there will be a presumption to grant the renewal application. However, the Council will take into account:

- levels of recorded crime and disorder in the area
- evidence of past demonstrable impacts from the operation of the premises on the safety and amenity of local residents
- whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts.

Variation of Conditions

Where an application is made to vary a licence in terms of the activity, hours of operation or certain conditions as previously licensed (whether on renewal or not), the Council will take into account the criteria set out for new applications.

Duration of the Licences

Sex establishment licences are generally issued on an annual basis, but can be issued for a shorter term if deemed appropriate to do so.

Consultation

Although there is no statutory obligation to consult on applications, the Council deems it to be important that those who could potentially be affected by the grant of the licence should be given the opportunity to have their views heard.

The Council will consult all local residents within a 50-metre radius and interest groups in the vicinity upon receipt of a new or variation application. Consultation will include:

- writing to all occupiers of nearby premises
- writing to local residents groups, community and interest groups
- requiring the applicant to clearly and visibly display of a notice where it can be seen from the street
- requiring the applicant to publish an advert in a local newspaper.

The Council will also consult with the Police and, where appropriate, neighbouring Borough Councils.

Relevant Ward Councillors will be notified in writing of all new applications, renewals and variation of conditions within their ward, and those on or near their ward boundary.

Planning

Applicants need to take into account whether they have met the relevant planning requirements before proceeding with an application for a Sex Establishment and are advised to contact the Council's Planning Department for advice on this.

Further Information

Contact the Camden Licensing Team on 020 7974 5613 for further information on applying for Sex Establishment Licences.

If you would like the Statement of Licensing Policy in large print, Braille, audiotape or in another language, please contact the Licensing Team

Licensing Team
London Borough of Camden
Town Hall Extension
Argyle Street
London
WC1H 8EQ

Phone: 020 7974 6767
Fax: 020 7974 6940
Email: licensing@camden.gov.uk

www.camden.gov.uk