



Report of: **Service Director, Public Protection**

Meeting of	Date	Agenda Item	Ward(s)
Licensing Sub-Committee	17 May 2016		Bunhill

Delete as appropriate		Non-exempt
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**Subject: PREMISES LICENCE NEW APPLICATION  
THE OFFICE GROUP, GROUND & FIRST FLOOR, 256-260 OLD STREET,  
LONDON EC1V 9DD**

## 1. Synopsis

- 1.1 This is an application for a new premise licence under the Licensing Act 2003.
- 1.2 The new application is to:
  - I. Supply alcohol for consumption on and off the premises from 10:00 until 23:00 Sunday to Thursday and from 10:00 to 00:00 Friday and Saturday;
  - II. The provision of the regulated entertainment of recorded music and exhibition of films from 10:00 until 23:00 Sunday to Thursday and from 10:00 to 00:00 Friday and Saturday;
  - III. Provision of late night refreshment from 23:00 to 00:00 Friday and Saturday.
  - IV. Opening hours of the premises from 00:00 to 24:00 Monday to Sunday.

## 2. Relevant Representations

Licensing Authority	No
Metropolitan Police	No

Noise	No
Health and Safety	No
Trading Standards	No
Public Health	No
Safeguarding Children	No
London Fire Brigade	No
Local residents	Yes – 1 Local Resident
Other bodies	No

### 3. Background

3.1 Papers are attached as follows:-

- Appendix 1: application form;
- Appendix 2: representation;
- Appendix 3: suggested conditions and map of premises location.

3.2 The premises is currently unlicensed.

### 4. Planning Implications

4.1 No adverse observations have been received from Planning regarding this new application.

### 5 Recommendations

5.1 To determine the application for a new premises licence under Section 17 of the Licensing Act 2003.

5.2 To consider that this address is in the Bunhill Saturation or "Cumulative Impact Policy" of Islington. This special policy creates a rebuttable presumption that applications for new premises licences, club premises certificates, or variation applications that are likely to add to the existing cumulative impact will normally be refused, unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact or otherwise impact adversely on the promotion of the licensing objectives.

5.3 If the Committee grants the application it should be subject to:

- i. conditions prepared by the Licensing Officer which are consistent with the Operating Schedule (see appendix 4)
- ii. any conditions deemed appropriate by the Committee to promote the four licensing objectives.(see appendix 4)

6

## Conclusion and reasons for recommendations

- 6.1 The Council is required to consider this application in the light of all relevant information, and if approval is given, it may attach such conditions as appropriate to promote the licensing objectives.

### Background papers:

The Council's Statement of Licensing Policy

Licensing Act 2003

Secretary of States Guidance

### Final Report Clearance

Signed by

  
Service Director – Public Protection

Date 5/5/16

Received by

Head of Scrutiny and Democratic Services

Date

Report author: Licensing Service

Tel: 020 75027 3031

E-mail: [licensing@islington.gov.uk](mailto:licensing@islington.gov.uk)

18 March 10  
OK

WMT

WKR / 160008163

KT / OK / [Signature] 18/6/10  
Thomas & Thomas  
Partners LLP

Application for a premises licence to be granted  
under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Esselco Office Properties Limited

*(Insert name(s) of applicant)*

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

Part 1 - Premises Details

Postal address of premises or, if none, ordnance survey map reference or description The Office Group Ground and First Floors Albert House 256-260 Old Street & 1-4 Singer Street			
Post town	London	Postcode	EC1V 9DD

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£BAND E

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

app form

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£635 18/3/16

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

✓	Name Esselco Office Properties Limited
	Address The Smiths Building, 179 Great Portland Street, London, W1W 5PL
✓	Registered number (where applicable) 07355616
	Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
	Telephone number (if any)
	E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)  
 The premises is an office building operated by The Office Group, who provide design-led flexible office space in central locations, with individual offices, meeting rooms, office, lounge and café facilities.

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

**What licensable activities do you intend to carry on from the premises?**  
 (Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur								
Fri						<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat								
Sun								



**B**

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1000	2300			
Tue	1000	2300			
Wed	1000	2300	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	1000	2300			
Fri	1000	0000	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	1000	0000			
Sun	1000	2300			

C

<b>Indoor sporting events</b> <b>Standard days and</b> <b>timings (please read</b> <b>guidance note 6)</b>			<b><u>Please give further details</u> (please read guidance note 3)</b>
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)</b>
Tue			
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</b>
Fri			
Sat			
Sun			

D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

F

<b>Recorded music Standard days and timings (please read guidance note 6)</b>			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)</b>	Indoors	<input checked="" type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>					
Mon	1000	2300						
Tue	1000	2300						
Wed	1000	2300				<b>State any seasonal variations for the playing of recorded music (please read guidance note 4)</b>		
Thur	1000	2300						
Fri	1000	0000				<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		
Sat	1000	0000						
Sun	1000	2300						

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun					

<b>Late night refreshment Standard days and timings (please read guidance note 6)</b>			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)</b>	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u> (please read guidance note 3)</b>		
Mon					
Tue					
<b>Wed</b>			<b><u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)</b>		
Thur					
<b>Fri</b>	2300	0000	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)</b>		
Sat	2300	0000			
Sun					



J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)					
Mon	1000	2300						
Tue	1000	2300						
Wed	1000	2300						
Thur	1000	2300				<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	1000	0000						
Sat	1000	0000						
Sun	1000	2300						

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

<b>Name</b> Hayley Anne Murfin	
<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> 05/00104	
<b>Issuing licensing authority (if known)</b> Woking Borough Council	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	0000	0000	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</b></p>
Tue	0000	0000	
Wed	0000	0000	
Thur	0000	0000	
Fri	0000	0000	
Sat	0000	0000	
Sun	0000	0000	

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

Please refer to the attached schedule of conditions for the promotion of all four licensing objectives.

**b) The prevention of crime and disorder**

Please refer to a) above

**c) Public safety**

Please refer to a) above

**d) The prevention of public nuisance**

Please refer to a) above

**e) The protection of children from harm**

Please refer to a) above

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures (please read guidance note 10)**

**Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.**

Signature	<i>Thomas &amp; Thomas</i>
Date	18/03/2016
Capacity	Thomas & Thomas Partners LLP, Solicitors on behalf of the Applicant

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) Amy Catlin (ESS.1.2) Thomas & Thomas Partners LLP 38a Monmouth Street			
Post town	London	Postcode	WC2H 9EP
Telephone number (if any)	020 7042 0418		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) acatlin@tandtp.com			

**The Office Group  
Albert House  
1-4 Singer Street & 256-260 Old Street**

**Proposed Schedule of Conditions**

1. The venue shall install and maintain a comprehensive CCTV system at the premises as per the minimum requirements of a Metropolitan Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the venue is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be immediately arranged by a member of staff for hand over to Police or authorised officer following their request, throughout the preceding 31 day period.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member must be able to show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.
3. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
4. There shall be no advertising displayed on the building of the licensed facilities save for the name and nature of the business.
5. The use under this licence shall be ancillary to the office use of the premises and alcohol may only be sold to:
  - a. Office tenants - those persons with a minimum three month contract to occupy office space at these or other Office Group premises;
  - b. Club Room members - those persons who pay a minimum membership of £150 per calendar month;
  - c. Virtual office members - those persons who pay a minimum of £30 per calendar month and who pay a minimum charge of £10 per admission to the premises;
  - d. Persons attending a private pre-booked event or function, a list of functions to be kept at reception for inspection by the relevant authorities;
  - e. Directors and employees of the licence holder and its affiliated companies;
  - f. Persons who have pre-booked a meeting room and paid a minimum charge of £20 per visit;
  - g. Any guests of the above.
6. A list of the names and addresses of members shall be kept on the premises at all times together with a book showing the names and dates of attendance of any guests introduced by members. Both the list and the book shall be produced on demand for inspection by the police or an authorised officer of the Council.
7. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police, which will record the following:

- a. all crimes reported to the venue
  - b. all ejections of patrons
  - c. any complaints received concerning crime and disorder
  - d. any incidents of disorder
  - e. any faults in the CCTV system
  - f. any refusal of the sale of alcohol
  - g. any visit by a relevant authority or emergency service.
8. Notices shall be prominently displayed at exits reminding persons leaving to respect the needs of local residents and to leave the premises quietly.
  9. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
  10. No deliveries or collections shall be made to or from the premises between 23:00 and 07:00 hours.
  11. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0700 hours.
  12. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
  13. All emergency doors shall be maintained effectively self-closing and not held open other than by an approved device.
  14. Off sales shall be restricted to within the premises at address 1-4 Singer Street and 256-260 Old Street and shall not be permitted to be taken outside of this address.
  15. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
  16. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.

**Williams, John**

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**From:** ;  
**Sent:** 14 April 2016 14:34  
**To:** Licensing  
**Cc:**  
**Subject:** Representation on application - Albert House, Old St EC1

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Licensing

**The Office Group, Albert House, Old Street EC1**

I wish to make a Representation regarding the application for the above premises license application. The grounds for my representation are that I do not believe the application as it currently exists will be able to satisfy the objectives of the Licensing Act 2003. In particular I do not believe that the applicant has succeeded in meeting the following objectives:

- \* The prevention of crime and disorder
- \* Public safety
- \* The prevention of public nuisance

I would like to draw the Licensing Committee's attention to the fact that there is long history of problems associated this particular building, Albert House, together with the neighbouring premises when it was under previous ownership. The name of the establishment in Albert House is what is known as

Across the road, on the other side of Old Street is high density housing stretching from the Old St Roundabout to Piffled Street N1. As residents we are already adversely affected by the night time economy in the Shoreditch area, being one of the main 'gateways' and transport hubs for the area. We are particularly affected by \_\_\_\_\_ that has frequent crime and disorder and public nuisance matters when disgorging its clientele. Terry Lane will be able to confirm that she has had numerous complaints over the years about this venue.

I would also like to ask the Licensing Committee to consider that the residential side of the road comes under the auspices of Hackney Licensing and it is the intention of LBH to extend the Shoreditch 'Special Policy Area' (SPA) from its current end point of Pitfield Street N1 to the Old Street Roundabout and so it is to be hoped that Islington Licensing will recognise that this proposed measure indicates the scale of the problems that residents have to contend with, particularly Thursday - Sunday nights.

My understanding of the application in question is to enable the offices within Albert House to host seminars, training sessions and so forth and to provide the attendees with some alcoholic refreshment. However the license that has been applied for does not reflect this - the application would be more consistent with a fully fledged bar open to the public at large.

In particular, there is no need for a music license if only background music is to be played, at a level that permits normal conversation. The request for both On and Off Sales is also not consistent with the activity that they purport is to take place, likewise the hours and days that they have applied for. Further, I am unable to see any volunteered conditions such as designated smoking area, a policy on taking glasses and bottles outside of the premises, CCTV and SIS Security to ensure that the users of the alcohol facilities are

monitored. If a full music license is genuinely sought, the sound mitigation must be considered - acoustic glazing, sound limiting equipment and so forth.

I would be prepared to withdraw my objection if the application for music is withdrawn and that permitted days are restricted to Monday - Friday and the hours limited to 10.00 - 22.00. I would also like the fire capacity to be made known of the area that is intended for the sale and consumption of alcohol and that all nearby residents (as mentioned above) are provided in writing (a mail drop) with the names and telephone numbers of the DPS and the Premises License holder(s).

Yours sincerely



**Suggested conditions of approval consistent with the operating schedule**

1. CCTV shall be installed, operated and maintained in agreement with the Police. Maintained means that the system will be regularly serviced ( at least once a year) and checked every two weeks to ensure that it is storing images correctly and a log kept and signed by a Supervisor to this effect. The system will provide an identifiable full head and shoulder image of everyone entering the premises and will operate in any light conditions within the premises. The system will cover the full exterior of the premises and shall record in real time, date and time stamped and will operate whilst the premises is open for licensable activities. The recordings will be kept for a minimum of 31 days and copies will be made available to an Authorised Officer or a Police Officer (subject to the Data Protection Act 1998) within 24hrs of any request free of charge. There will always be a member of staff on duty who can operate the system, to allow Officers to view recordings and if required by a Police Officer, provide a copy of images immediately free of charge to assist in the immediate investigation of offences. If the system malfunctions and will not be operating for longer than one day of business then Police must be informed.
2. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
3. There shall be no advertising displayed on the building of the licensed facilities save for the name and nature of the business.
4. The use under this licence shall be ancillary to the office use of the premises and alcohol may only be sold to:
  - a. Office tenants - those persons with a minimum three month contract to occupy office space at these or other Office Group premises;
  - b. Club Room members - those persons who pay a minimum membership of £150 per calendar month;
  - c. Virtual office members - those persons who pay a minimum of £30 per calendar month and who pay a minimum charge of £10 per admission to the premises;
  - d. Persons attending a private pre-booked event or function, a list of functions to be kept at reception for inspection by the relevant authorities;
  - e. Directors and employees of the licence holder and its affiliated companies;
  - f. Persons who have pre-booked a meeting room and paid a minimum charge of £20 per visit;
  - g. Any guests of the above.
5. A list of the names and addresses of members shall be kept on the premises at all times together with a book showing the names and dates of attendance of any guests introduced by members. Both the list and the book shall be produced on demand for inspection by the police or an authorised officer of the Council.
6. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police, which will record the following:
  - a. all crimes reported to the venue
  - b. all ejections of patrons
  - c. any complaints received concerning crime and disorder
  - d. any incidents of disorder
  - e. any faults in the CCTV system
  - f. any refusal of the sale of alcohol
  - g. any visit by a relevant authority or emergency service.
7. Notices shall be prominently displayed at exits reminding persons leaving to respect the needs of local residents and to leave the premises quietly.
8. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

9. No deliveries or collections shall be made to or from the premises between 23:00 and 07:00 hours.
10. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0700 hours.
11. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
12. All emergency doors shall be maintained effectively self-closing and not held open other than by an approved device.
13. Off sales shall be restricted to consumption within the premises and terrace at address 1-4 Singer Street and 256-260 Old Street and shall not be permitted to be taken outside of this address.
14. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
15. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
16. Where alcohol as a result of an off sale on the premises is consumed on the third floor terrace the terrace perimeter shall be sufficiently protected and barriered so as to prevent anything being dropped over the edge.
17. The premises shall be operated as a serviced office space only (serviced office definition to include drop-in/co-working shared workspace, meeting rooms, and private offices on flexible agreements, along with meeting rooms, and uses ancillary to this main use)

