

# NORWICH CITY COUNCIL

## Report for Resolution

<b>Report To</b>	Licensing sub-committee	<b>Item</b>
	29 June 2012	<b>3</b>
<b>Report of</b>	Head of citywide services	
<b>Subject</b>	Licensing Act 2003: Temporary Event Notice - Kartel 68 London Street Norwich NR2 1JT	

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### **Purpose**

Members are asked, in accordance with the delegation of licensing functions contained in the Norwich City Council Statement of Licensing Policy (Licensing Act 2003), to consider objection notices given by the Public Protection section of Norwich City Council and Norfolk Constabulary under section 104 of the Licensing Act 2003.

### **Recommendation**

That members determine whether to issue a Counter Notice in respect of the Temporary Event Notice submitted for Kartel 68 London Street Norwich NR2 1JT for an event on 1 July 2012 in accordance with the:

Licensing Act 2003;  
Guidance issued under section 182 of the Licensing Act 2003; and  
Norwich City Council Statement of Licensing Policy.

### **Financial Consequences**

The financial consequences for this report are nil.

### **Corporate Objective/Service Plan Priority**

The report helps to achieve the service plan priority of protecting the interests of the public through the administration of the licensing function.

### **Contact Officer**

Michael Stephenson

Phone No  
01603 212283

### Background Documents

The Licensing Act 2003  
Guidance issued under Section 182 of the Licensing Act 2003  
Norwich City Council Statement of Licensing Policy

## 1.0 Licensing Act 2003: Temporary Event Notices

- 1.1 Part 5 of the Licensing Act 2003 (The Act) provides for the temporary carrying on of licensed activities at premises which are not authorised by a premises licence or club premises certificate. The most important aspect of the system of permitted temporary activities is that events do not have to be authorised as such by the licensing authority. Instead the premises user notifies the event to the licensing authority and the police.
- 1.2 The premises user is required to give a copy of any Temporary Event Notice (TEN) to the local authority before the proposed event.
- 1.3 Section 104 of The Act allows for the Chief Officer of Police and the local authority to object to a TEN where satisfied that allowing the premises to be used in accordance with the TEN would undermine a licensing objective.
- 1.4 When an objection notice is received, section 105 of The Act provides:

### ***Counter notice following objection to standard temporary event notice***

105 - (1) *This section applies where an objection notice is given under section 104(2) in respect of a standard temporary event notice.*

(2) *The relevant licensing authority must—*

(a) *hold a hearing to consider the objection notice, unless the premises user, the relevant person who gave the objection notice and the authority agree that a hearing is unnecessary, and*

(b) *having regard to the objection notice, give the premises user a counter notice under this section if it considers it appropriate for the promotion of a licensing objective to do so.*

(3) *The relevant licensing authority must—*

(a) *in a case where it decides not to give a counter notice under this section, give the premises user and each relevant person notice of the decision, and*

(b) *in any other case—*

(i) *give the premises user the counter notice and a notice stating the reasons for its decision, and*

(ii) *give each relevant person a copy of both of those notices.*

(4) *A decision must be made under subsection (2)(b), and the requirements of subsection (3) must be met, at least 24 hours before the beginning of the event period specified in the temporary event notice.*

(5) *Where the premises are situated in the area of more than one licensing authority, the functions conferred on the relevant licensing authority by this section must be exercised by those authorities jointly.*

(6) *This section does not apply—*

(a) *if the objection notice has been withdrawn (whether by virtue of section 106 or otherwise), or*

*(b) if the premises user has been given a counter notice under section 107.*

## **2.0 Temporary Event Notification**

- 2.1 A Temporary Event notice (TEN) has been received from Mike Baxter in respect of premises at Kartel 68 London Street Norwich NR2 1JT. A copy of the TEN is attached at Appendix A of the report.
- 2.2 The TEN is being sought to allow the licensable activities of the sale by retail of alcohol and the provision of regulated entertainment. The dates and timings contained in section 4 of the notification show licensable activities being sought on 1 July 2012 between 00:00 and 00:00 (taken as being 24 hours on 1 July 2012). This section also states that the maximum number of people intended to be present at the premises will be 380.
- 2.3 A plan of the premises is attached as Appendix B

## **3.0 Objection Notice**

- 3.1 An objection to the TEN has been received from the Public Protection section of Norwich City Council, a copy of which is attached as Appendix C and from the Norfolk Constabulary, a copy of which is attached at Appendix D to the report.
- 3.2 The concerns relating to public safety are that the proposed dance floor at the roof of the premises has been inspected on the 29 April 2012 at 1am when it was raining heavily, and found to be unsafe in that
- the wooden decking was noticeably slippery;
  - there are concerns about the use of metal checkerplate for stairs which were also noted to be slippery,
  - the upper terrace was filling with people invited there for drinking and dancing and who were seen at the head of the stairs leading to the toilets, standing with their backs to these stairs;
  - people were seen dancing on the seats, some of these seats are adjacent to a stairwell with an inadequate barrier to prevent a fall;
  - the fire exit corridor was completely dark and within this are two steps which could not be seen other than by using a torch or by camera flash;
  - the electricity cupboard door in this corridor was open and therefore accessible to customers

As mentioned in the objection notice officers have not yet been satisfied that those noted dangers have been properly dealt with.

- 3.3 The council has received from Patrick Fisher, owner of the premises, proposals to station 4 doormen on the roof terrace during the temporary event to prevent people dancing on seats or falling down stairs, the doormen to be positioned at the top of the stairs to prevent anyone accidentally walking down or falling down backwards. This is not acceptable because the only satisfactory way to control this is to have a physical barrier, if this is possible

and not compromise fire safety. Relying on people might work most of the time but is not infallible and the risk should a fall occur is serious injury or death as well as creating additional risk to the person employed to stand at the head of the stairs in the view of the inspecting Environmental Health Officer.

3.4 Section 106A allows the licensing authority to impose one or more conditions on the temporary event notice if:

- (a) the authority considers it appropriate for the promotion of the licensing objectives to do so,
- (b) the conditions are also imposed on a premises licence or club premises certificate that has effect in respect of the same premises, or any part of the same premises, as the temporary event notice, and
- (c) the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.

3.5 The current license conditions are attached as Appendix H, however, it is considered that the risks to public health due to the physical nature of the premises are such that the addition of any of the existing license conditions to the temporary event notice would not address these risks.

3.6 Whilst the licensing authority may add conditions to a standard temporary event notice following an objection under section 106A, it is suggested that the risks to public health due to the physical nature of the premises is such that no appropriate conditions could be added to address this.

3.7 Attached as Appendix E are photographs showing the roof dance floor.

#### **4.0 Norwich City Council Statement of Licensing Policy**

4.1 Attached at Appendix F are the elements of the City Council's local Licensing Policy which are considered to have a bearing upon the application:

#### **5.0 National Guidance (issued under section 182 of the Licensing Act 2003)**

5.1 Attached at Appendix G are the elements of the National Guidance issued by the Secretary of State that are considered to have a bearing upon the application.

#### **6.0 Summary**

6.1 The sub-committee must consider the Objection Notices, confining its deliberations to the public safety objective, and determine whether to issue a Counter-Notice on the premises-user to stop the proposed temporary event from going ahead or add conditions to the TEN. A notice stating the reasons for the decision will also need to be given. As the sub-committee's consideration is confined to public safety objective other licensing objectives such as prevention of public nuisance and crime prevention may not be considered by the sub-committee.

6.2 Should the sub-committee determine not to issue a Counter-Notice, and allow the event to go ahead, then a notice giving reasons for the decision will need

to be served on the premises-user, Chief Officer of Police and local authority. For either outcome, an appeal may be made to the Magistrates' Court within 21 days, commencing on the day on which either party was notified of the decision either to issue, or not issue, a Counter Notice. However, no appeal may be brought later than 5 working days before the first day of the relevant event period.



**Norwich City Council**  
**Application for a Temporary Event Notice**  
**Licensing Act 2003**

For help contact  
[licensingapplications@norwich.gov.uk](mailto:licensingapplications@norwich.gov.uk)  
Telephone: 0344 980 3333

\* required information

**Section 1 of 8**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	112314	This is the unique reference for this application generated by the system.
Your reference		You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes
  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

* First name	mike
* Family name	baxter
* E-mail	" " " " " "
Main telephone number	
Other telephone number	



Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

* Building number or name	<input type="text" value="68"/>
* Street	<input type="text" value="london st"/>
District	<input type="text" value="norfolk"/>
* City or town	<input type="text" value="norwich"/>
County or administrative area	<input type="text" value="norfolk"/>
* Postcode	<input type="text" value="nr21jt"/>
* Country	<input type="text" value="United Kingdom"/>

The information given here will be saved and will be pre-filled in future forms.

**Section 2 of 8**

**APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)**

Have you had any previous or maiden names?

Yes  No

\* Your date of birth  /  /   
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

**Correspondence Address**

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text" value="68"/>
Street	<input type="text" value="london st"/>
District	<input type="text" value="norfolk"/>
City or town	<input type="text" value="norwich"/>
County or administrative area	<input type="text" value="norfolk"/>
Postcode	<input type="text" value="nr21jt"/>
Country	<input type="text" value="United Kingdom"/>

Continued from previous page...

### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

### Section 3 of 8

#### THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

\* Does the premises have an address?

Yes  No

#### Address

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither  Premises licence  Club premises certificate

#### Location Details

\* Provide further details about the location of the event

nightclub on london st  
there is a premises license number but online form was refusing to accept it.... it is 11/02373/prem

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)



Continued from previous page...

Describe the nature of the premises below (see also guidance on completing the form, note 4)

nightclub

Describe the nature of the event below (see also guidance on completing the form, note 5)

nightclub beginning of summer celebration

**Section 4 of 8**

**LICENSABLE ACTIVITIES**

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

(see also guidance on completing the form, note 7)

State the dates on which you intend to use these premises for licensable activities (see also guidance on completing the form, note 8)

july 1st

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 96 hours (four days).

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

00:00-00:00

(see also guidance on completing the form, note 9)

Continued from previous page...

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers (see also guidance on completing the form, note 10)

380

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both (see also guidance on completing the form, note 11):

- On the premises only
- Off the premises only
- Both

### Section 5 of 8

#### PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 12)

Do you currently hold a valid personal licence?  Yes  No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue  /  /   
dd mm yyyy

Date of expiry  /  /   
dd mm yyyy

Any further relevant details

### Section 6 of 8

#### PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 13)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?  Yes  No

Continued from previous page...

State the number of temporary event notices you have given for events in that same calendar year

5

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or  Yes  No
- b) Begins 24 hours or less after the event period proposed in this notice?

### Section 7 of 8

#### ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 14)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes  No

State the total number of temporary event notices your associate(s) have given for events in the same calendar year

5

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or  Yes  No
- b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes  No

State the total number of temporary event notices your business colleague(s) have given for events in the same calendar year

1

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes  No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

### Section 8 of 8

#### CONDITION

It is a condition of this temporary event notice that where the relevant licensable activities described in Section 4 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.  
(See also guidance on completing the form, note 16)

#### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.  
This formality requires a fixed fee of £21

#### ATTACHMENTS

#### DECLARATION

- \* The information contained in this form is correct to the best of my knowledge and belief
  - \* I understand that it is an offence:
    - \* (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
    - \* (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both
- Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name   
\* Capacity   
\* Date  /  /   
dd mm yyyy

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Digital signature

You can digitally sign the form if you wish, this will be verified and passed to the authority.

When you are satisfied that you have completed the form correctly, save it and continue with the application process. If the online application screen is no longer available in your browser, [click here](#) to resume.

**OFFICE USE ONLY**

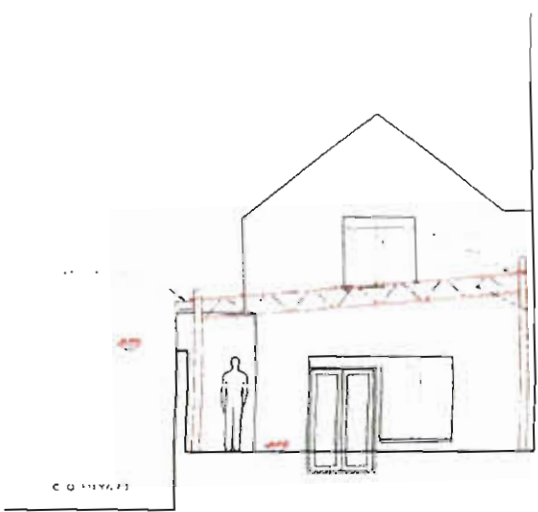
Applicant reference number	<input type="text"/>
Fee paid	<input type="text" value="21.00"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text" value="Paid"/>
Payment authorisation code	<input type="text" value="985460"/>
Payment authorisation date	<input type="text" value="Jun 15, 2012"/>
Date and time submitted	<input type="text" value="Jun 15, 2012 2:15:26 PM"/>
Approval deadline	<input type="text" value="Jul 16, 2012"/>
Error message	<input type="text"/>
Is Digitally signed	<input checked="" type="checkbox"/>

**Digital Signature Information**

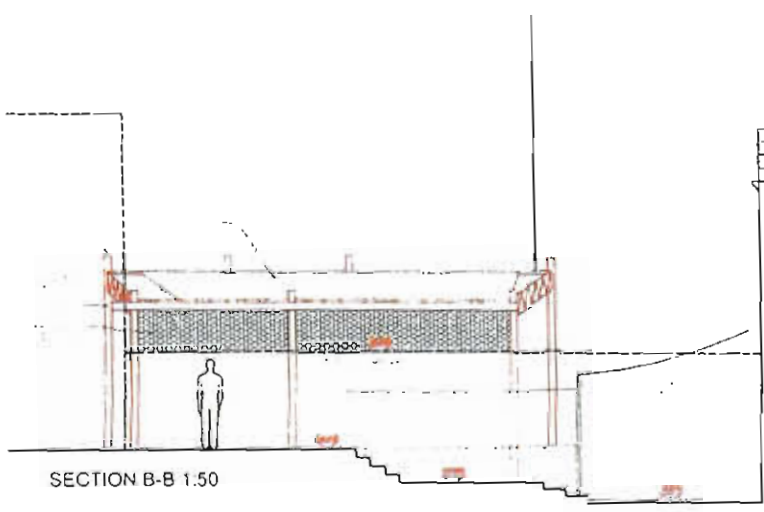
Signer's name	<input type="text" value="mike baxter"/>
Signer's contact information	<input type="text"/>
Signing time	<input type="text" value="2012-06-15T13:48:50"/>
Signer status	<input type="text" value="Identity Unknown - Identity Verification of the"/>
Signature status	<input type="text" value="Signature Valid but document modified - The"/>
Certificate issuer	<input type="text" value="C=CA,1.2.840.1.13549.1.9.1=#161662696b656"/>

For completion by the Licensing Authority

10. Acknowledgement (Please read note 17)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the Licensing Authority
Date	
Name of Officer signing	Philip Hyde Head of Legal, Regulatory & Democratic Services

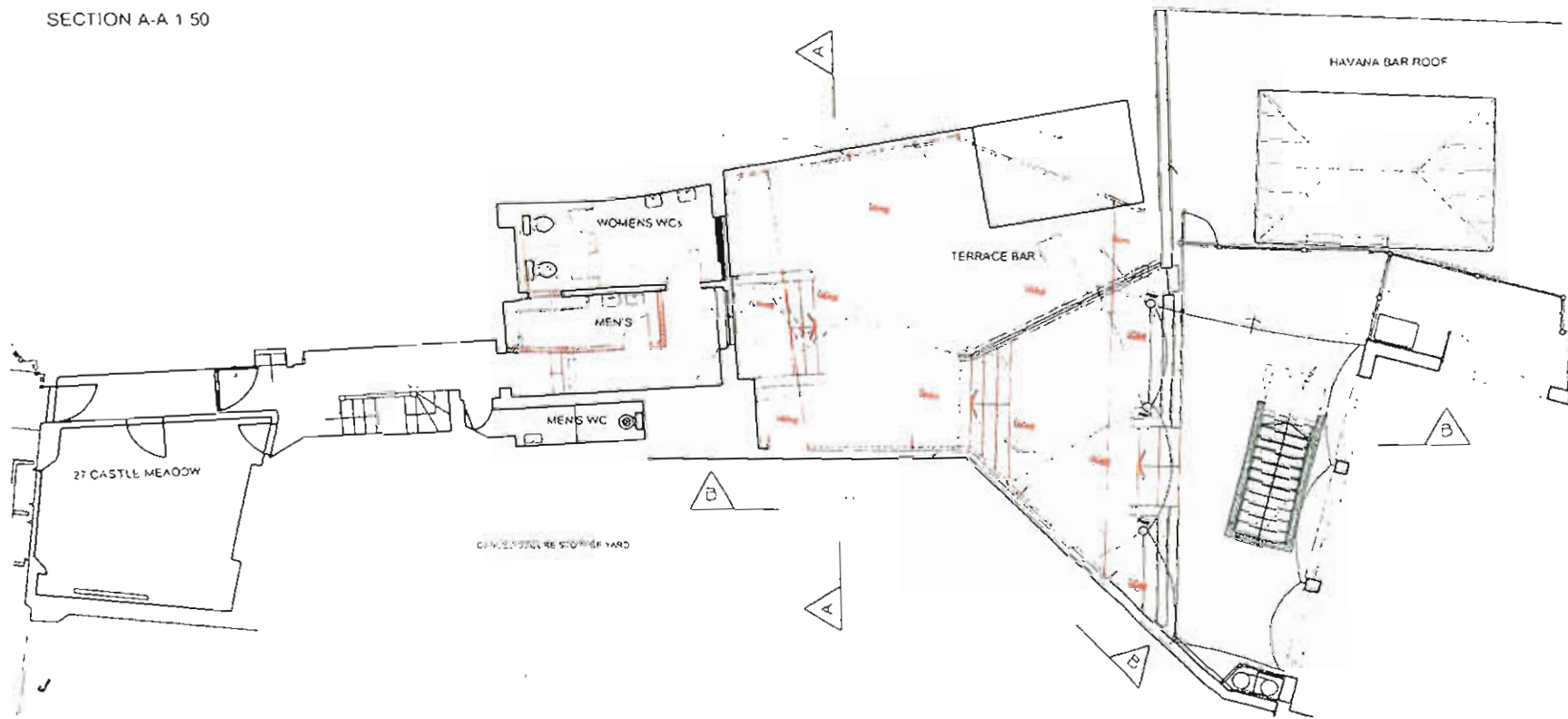


SECTION A-A 1:50



SECTION B-B 1:50

NO.	REVISION
1	ISSUED FOR TENDER
2	REVISED FOR COMMENTS
3	REVISED FOR COMMENTS
4	REVISED FOR COMMENTS
5	REVISED FOR COMMENTS
6	REVISED FOR COMMENTS
7	REVISED FOR COMMENTS
8	REVISED FOR COMMENTS
9	REVISED FOR COMMENTS
10	REVISED FOR COMMENTS



UPPER GROUND LEVEL PLAN 1/50

**a<sup>2</sup>**  
 ARCHITECTURE AND INTERIOR DESIGN  
 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100  
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 REAR YARD & ALTERATION WORK  
 27 CASTLE MEADOW, NORWICH

**NEW FABRIC ROOF DETAILS**

NO.	REVISION
1	ISSUED FOR TENDER
2	REVISED FOR COMMENTS
3	REVISED FOR COMMENTS
4	REVISED FOR COMMENTS
5	REVISED FOR COMMENTS
6	REVISED FOR COMMENTS
7	REVISED FOR COMMENTS
8	REVISED FOR COMMENTS
9	REVISED FOR COMMENTS
10	REVISED FOR COMMENTS

08/16/21

**From:** Thomas, Sue [mailto:SueThomas@norwich.gov.uk]

**Sent:** 18 June 2012 11:38

**To:**

**Cc:** Streeter, Ian; Bartram, Michelle; Patrick Fisher

**Subject:** Kartel - TEN application for July 1st

Appendix C

Dear Mr Baxter,

Application under the Licensing Act 2003

Premises: Kartel, 68 London Street, Norwich

Name of applicant: Mike Baxter

Type of application: Temporary Event Notice 01/07/2012

Please note the following reasons for making representation against the granting of a temporary event notice for an event planned for 1 July 2012.

I have seen your application for a temporary event notice in respect of Kartel for July 1st.

Following objection raised to the event planned for 25 May which did not take place I tried to arrange a meeting at the venue with Mr Partick Fisher.

Prior to this, following the event of 1 April, I had asked for a meeting with Mr Keir Slater at

18/06/2012

the venue and then with Mr Fisher to meet here at City Hall, both of whom are named as persons with responsibility for health and safety at Kartel. Neither of these invitations were taken up.

My last email to Mr Fisher was sent on 30 May 2012 offering alternative dates to meet at the premises, I have no reply to this email.

Our concerns remain as we have been unable to verify any of the measures we have been told have been taken to reduce risk and continuing non-cooperation with requests for a meeting at the venue and sight of significant documents which include proof of employer at Kartel

which should be easily available.

Environmental Health is therefore objecting to this TEN as we have insufficient evidence that public safety will be adequately managed.

Yours sincerely,

Mrs Susan Thomas  
Food and safety officer  
t: 01603 212294  
f: 01603 213009  
e: [suethomas@norwich.gov.uk](mailto:suethomas@norwich.gov.uk)

Norwich City Council  
City Hall  
St Peters Street  
Norwich





# NORFOLK

## CONSTABULARY

*Our Priority is You*

Norfolk Constabulary

C/O Bethel Street Police Station  
Bethel Street,  
Norwich  
NR2 1NN

Mr Ian Streeter  
Licensing Manager  
Norwich City Council  
St Peters Street  
Norwich

Tel: 0845 456 4567  
Fax: 01603 276025  
Email: [licensingteam@norfolk.pnn.police.uk](mailto:licensingteam@norfolk.pnn.police.uk)

Date: 18<sup>th</sup> June 2012  
Your Ref: KartelTEN  
Our Ref: KartelTEN

[www.norfolk.police.uk](http://www.norfolk.police.uk)  
Non-Emergency Tel: 0845 456 4567

Dear Sir

**Re: TEN Application under the Licensing Act 2003**

**Premises:** Kartel, 68 London Street  
**Name of Applicant:** Mr Mike Baxter  
**Type of Application:** Temporary Event Notice

The Police wish to **make representation** to the Temporary Event Notice for Kartel, 68 London Street Norwich for July 1st to allow an extension of hours from 0000hrs until 0000 hrs.

The Police can evidence an increase in crime within the night time economy between the hours of 0300-0600 hrs. It is the decision of Police Senior Management to discourage and make representation to any extension of licensable activity post 4am for any premises within the night time economy zone.

There has been a supporting document which is attached which evidences a disproportionate rise in crime at venues and in the vicinity of venues beyond 3am until 0600 hrs but particularly after 4am. No specific venue is blamed for the rise in crime individually but does highlight the impact of later opening when venues are given later permissions.

The premises has previously been one for targeted attention due to the number of incidents at the premises, following formal intervention with the management prior to a review being submitted, the management volunteered to reduce the hours of opening to reduce the risk of crime and this has assisted in reducing crime at and around the premises. By allowing the use of TENS after 4am will undermine this previous action and provide the potential for incidents to occur at or immediately outside the premises.

Both written and verbal agreement has been given by Mr Mike Baxter to confirm that the TEN will be amended so that the rooftop event ceases at 4am. **The Police are happy and satisfied with this amendment to the hours and 4am finish should be accepted.**



**However the Police are aware that there are current outstanding issues with regards to the use of the terrace area for dancing following visits by Police and Norwich City Council Health and Safety team and feel that this needs to be resolved prior to the TEN being permitted.**

Risk assessments and meetings have been requested by Council Officer Sue Thomas to resolve the outstanding concerns but are not resolved. Police acknowledge that Environmental Health at Norwich City Council have concerns in relation to public safety and that the use of the terrace is currently unsuitable for dancing and fully support their representation.

**The Police request that the TEN is not accepted until all responsible authorities are satisfied.**

Yours Sincerely

Michelle Bartram  
Licensing Officer



Appendix E



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**Licensing policy**

Adopted version: January 2011

Approved by Norwich City Council on 30 November 2010

**22. Objective - public safety**

- 22.1 The safety of any person visiting or working in licensed premises must not be compromised. **Applicants are expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and the licensable activities for which the licence is being sought.**
- 22.2 Applicants must ensure that they carry out their responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and liaise with the Norfolk Fire and Rescue Service where necessary. Further information is available from <http://www.norfolkfireservice.gov.uk/firesafetyinbusinesspremises.html>
- 22.3 Also when addressing the issue of public safety, an applicant must demonstrate that they have considered other public safety issues. These include:
- the age, design and layout of the premises
  - the nature of the licensable activities to be provided, in particular the sale or supply of alcohol and/or the provision of music and dancing and including whether those activities are of a temporary or permanent nature
  - the hours of operation (differentiating the hours of opening from the hours when licensable activities are provided, if different)
  - customer profile (eg age, disability)
  - the use of special effects such as lasers, pyrotechnics, smoke machines, foam machines, etc

## Licensing policy

Adopted version: January 2011

Approved by Norwich City Council: 20 November 2011



- the safety of electrically powered equipment brought onto their premises
- having public liability insurance.

22.4 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:

- suitable and sufficient risk assessments
- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons
- effective management of number of patrons within different parts of the premises
- determine sensible occupancy limits according to the nature of the premises and activities being carried out
- impose occupancy limits rigorously, employing registered doorstaff as necessary. In order to manage occupancy effectively, consider automated systems like electronic door counters
- appropriate instruction, training and supervision of those employed or engaged to secure the safety of the premises and patrons
- adoption of best practice guidance (eg Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (further advice can be obtained from the Norfolk Fire Service on 01603 810351 [www.norfolkfireservice.gov.uk](http://www.norfolkfireservice.gov.uk) The Event Safety Guide, Safety in Pubs published by the BBPA)
- provision of effective CCTV in and around premises

## Licensing policy

Adopted version, January 2017

Approved by Norwich City Council on 12th June 2016



- provision of toughened or plastic drinking vessels
- implementation of crowd management measures
- the provision of suitable electrical cut outs for use with electrical appliances which are brought onto the premises (such as amplifiers, microphones etc). Such cut-outs should be of a residual current device with a rated tripping current of 30ma in 30 milliseconds (applicants should have regard to HSE Publication INDG 24 7 Electrical safety for entertainers)
- proof of regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety.



## 7. Temporary event notices (TENs)

- 7.1 This Chapter covers the arrangements in Part 5 of the 2003 Act for the temporary carrying on of licensable activities that are not authorised by a premises licence or club premises certificate.

### GENERAL

- 7.2 The system of permitted temporary activities is a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice of the event (a “temporary event notice” or “TEN”).
- 7.3 The TEN must be given to the licensing authority in the form prescribed in regulations made under the 2003 Act. Unless it is sent electronically, it must be sent to the relevant licensing authority, to the police and local authority exercising environmental health functions at least ten working days before the event (although a premises user may give a limited number of TENs to the licensing authority less than 10 days before the event to which they relate).
- 7.4 If a temporary event notice is sent electronically via Business link or the licensing authority’s own facility, the licensing authority must notify the police and local authority exercising environmental health functions as soon as possible and no later than the first working day after the notice is given.
- 7.5 The police or local authority exercising environmental health functions may intervene to prevent such an event taking place or agree a modification of the proposed arrangements, and their intervention may in some cases result in the licensing authority imposing conditions on a temporary event notice. When giving a temporary event notice, consideration should be given to the four licensing objectives. The licensing authority only otherwise intervenes if the statutory permitted limits on temporary event notices would be exceeded.
- 7.6 A temporary event notice does not relieve the premises user from any requirements under planning law for appropriate planning permission where it is required.

### LIMITATIONS

- 7.7 A number of limitations are imposed on the use of TENs by the 2003 Act. The limitations apply to:
- the number of times a premises user may give a TEN (50 times in a calendar year for a personal licence holder and 5 times in a calendar year for other people);
  - the number of times a TEN may be given for any particular premises (12 times in a calendar year);
  - the maximum length of time a TEN may have effect (168 hours or 7 days);

- the maximum total duration of the periods authorised by TENs in relation to individual premises (21 days in a calendar year); and
- the maximum number of people attending at any one time (fewer than 500).

7.8 Proposed activities that exceed these limits will require a premises licence or club premises certificate.

7.9 TENs may be given in respect of premises which already have a premises licence or club premises certificate to cover licensable activities not permitted by the existing authorisation.

7.10 In determining whether the maximum total duration of the periods covered by TENs at any individual premises has exceeded 21 days, an event beginning before midnight and continuing into the next day would count as two days towards the 21-day limitation.

7.11 There is nothing to prevent notification of multiple events at the same time, provided the first event is at least ten days away (or five days away in the case of a late TEN). For example, an individual personal licence holder wishing to exhibit and sell beer at a series of farmers' markets may wish to give several notices simultaneously. However, this would only be possible where the events are to take place in the same licensing authority (and police area), and the limits are not exceeded in the case of each notice.

## **WHO CAN GIVE A TEMPORARY EVENT NOTICE?**

### PERSONAL LICENCE HOLDERS

7.12 A personal licence holder can give a TEN at any premises on up to 50 occasions in any calendar year. This limit is inclusive of any late TENs given in the same year. The use of each TEN must of course observe the limits described above, including the limit of 12 TENs in respect of each premises in a calendar year.

### NON-PERSONAL LICENCE HOLDERS

7.13 The 2003 Act provides that any individual aged 18 or over may give a TEN whether or not that individual holds a personal licence. Such an individual will not, therefore, have met the requirements that apply to a personal licence holder under Part 6 of the 2003 Act. Where alcohol is not intended to be sold, this should not matter. However, many events will involve combinations of licensable activities. In the absence of a premises user holding a personal licence, the 2003 Act limits the number of notices that may be given by any non-personal licence holder to 5 occasions in a calendar year (this limit is inclusive of any late TENs in the same year). In every other respect, the Guidance and information set out in the paragraphs above applies.

## **STANDARD AND LATE TEMPORARY EVENT NOTICES**

7.14 There are two types of TEN; a standard TEN and a late TEN. These are subject to different processes:

- a standard notice is given no later than 10 working days before the event to which it relates; and
- a late notice is given not before 9 and not later than 5 working days before the event.

### **STANDARD TEMPORARY EVENT NOTICES**

7.15 “Ten working days” (and other periods of days which apply to other requirements in relation to TENs) exclude the day the notice is received and the first day of the event. Working days are Monday to Friday excluding Christmas Day, Good Friday and other Bank Holidays. A notice that is given less than 10 working days before the event to which it relates, when the premises user has already given the permitted number of late TENs in that calendar year, will be returned as void and the activities described in it will not be authorised.

7.16 The police and local authority exercising environmental health functions have a period of three working days from when they are given the notice to object to it on the basis of any of the four licensing objectives.

7.17 Although ten clear working days is the minimum possible notice that may be given, licensing authorities should publicise their preferences in terms of advance notice and encourage premises users to provide the earliest possible notice of events planned by them. Licensing authorities should also consider publicising a preferred maximum time in advance of an event by when TENs should ideally be given to them.

### **LATE TEMPORARY EVENT NOTICES**

7.18 Late TENs are intended to be used by premises users who are required for reasons outside their control to, for example, change the venue at short notice. They should not be used save in exceptional circumstances.

7.19 As for a standard TEN, the police and local authority exercising environmental health functions have a period of three working days from when they are given the notice to object to it on the basis of any of the four licensing objectives. If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead. In these circumstances there is no scope for a hearing or the application of existing conditions.

7.20 Late TENs can be given up to five working days but no earlier than nine working days before the event is scheduled and, unless given electronically to the licensing authority, must also be sent by the premises user to the police and local authority exercising environmental health functions. A late TEN given less than five days before the event to which it relates

will be returned as void and the activities to which it relates will not be authorised. The number of late TENs that can be given in a calendar year is limited to ten for personal licence holders and two for non-personal licence holders. Late TENs count towards the total number of TENs (for example, the limit of five TENs per year for non-personal licence holders and 50 TENs for personal licence holders). Once these limits have been reached, the licensing authority should issue a counter notice (permitted limits) if any more are given.

## **ROLE OF THE LICENSING AUTHORITY**

- 7.21 The licensing authority must check that the limitations set down in Part 5 of the 2003 Act are being observed and intervene if they are not (see paragraph 7.7 above). For example, a TEN would be void unless there is a minimum of 24 hours between events notified by the same premises user, or an associate, or someone who is in business with the relevant premises user, in respect of the same premises. This is to prevent evasion of the seven-day (or 168 hour) limit on such events and the need to obtain a full premises licence or club premises certificate for more major or permanent events. In addition, for these purposes, a TEN is treated as being from the same premises user if it is given by an associate.
- 7.22 The 2003 Act defines an associate, in relation to the premises user, as being:
- the spouse or civil partner of that person;
  - a child, parent, grandchild, grandparent, brother or sister of that person;
  - an agent or employee of that person; or
  - the spouse or civil partner of a person listed in either of the two preceding bullet points.
- 7.23 A person living with another person as their husband or wife, is treated for these purposes as their spouse. 'Civil partner' has its meaning in the Civil Partnership Act 2004.
- 7.24 Where the application is not within the statutory parameters described earlier, the licensing authority will issue a counter notice to the premises user.
- 7.25 Where the TEN is in order, the relevant fee paid, the event falls within the prescribed limits and there has been no objection from the police or local authority exercising environmental health functions on the basis of any of the four licensing objectives, the licensing authority will record the notice in its register and send an acknowledgement to the premises user (which may be given electronically).
- 7.26 If the licensing authority receives an objection notice from the police or local authority exercising environmental health functions that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection (unless all parties agree that this is unnecessary). The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing

licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a “notice (statement of conditions)”), and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

- 7.27 Premises users are not required to be on the premises for the entire duration of the event authorised by the TEN, but they will remain liable to prosecution for certain offences that may be committed at the premises during the period covered by it. These include, for example, the offences of the sale of alcohol to a person who is drunk; persistently selling alcohol to children; and allowing disorderly conduct on licensed premises.
- 7.28 In the case of an event authorised by a TEN, failure to adhere to the requirements of the 2003 Act, such as the limitation of no more than 499 being present at any one time, would mean that the event was unauthorised. In such circumstances, the premises user would be liable to prosecution.
- 7.29 Section 8 of the 2003 Act requires licensing authorities to keep a register containing certain matters, including a record of TENs received. There is no requirement to record all the personal information given on a TEN.

## **POLICE AND ENVIRONMENTAL HEALTH INTERVENTION**

- 7.30 The system of permitted temporary activities gives police and local authorities exercising environmental health functions the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.
- 7.31 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance. However, in most cases, where (for example) alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (for example, at weddings or small social or sporting events) this should not give rise to the use of these powers.
- 7.32 Each of the police and local authority exercising environmental health functions (as an authorised person) have the right under sections 109(5) and (6) of the 2003 Act to request the premises user to produce the TEN for examination. If the police do not intervene when a TEN is given, they will still be able to rely on their powers of closure under Part 8 of the 2003 Act should disorder or noise nuisance be expected or arise.
- 7.33 If the police or local authority exercising environmental health functions believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice. The objection notice must be given within three working days of their receipt of the TEN.

- 7.34 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, local authority exercising environmental health functions and the premises user may make representations to the licensing authority. If the police and/or local authority exercising environmental health functions give an objection to a late notice, the TEN will not be valid.
- 7.35 The police or local authority exercising environmental health functions may contact the premises user to discuss their objections and try to come to an agreement which will allow the proposed licensable activities to proceed. The TEN can be modified. If there is no agreement, the licensing authority must hold a hearing to consider the notice.



**Premises Licence Summary**

**Premises Licence Number**

**11/02373/PREM**

**Premises Details**

**Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code**

Kartel  
68 London Street  
Norwich  
NR2 1JT

**Telephone number** 01603 622967

**Where the licence is time limited the dates**

Not applicable

**Licensable activities authorised by the licence.**

Other Entertainment falling within Act - Activity takes place indoors  
Films - Activity takes place indoors  
Late Night Refreshment - Activity takes place both indoors and outdoors  
Live Music - Activity takes place indoors  
Provision of Dance Facilities - Activity takes place indoors  
Provision of Music Facilities - Activity takes place indoors  
Provision of Entertainment Facilities - Activity takes place indoors  
Sale by Retail of Alcohol - Activity takes place both indoors and outdoors  
Recorded Music - Activity takes place indoors

**The times the licence authorises the carrying out of licensable activities**

Other Entertainment falling within Act	Sunday	10:00 - 04:00
Other Entertainment falling within Act	Monday to Thursday	10:00 - 04:00
Other Entertainment falling within Act	Friday and Saturday	10:00 - 04:00
Films	Sunday	10:00 - 04:00
Films	Monday to Thursday	10:00 - 04:00
Films	Friday and Saturday	10:00 - 04:00
Late Night Refreshment	Sunday	23:00 - 04:00
Late Night Refreshment	Monday to Thursday	23:00 - 04:00
Late Night Refreshment	Friday and Saturday	23:00 - 04:00
Live Music	Sunday	10:00 - 04:00
Live Music	Monday to Thursday	10:00 - 04:00
Live Music	Friday and Saturday	10:00 - 04:00
Provision of Dance Facilities	Sunday	10:00 - 04:00
Provision of Dance Facilities	Monday to Thursday	10:00 - 04:00
Provision of Dance Facilities	Friday and Saturday	10:00 - 04:00
Provision of Music Facilities	Sunday	10:00 - 04:00
Provision of Music Facilities	Monday to Thursday	10:00 - 04:00

Provision of Music Facilities	Friday and Saturday	10:00 - 04:00
Provision of Entertainment Facilities	Sunday	10:00 - 04:00
Provision of Entertainment Facilities	Monday to Thursday	10:00 - 04:00
Provision of Entertainment Facilities	Friday and Saturday	10:00 - 04:00
Sale by Retail of Alcohol	Sunday	10:00 - 04:00
Sale by Retail of Alcohol	Monday to Thursday	10:00 - 04:00
Sale by Retail of Alcohol	Friday and Saturday	10:00 - 04:00
Recorded Music	Sunday	10:00 - 04:00
Recorded Music	Monday to Thursday	10:00 - 04:00
Recorded Music	Friday and Saturday	10:00 - 04:00

**Non Standard/Seasonal Timings**

For all licensable activities:

For statutory Bank Holiday weekends (Friday to Monday inclusive) plus the Thursday before Good Friday and for Christmas Eve the finish time to be extended by 1 hour. 1 extra hour on St David's Day (1 March), St Patrick's Day (17 March), St George's Day (23 April) and St Andrew's Day (30 November).

On New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

**The opening hours of the premises**

Monday	10:00 - 04:30
Tuesday	10:00 - 04:30
Wednesday	10:00 - 04:30
Thursday	10:00 - 04:30
Friday	10:00 - 04:30
Saturday	10:00 - 04:30
Sunday	10:00 - 04:30

**Non Standard/Seasonal Timings**

For statutory Bank Holiday weekends (Friday to Monday inclusive) plus the Thursday before Good Friday and for Christmas Eve the finish time to be extended by 1 hour. 1 extra hour on St David's Day (1 March), St Patrick's Day (17 March), St George's Day (23 April) and St Andrew's Day (30 November).

On New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies**

Alcohol is supplied for consumption both on and off the Premise

**Name, (registered) address of holder of premises licence**

Mr Patrick Edgar Fisher  
34 Cotman Road  
Norwich  
NR1 4AF

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



**Name, designated premises supervisor where the premises licence authorises for the supply of alcohol**

Michael Baxter

**State whether access to the premises by children is restricted or prohibited**



Schedule 12

Regulation 33,34

Premises Licence

Premises Licence Number

11/02373/PREM

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Kartel  
68 London Street  
Norwich  
NR2 1JT

Telephone number 01603 622967

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence.

Other Entertainment falling within Act - Activity takes place indoors  
Films - Activity takes place indoors  
Late Night Refreshment - Activity takes place both indoors and outdoors  
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Provision of Entertainment Facilities - Activity takes place indoors  
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Recorded Music - Activity takes place indoors

The times the licence authorises the carrying out of licensable activities

Other Entertainment falling within Act	Sunday	10:00 - 04:00
Other Entertainment falling within Act	Monday to Thursday	10:00 - 04:00
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Provision of Music Facilities	Monday to Thursday	10:00 - 04:00
Provision of Music Facilities	Friday and Saturday	10:00 - 04:00
Provision of Entertainment Facilities	Sunday	10:00 - 04:00
Provision of Entertainment Facilities	Monday to Thursday	10:00 - 04:00
Provision of Entertainment Facilities	Friday and Saturday	10:00 - 04:00
Sale by Retail of Alcohol	Sunday	10:00 - 04:00
Sale by Retail of Alcohol	Monday to Thursday	10:00 - 04:00
Sale by Retail of Alcohol	Friday and Saturday	10:00 - 04:00
Recorded Music	Sunday	10:00 - 04:00
Recorded Music	Monday to Thursday	10:00 - 04:00
Recorded Music	Friday and Saturday	10:00 - 04:00

### **Non Standard/Seasonal Timings**

For all licensable activities:

For statutory Bank Holiday weekends (Friday to Monday inclusive) plus the Thursday before Good Friday and for Christmas Eve the finish time to be extended by 1 hour. 1 extra hour on St David's Day (1 March), St Patrick's Day (17 March), St George's Day (23 April) and St Andrew's Day (30 November).

On New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

### **The opening hours of the premises**

Monday	10:00 - 04:30
Tuesday	10:00 - 04:30
Wednesday	10:00 - 04:30
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Friday	10:00 - 04:30
Saturday	10:00 - 04:30
Sunday	10:00 - 04:30

### **Non Standard/Seasonal Timings**

For statutory Bank Holiday weekends (Friday to Monday inclusive) plus the Thursday before Good Friday and for Christmas Eve the finish time to be extended by 1 hour. 1 extra hour on St David's Day (1 March), St Patrick's Day (17 March), St George's Day (23 April) and St Andrew's Day (30 November).

On New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

### **Where the licence authorises supplies of alcohol whether these are on and / or off supplies**

Alcohol is supplied for consumption both on and off the Premise

### **State whether access to the premises by children is restricted or prohibited**

**Part 2**

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

Mr Patrick Edgar Fisher  
34 Cotman Road  
Norwich  
NR1 4AF

Electronic Mail

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

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

Michael Baxter  
90 Mousehold Street  
Norwich  
NR3 1NX

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

Party Reference: 08/00490/PERS

Licensing Authority: Norwich City Council

## Annex 1 – Mandatory conditions

- 1 No supply of alcohol may be made under a premises licence -
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- 2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- 3 No moving picture shall be exhibited unless: -
  - (i) it has received a "U", "PG", "12A", "15" or "18" certificate of the British Board of Film Classification; or
  - (ii) it is a current newsreel which has not been submitted to the British Board of Film Classification; or
  - (iii) the permission of the Licensing Authority is first obtained and any conditions of such permission are complied with.
- 4 No person under the age of 18 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received an "18" certificate from the British Board of Film Classification.
- 5 No person under the age of 15 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "15" certificate from the British Board of Film Classification.
- 6 No person under the age of 12 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "12A" certificate from the British Board of Film Classification.
- 7 Where, at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.
- 8 (1) 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.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises 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.

9 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).

10 The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

11 (with effect from 1 October 2010)

(1) 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.

(2) 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.

12 (with effect from 1 October 2010)

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: half 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.

## Annex 2 – Conditions consistent with the Operating Schedule

### 1 **General - all four licensing objectives**

2 The style of operation of the premises will be discerning and disciplined and non-alcoholic refreshment will be available during opening hours.

3 The terrace bar will be covered by a fabric roof and the boundary wall with a metal mesh as detailed on the revised plan (drawing no. 08/16/21 rev C).

### 4 **The Prevention of Crime and Disorder**

5 When DJ's are used he/she will ask customers to leave the premises quietly.

6 Any instances of crime and disorder will be reported to the Police and will be kept in an incident log book.

7 A zero tolerance towards illegal drugs will remain in force at all times.

8 Alcoholic drinks will not be sold or marketed in such a way as to encourage irresponsible or excessive drinking.

9 The licensee will co-operate with local police and shall participate in any initiatives to prevent crime and disorder.

10 At least one SIA door supervisor (and any additional door supervisors as agreed with the Police as being necessary from time to time), will operate from 22:00 until close on Friday and Saturday nights and any night when the premises is open after 01:00. The door supervisors will manage and monitor customers entering and leaving the premises and their behaviour whilst in the immediate vicinity of the premises.

11 The door supervisor will sign on and off duty in an incident book that will be available for inspection on reasonable request.

12 All staff will be trained as to their responsibilities in respect of the four licensing objectives, the exclusion of disorderly or drunken persons and preventing sales of alcohol to young people under the age of 18.

13 A record will be made of this training showing who was trained, when and by whom, and the subjects covered. This record will be made available to Police or officers of the licensing authority on reasonable request.

14 Clearing empty bottles and glasses will be a high priority. Staff will prevent the removal of open containers for alcohol and glasses from the premises (unless an additional tables and chairs licence has been applied for).

15 The premises licence holder or his/her representative will attend a minimum of three meetings in any calendar year of the Norwich City Centre Licensing Forum.

16 A CCTV system covering the main public areas of the venue and entrances/exits, and the rear of those premises abutting the venue will be installed in the interests of the prevention of crime and disorder and the protection of customers and staff. The system will be capable of recording images for a minimum of 28 days and copies of the images will be made available to police and officers of the licensing authority on reasonable request.

17 Challenge 21 Policy will be in force.

18 All registered SIA door staff on duty will wear fluorescent jackets.

19 All patrons attending the venue will be searched before entry.

20 When contracted security operatives are used they will be from an SIA Approved Contractor.

21 There will be a last entry time of 03:15 hours.

22 Whilst the premises is open to the public and when available, a radio communication system will be in use to communicate to other venues.

23 On Friday and Saturdays between 1am and finish, a minimum of 4 SIA door staff will be employed.

### 24 **Public Safety**

25 Ongoing risk assessments will be undertaken in order to comply with Health and Safety and Fire Prevention legislation.

26 P.A.T. of all electrical equipment.

27 The fire alarm will be tested regularly.

28 Fire exits will be clearly marked.

29 There will be ongoing training of staff.

### 30 **The Prevention of Public Nuisance**

31 Customers will be encouraged to wait inside for taxis.

32 Signs will be affixed at the entrance to remind customers to leave quietly.

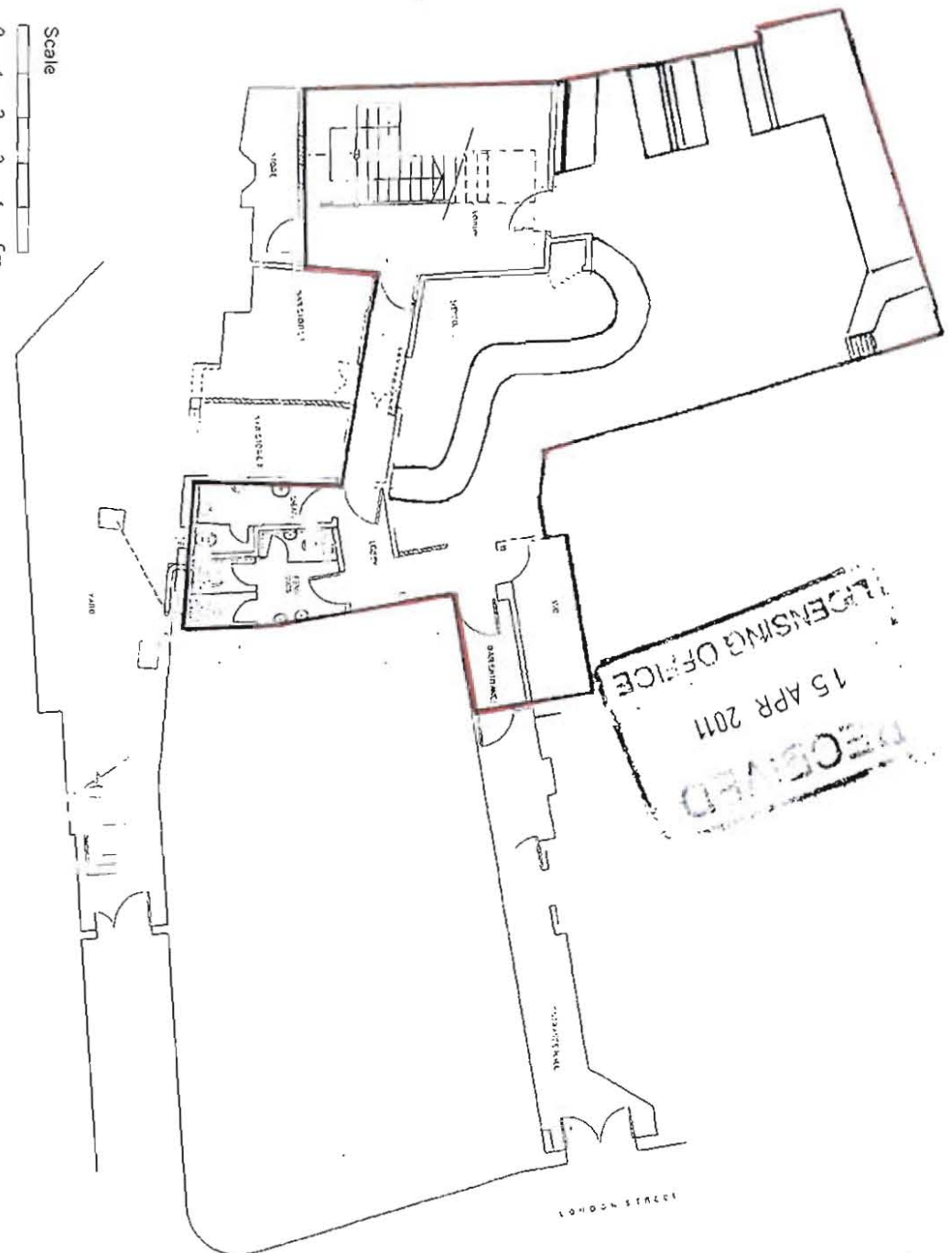
33 A notice will be placed at entries to ensure that customers do not leave with bottles and cans.

34 Music and other amplified sound will be inaudible at the nearest noise sensitive premises.

- 35 Bottle bins will not be emptied externally between 20:00 and 08:00 hours.
- 36 **The Protection of Children From Harm**
- 37 Children will not be allowed in the premises.



RECEIVED  
15 APR 2011  
LICENSING OFFICE



LOWER GROUND FLOOR PLAN  
1:1050 scale (at A1 (1:10 100 at A3))

SALE BY RETAIL OF ALCOHOL &  
REGULATED ENTERTAINMENT &  
PROVISION OF LATE NIGHT REFRESHMENT

1. The Licensee shall be responsible for the safekeeping of the premises and the contents thereof and shall be liable for any damage to the premises or contents thereof caused by fire, theft or other causes.

2. The Licensee shall be responsible for the payment of all rates, taxes and other charges payable by the Licensee in connection with the premises.

3. The Licensee shall be responsible for the payment of all costs and expenses incurred by the Licensee in connection with the premises.

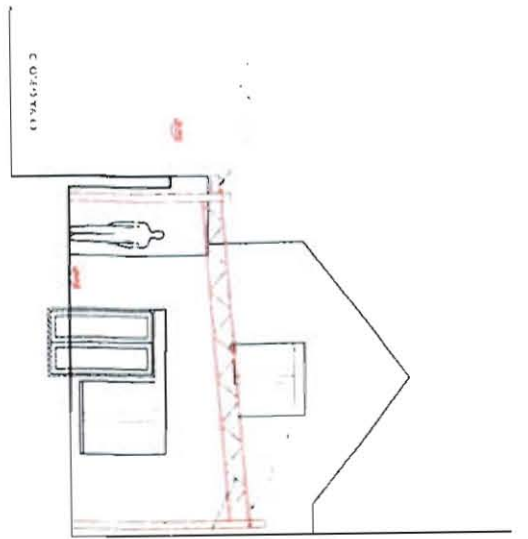
4. The Licensee shall be responsible for the payment of all costs and expenses incurred by the Licensee in connection with the premises.



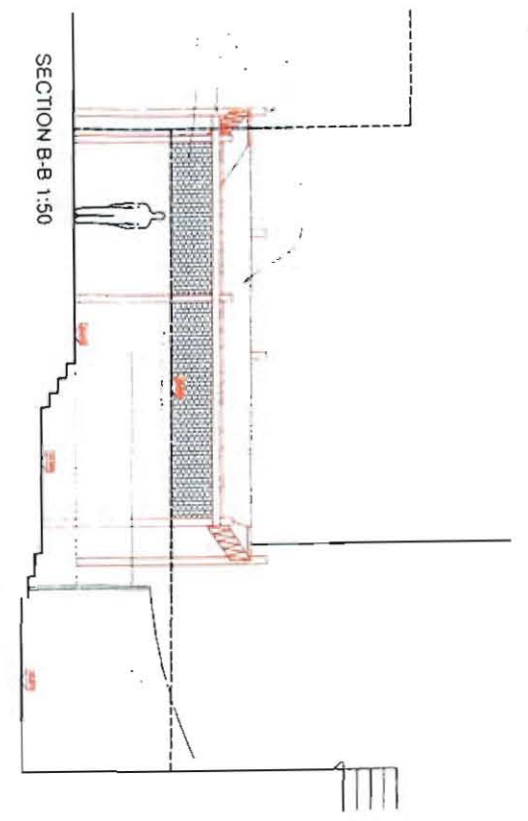
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LOWER GROUND FLOOR PLAN

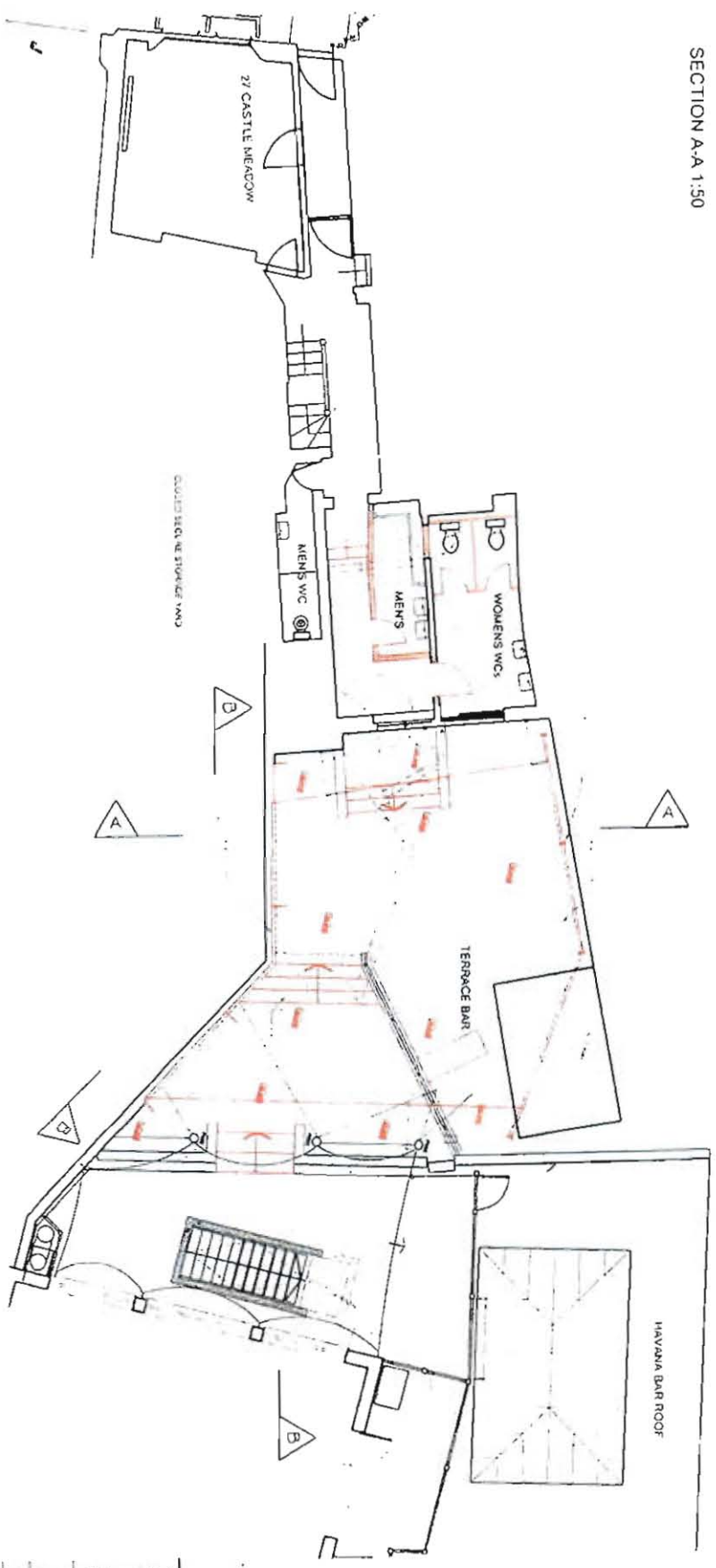
1:500 @ A1  
AUG 08  
08/16/21



SECTION A-A 1:50



SECTION B-B 1:50



UPPER GROUND LEVEL PLAN 1/50

DATE	DESCRIPTION	BY	CHKD
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08/16/21	C		



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