

MEETING

LICENSING SUB-COMMITTEE

DATE AND TIME

MONDAY 3RD NOVEMBER, 2014

AT 10.30 AM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

TO: MEMBERS OF LICENSING SUB-COMMITTEE (Quorum 3)

Councillors

Alison Cornelius

Jim Tierney

Zakia Zubairi

** The licensing authority will only allow licensing decisions to be taken by a minimum of three Councillors. In the event of one Member being unable to attend, their place will be substituted by another Member taken from the membership of the full Licensing Committee. In the event of this substitution taking place, all parties will be informed of the change of Membership at the beginning of the hearing.*

You are requested to attend the above meeting for which an agenda is attached.

Andrew Nathan – Head of Governance

Governance Services contact: Governance Service governance.service@barnet.gov.uk

Media Relations contact: Sue Cocker 020 8359 7039

ASSURANCE GROUP

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	APPOINTMENT OF CHAIRMAN	
2.	ABSENCE OF MEMBERS (IF ANY)	
3.	DECLARATION OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS (IF ANY)	
4.	LICENSING SUB-COMMITTEE HEARING PROCEDURE	1 - 4
5.	TEMPORARY EVENT NOTICE FOR THE REGENT BANQUETING SUITE, 331 REGENTS PARK ROAD, LONDON, N3 1DP	5 - 36
6.	MOTION TO EXCLUDE THE PRESS AND PUBLIC	
7.	DELIBERATION BY THE SUB-COMMITTEE IN PRIVATE SESSION	
8.	RE-ADMISSION OF THE PRESS AND PUBLIC: ANNOUNCEMENT OF THE DECISION OF THE SUB-COMMITTEE	
9.	ANY OTHER ITEM(S) THE CHAIRMAN DECIDES ARE URGENT	

FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. If you wish to let us know in advance that you will be attending the meeting, please telephone Governance Service governance.service@barnet.gov.uk. People with hearing difficulties who have a text phone, may telephone our minicom number on 020 8203 8942. All of our Committee Rooms also have induction loops.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff or by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

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LONDON BOROUGH OF BARNET

LICENSING SUB COMMITTEE

HEARINGS PROCEDURE

AGENDA ITEM 4

General points

The following procedure is based on Regulations made by the Secretary of State under the Licensing Act 2003 (“the Hearings Regulations”) which may be viewed or downloaded from the website of the Department for Culture, Media and Sport by following links from www.culture.gov.uk

The procedure is intended as a general framework to ensure natural justice and a fair hearing. The conduct of individual hearings may vary slightly according to circumstances and the discretion of the Chairman. In all cases, however, this general framework will be followed.

The procedure allows each party a maximum period of 5 minutes in which to present their case (Regulations 16 & 24). At the end of the time allowed, the Chairman will terminate the presentation and the hearing will proceed in the form of a discussion led by the authority to explore points of dispute. The discussion will not be timed.

The procedure is subject to periodic review and amendment to reflect best practice and relevant legislative changes. An updated version of this procedure is published as soon as possible following any such amendments.

Chairman

- Introduces him/herself and Members of the Committee, and outlines their roles.
- Introduces Licensing, Legal and Governance Officer.
- Explains that Legal and Governance Officers will be present during the Committee’s deliberations to advise only, and that the Licensing Officer will be excluded from deliberations.
- Asks parties present to introduce themselves.
- Outlines procedure to be followed (Regulation 22).
- Asks all parties to confirm their understanding of the procedure.
- Clarifies any aspect(s) of the procedure where any parties are uncertain or asks Legal or Governance Officer as appropriate to clarify.

Governance Officer

- Informs Committee of absent parties.
- Details persons whom a party is seeking permission to represent them at hearing.
- Panel confer regarding permission.
- Chairman announces decision regarding permission.

Licensing Officer presents the report to the Committee

- Is a statement of the facts including details of the application and operating schedule, relevant policy details, detail representations made, a chronology of events and highlights the points on which the Authority requires clarification.

Applicant

- Presents opening submissions and clarifies points raised by Authority in notice of hearing. Time allowed 5 mins.

Other parties

- Presents opening submissions either in person or by spokes person
Time allowed 5 mins per interested party.

Note regarding use of video evidence

Video evidence must be in DVD format and will form part of the relevant party's five minutes opening submission. Any party wishing to use video evidence must submit a copy to the Authority along with sufficient, identical extra copies to serve on all the opposing parties – i.e. if the applicant is submitting it, there must be enough copies for all parties making representations and if a party making representations is submitting it there must be a copy for the applicant. The recording must be edited down to the highlights, containing only relevant matter which relates to the written representation previously submitted. In addition, a description of how, when and where the video was recorded and what it contains must be submitted. These must be supplied to the Authority at least five working days before the hearing.

Members question Licensing Officer on Policy

Discussion

Chairman leads a discussion concentrating on points of dispute:

Chairman asks Applicant what he disputes in other parties' submissions, and asks other parties to comment.

Chairman proceeds through all objectors dealing with all matters of contention.

When Chairman feels all matters have been thoroughly discussed and all parties have been given a fair and equal opportunity to comment and make representations, she/he closes discussion.

Determination

There are two procedures depending on whether or not determination is to be made at the end of the Hearing or within five working days of the Hearing. This later announcement of determination is permitted in terms of the Legislation for certain types of applications.

Chairman informs all present that the Committee will deliberate, that Legal and Governance Officer will remain to advise but will not be part of decision-making process, and that all others must leave (under Regulation 14).

- Parties, apart from Legal and Governance Officer, leave the room.
- The Committee deliberates, with advice as required from Legal and Governance Officer, and reaches a conclusion. The Legal officer may assist, as required, in formulating the wording of the determination.

- Parties return.
- Chairman reads out determination, and advises it will be sent in writing to all parties.
- Opportunity for determination to be clarified by any interested party who is unclear.
- Chairman gives advice about appealing against the determination.
- Chairman thanks all for attending and closes the meeting.

...Within five working days of the hearing

- Chairman explains requirement to determine the Hearing within five working days, and advises that the Committee will proceed to deliberate and announce the determination within that time.
- During deliberations, Legal and Governance Officers remain to advise on law and procedure as required. The Legal Officer may assist, as required, in formulating the wording of the determination. The Licensing Officer plays no part in the determination and withdraws for this part of the proceedings.
- Chairman advises all parties that they will receive written notification of the determination within five working days of the Hearing date, together with general information on how to appeal against the determination.
- Chairman thanks all parties for attending and invites the applicant, objector(s), other party(ies) and the Licensing Officer to leave.

Information on Appealing against the decision

You may at any time before the expiration of a period of 21 days from notification appeal to Willesden Magistrates' Court, 448 High Road London England NW10 2DZ (Telephone 020 8955 0555, DX 110850 Willesden 2) by way of Complaint for an Order. The Court may either dismiss the appeal, substitute for the decision appealed against any other decision which could have been made by the Licensing Authority or remit the case to the Licensing Authority to dispose of it in accordance with the directions of the court, and can make such order as to costs as it thinks fit.

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AGENDA ITEM 5



Licensing Sub-Committee

3rd November 2014

Title	Temporary Event Notice for The Regent Banqueting Suite, 331 Regents Park Road, London, N3 1DP
Report of	Trading Standards & Licensing
Wards	Finchley Church End
Date added to Forward Plan	N/A
Status	Public
Enclosures	Report of the Licensing Officer Annex 1 – Temporary Event Notice Annex 2 – Premises Licence Annex 3 – Police Objection Notice Annex 4 – Notice of Decision Annex 5 – PRESCRIBED FORM OF NOTICE (conditions on a temporary event NOTICE) AND STATEMENT OF CONDITIONS
Officer Contact Details	Mariesa Connolly 0208 359 2125 Mariesa.connolly@barnet.gov.uk

Summary

This report asks the Sub-Committee to consider a Temporary Event Notice under Licensing Act 2003.

Recommendations

That the Sub-Committee considers the Temporary Event Notice for an event to be held on November, 3rd at the Regent Banqueting Suite, 331 Regents Park Road, London, N3 1DP to which a Police Objection has been received

1. WHY THIS REPORT IS NEEDED

- 1.1 The licensing authority having received an objection notice from the police that is not withdrawn must (in the case of a standard TEN only) hold a hearing to consider the objection (unless all parties agree that this is unnecessary)

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Licensing Act 2003 states that should the licensing authority receive an objection notice from the police or EHA 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.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Not applicable

4. POST DECISION IMPLEMENTATION

- 4.1 The decision will have immediate effect

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Council’s Licensing Policy

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 None

5.3 Legal and Constitutional Reference

- 5.3.1 A valid objection notice has been received in relation to this Temporary Event Notice, which is therefore before the Sub-Committee for consideration

- 5.3.2 The Licensing Sub-Committee will discharge the functions under the

Licensing Act 2003 and associated Regulations, as delegated to it by the Licensing Committee

5.4 Risk Management

5.4.1 Not applicable

5.5 Equalities and Diversity

5.5.1 Licence applications/notices are dealt with according to the provisions of the Licensing Act 2003 and associated Regulations which allow both applications and representations to applications to be made by all sectors of the community

5.6 Consultation and Engagement

5.6.1 Not applicable

6. BACKGROUND PAPERS

6.1 The Temporary Event Notice, The Licensing Officer report and the enclosures are attached to this report

LICENSING ACT 2003

REPORT FOR PUBLIC HEARING

Regent Banqueting Suite, 331 Regent Park Road, London, N3 1DP.

1 The Notice

- 1.1 This Temporary Event Notice was given to the Licensing Authority by Mr Stanley Thomas under Section 100 of the Licensing Act 2003.
- 1.2 The notice submitted seeks to permit 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 and the provision of late night refreshment for an event which is due to commence on Wednesday 31 December 2014 at 18:00hrs and finishing at 06:00hrs on Thursday 01 January 2015
- 1.3 The event is described within the notice as being a 'Gala night event, to raise funds for charity'
- 1.4 A copy of the Temporary Event Notice is attached to this report in Annex 1.
- 1.5 Regent Banqueting Suite holds a premises licence which is attached to this report in Annex 2

2 Objection notice from Police

- 2.1 The licensing authority has received an objection notice from Sergeant Mark Altman on behalf of the Metropolitan Police Service. Sergeant Altman states:

'Insufficient information has been provided with the notice for the Police to ascertain how this event will be managed and the type of entertainment that will take place. There is no mention of the numbers of door staff, if any, being employed, number of staff and any means of dispersal. This event finishes at 6am and the Police need to be reassured '.

- 2.2 This objection notice is attached to the report in Annex 3.

3 Officers Comments

- 3.1 The London Borough of Barnet's Licensing Policy states the following about Temporary Event Notices:

- Applicants should be aware that the serving on the Council of a Temporary Event Notice does not remove their obligations under other legislation. Where necessary, permissions should be sought from the appropriate body. The Council expects that applicants understand their obligations in respect of:
 - Planning permissions
 - Health and safety
 - Noise pollution
 - The erection of temporary structures
 - Road closures
 - The use of pyrotechnics
 - Anti-social behaviour
- Applicants intending to sell alcohol should be aware that it is an offence to supply alcohol to minors or persons who are drunk. Also that the Police have powers to close down events without notice on the grounds of disorder, the likelihood of disorder or because of public nuisance caused by noise.

- Applicants should be aware that a limit of less than 500 persons at any one time applies to temporary events and failure to comply with this limit may lead to prosecution. Where appropriate, organisers are strongly recommended to employ means of recording the number of persons entering and leaving the premises.
- The attention of applicant is drawn to the fact police will expect to see a completed Music Promotion / Event Risk Assessment Scheme (Form 696 & 696A). If the event involves live or DJ music and is open to the public or section of the public.

4 Determination

4.1 The sub-committee shall determine the application in accordance with Section 105 of the Licensing Act 2003. The Notice of Decision is attached as Annex 4.

(1) Where a relevant objection notice is made, the authority must-

- (a) hold a hearing to consider the objection notice, unless the premise user, the chief officer of police 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 necessary for the promotion of the crime prevention objection to do so.

4.2 The licensing sub-committee can only

- (a) grant the notice as applied for;
- (b) impose conditions on the notice that are shown on the premises licence/club premises certificate for this property if it is considered appropriate for the promotion of a licensing objective,
- (c) reject the application;

Section 105 (2) states: -

(1) 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 the relevant chief officer of police 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 the relevant chief officer of police a copy of both of those notices.

4.3 Any decision or counter notice must be issued to the premises user at least 24 hours before the specified event period. A failure to do so will result in the premises user being able to proceed with the event.

5. Attaching conditions

The licensing authority may decide not to give the applicant a counter notice under section 105 of the Act and instead impose one or more conditions on the notice in accordance with section 106A(2) of the Act.

The premises licence in place for this premises with its attached conditions can be found attached to this report in Annex 5

- 5.1 Full Copies of the Councils Statement of Licensing Policy, the Statutory Guidance to the Act will be available at the Licensing Sub Committee hearing or in advance if required. A map centrally locating the premises and premises plans will be available at the hearing.

Prepared By:

Mariesa Connolly
TS & Licensing Technical Officer

Annex 1 – Temporary Event Notice

Annex 2 – Premises Licence

Annex 3 – Objection Notice

Annex 4 – Decision notice

Annex 5 - PRESCRIBED FORM OF NOTICE (conditions on a temporary event NOTICE) AND STATEMENT OF CONDITIONS

Temporary Event Notice

* required information

Section 1 of 9

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 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

Family name

E-mail address

Main telephone number Include country code.

Other telephone number

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.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Registration number

Business name If your business is registered, use its registered name.

VAT number Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 9

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

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

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)

EVENT WILL BE HELD IN ONE OF THE HALLS OF THE REGENT

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

its benquit hall

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

its going to be gala night event, we are doing to raise funds for charity

Section 4 of 9

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

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

(See also guidance on completing the form, note 7).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date

31 / 12 / 2014
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date

01 / 01 / 2015
01 / 12 / 2014
dd mm yyyy

LONDON BOROUGH OF BARNET

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	<input type="text" value="zubi626@aol.com"/>
Telephone number	<input type="text" value="+447931339056"/>
Other telephone number	<input type="text"/>

Section 3 of 9

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	<input type="text" value="331 THE REGENT"/>
Street	<input type="text" value="REGENTS PARK ROAD"/>
District	<input type="text" value="FINCHLEY"/>
City or town	<input type="text" value="LONDON"/>
County or administrative area	<input type="text" value="MIDDLESEX"/>
Postcode	<input type="text" value="N3 1DP"/>
Country	<input type="text" value="United Kingdom"/>

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

Premises licence number	<input type="text" value="LPRL0811169"/>
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Location Details

Provide further details about the location of the event

EVENT WILL BE HELD IN ONE OF THE HALLS OF THE REGENT.

Continued from previous page...

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

1800 to 0600

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

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

300

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 10)

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 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence? Yes No

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 14)

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...

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 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

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

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

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?

Continued from previous page...

Section 9 of 9

CONDITION (See also guidance on completing the form, note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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

DECLARATION (See also guidance on completing the form, note 18)

* 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

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/barnet/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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Premises Licence

<p>Licensing Act 2003</p> <p>Part A:</p> <p>Premises Licence</p> <p>Premises Licence Number: LN/199908722</p>	<p>Licensing Authority: London Borough of Barnet, Building 4, North London Business Park Oakleigh Road South New Southgate, London, N11 1NP</p> <p style="text-align: right;">LPRL/08/11169 ()</p>
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Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description
The Regent Banqueting Suite, 331 Regents Park Road

Post Town London	Post code N3 1DP
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Telephone number
None given

Where the licence is time limited the dates
This premises licence is not time limited

Licensable activities authorised by the licence
The Provision of Regulated Entertainment, and
The Provision of Late Night Refreshment

The times the licence authorises the carrying out of licensable activities

The Performance of play's - Indoors only

Standard Days and Timings:
 Sunday to Thursday 12:00hrs - 00:00hrs
 Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:
 Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The Exhibition of film's - Indoors only

Standard Days and Timings:
 Sunday to Thursday 12:00hrs - 00:00hrs
 Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:
 Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The Performance of live music - Indoors only

Standard Days and Timings:

Sunday to Thursday 12:00hrs - 00:00hrs
Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The Playing of recorded music - Indoors only

Standard Days and Timings:

Sunday to Thursday 12:00hrs - 00:00hrs
Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The Performance of dance - Indoors only

Standard Days and Timings:

Sunday to Thursday 12:00hrs - 00:00hrs
Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

An additional hour to the terminal hour as listed in the Standard Days and Timings above on the following days: Valentines Day, Christmas Eve, Boxing Day and New Years Day

From the end of permitted hours on New Years Eve to the start of permitted hours New Years Day

The performance of entertainment of a similar description to performance of live music, the playing of recorded music or performances of dance - Indoors only

Standard Days and Timings:

Sunday to Thursday 12:00hrs - 00:00hrs
Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The provision of facilities for making music - Indoors only

Standard Days and Timings:

Sunday to Thursday 12:00hrs - 00:00hrs
Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The provision of facilities for dancing - Indoors only

Standard Days and Timings:

Sunday to Thursday 12:00hrs - 00:00hrs
Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The provision of facilities of a similar description to that of the provision of facilities for making music or the provision of facilities for dancing - Indoors only

Standard Days and Timings:

Sunday to Thursday 12:00hrs - 00:00hrs
Friday to Saturday 12:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The Provision of late night refreshment - Indoors only

Standard Days and Timings:

Sunday to Thursday 23:00hrs - 00:00hrs
Friday to Saturday 23:00hrs - 01:00hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

The hours that the premises are open to the public

Standard Days and Timings

Sunday to Thursday 09:00hrs - 00:30hrs
Friday to Saturday 09:00hrs - 01:30hrs

Non Standard Timings and Seasonal Variations:

Seasonal variations from the end of permitted hour on New Years Eve to the start of permitted hours on New Years Day (annually). An additional hour on Valentines Day, Christmas Eve, Boxing Day and New Years Day.

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

N/A

Part 2

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

Jesus House
112 Brent Terrace
Brent Cross
London
NW2 1LT

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

04047907

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

N/A

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

N/A

Annex 1 - Mandatory Conditions

- 1 The admission of a child or young persons under the age of 18 to the exhibition of any film shall be restricted in accordance with any recommendations made by any film classification body and or persons designated as such by the Secretary of State under section 4 of the Video Recordings Act 1984.
- 2 Each individual employed in the role of guarding the premises against unauthorised access or occupation, against outbreaks of disorder or against damage must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the operating schedule

- 3 A member of the management team shall join the safer neighbourhood schemes
- 4 The licence holder shall design and implement a strict drugs enforcement policy to prevent the sale and use of illegal drugs on the premises
- 5 Notices shall be displayed prominently on the premises warning that the sale or use of drugs and/or disorderly behaviour on the premises and surrounding areas will be reported to the police with no exceptions
- 6 The management will risk assess every event and will decide to implement door staff, should it be necessary.
- 7 The management policy shall state that should there be any bookings where there is a possibility that the guests might indulge in anti social behaviour the management will refuse to hold the event.
- 8 Public liability insurance shall be in place for all events
- 9 All fire regulations shall be updated regularly and the premises shall hold valid fire certificates for all extinguishers, fire alarm system and emergency lighting.
- 10 An evacuation procedure shall be in place with instructions displayed clearly. All fire exits shall be clearly indicated and kept clear from obstruction at all times.
- 11 All food safety procedures shall be observed and all caterers that use the premises shall be licensed to hold their own individual public liability insurance.
- 12 Regular risk assessments for Health & Safety and all appropriate posters and notices shall be displayed prominently
- 13 Accident and incident Books shall be maintained at the premises
- 14 A member of staff shall be on hand during events to monitor noise levels of music on the premises
- 15 Notices shall be displayed prominently respectfully requesting that guests leave the premises quietly, respecting the local residents.
- 16 When hosts make bookings, it shall be explained that there are residential premises adjacent to the banqueting hall and they shall sign an undertaking to respect the rights of local residents.
- 17 Dustbins shall be cleared regularly and a contract will be maintained so as to ensure that there is not accumulation of rubbish or waste food in the area.

- 18 The management of the premises shall liaise informally on a regular basis with the residential neighbours in order to receive first-hand feedback on the impact of the events we hosted.
- 19 The organisation has a child protection policy in place and where necessary, this is enforced.

Annex 3 – Conditions attached after hearing by the licensing authority

- 20 The granting of this licence is with the proviso that the CCTV and noise limitation conditions as discussed and agreed are implemented within three months of the granting of the licence.
- 21 A CCTV system shall be installed at the premises that complies with the following specifications:
 - a. Digital recording colour CCTV comprising a multi camera system.
 - b. The head unit (recorder) for storing the images will store such data on a hard drive or a similar quality medium.
 - c. A CD or DVD burner will also form part of the system to facilitate making copies of the images.
 - d. If the head unit (recorder) is kept on the premises it must be located in a secure cabinet or other secure area, preferably out of the sight and reach of the public. The unit must be further secured by physical means to prevent anyone from merely picking up and removing the unit, e.g. a secure metal boot, or metal case strap, bolted to an immovable object like a wall or floor.
 - e. The quality of the images must be of a sufficiently high standard to allow identification of the subject matter.
 - f. Cameras will cover key areas identified by the operator and Police. These will include external cameras covering any outside area used by patrons of the premises, the external entrance and exit doors, clear headshots of persons entering the premises, approach route to the toilets, the bar and till areas and other areas not in full view from the bar.
 - g. Images must be retained for a period of 31 days before overwriting.
 - h. The images will be made available on reasonable demand by the Police and authorised officers of the London Borough of Barnet.
 - i. This system will be fully maintained at all times to ensure correct operation.
- 22 The amplified music system in use at the premises must include a noise limiting device which:
 - a. measures the sound level in the premises by use of a tamper proof device permanently sited at the premises. Such sound pressure levels are to be measured in octave band frequencies of 16,32,63, 125,250 and 500 Hz. ,
 - b. immediately withdraws power to the amplifier in the event that preset sound levels of any or all of the individual octave bands which have previously been agreed by the Group Manager, Public Health and Nuisance at the London Borough of Barnet, are exceeded. Such levels will be based upon inaudibility in residential properties between the hours of 2300 and 0700 hours. Outside of these times noise must not be at a level which causes a nuisance.
 - c. is permanently fixed in the premises and cannot be altered, bypassed or tampered with in any way.
 - d. is correctly installed by a competent person, being an electrician who is enrolled with NICEIC.
 - e. includes electrical contact point switches fitted on all open able windows.. Such switches to be fitted in series in a single electrical circuit loop such that in the event of the electrical contact switches becoming separated (by a window being opened) then the power to the amplifier is withdrawn immediately.
 - f. includes electrical contact point switches fitted on all open able doors to and to include fire doors used other than to enter or leave the premises under normal circumstances. Such switches to be fitted in series in a single electrical circuit loop together with the electrical contact switches fitted to the windows, such that in the event of the electrical contact switches becoming separated (by a fire door being opened) then the power to the amplifier

is withdrawn immediately.

- 23 All doors and windows to be kept closed after 11pm seven days per week, as already agreed and operated by the applicant.
- 24 The service lift is not to be used after 11pm seven days per week, as already agreed and operated by the applicant.
- 25 No rubbish to be taken outside after 11pm seven days per week, as already agreed and operated by the applicant.
- 26 No deliveries to the premises before 9am seven days per week, as already agreed and operated by the applicant.
- 27 No live or recorded music or amplified speakers will be allowed to be located or used on the shared party wall with neighbouring residential premises or be used or located in the rooms next to the residential premises which includes the lobby, kitchen and reception bar area on the second floor.

Annex 4 - Plan

As submitted to the Council with the application for the grant of a premises licence under schedule 8 of the Licensing Act 2003. Reference: LPRL/08/11169

Police Objection Notice



**METROPOLITAN
POLICE**

Working for a safer London

With compliments

London Borough of Barnet
Licensing Team
Building 4
North London Business Park
Oakleigh Road South
London
N11 1NP

WHETSTONE POLICE STATION
1170 HIGH ROAD
WHETSTONE
LONDON N20 0LW

Telephone: 020 8733 5261
Facsimile: 020 8733 5268
e-mail: SX_Licensing@met.police.uk
Date: 23rd October 2014

L.B.B. ref:
Our ref: T312/14

CC:

Police Make Representations to the following Temporary Event Notice
Sect 100 of the Licensing Act 2003

Application Given To Police On: 21st October 2014

Premises: The Regent (Banqueting Suite) 331 REGENTS PARK ROAD FINCHLEY N3 1DP
Person: Stanley THOMAS
Event: 6am Gala Charity Event New Years Eve 2014/2015

The Police are concerned that in the exceptional circumstances, and to prevent crime and disorder, that this notice should be rejected.

Insufficient information has been provided with the notice for the Police to ascertain how this event will be managed and the type of entertainment that will take place. There is no mention of the numbers of door staff, if any, being employed, number of staff and any means of dispersal.

This event finishes at 6am and the Police need to be reassured

The Police have e-mailed the notice holder and asked for a risk assessment form to be completed.

Hopefully the additional information will be provided and an agreement reached re the terminal hour for this event.

Yours Sincerely,

Police Sergeant Mark ALTMAN

Decision Notice

PERMITTED TEMPORARY ACTIVITIES
Licensing Act 2003 part 5 sections 100-110 (the Act)

**Licensing Authority: Directorate of Corporate Governance, Building 4, North
London Business Park, Oakleigh Road South, New Southgate, London,
NW11 1NP**

Ref: LTEN/14/12304

On Tuesday 21st October 2014 the licensing authority received from you, the premises user Mr Stanley Thomas, a temporary event notice in respect of proposed temporary licensable activities due to take place on Wednesday 31 December 2014 at 18:00hrs and finishing at 06:00 hrs on Thursday 01 January 2015 within Regent Banqueting Suite, 331 Regent Park Road, London, N3 1DP.

NOTICE OF DECISION

- (a) COUNTER NOTICE**
 - (b) DECISION NOT TO ISSUE A COUNTER NOTICE**
- (delete that which is not applicable)**

The Licensing Authority, having received a notice of objection from the relevant chief officer of police under section 104(2)(a) of the Act and in accordance with section 105(2)(a) of the Act, having held a hearing on Monday, November 3rd, at 10.30 to consider the objection notice hereby;

- (a)** gives the premises user this counter notice as it considers it necessary for the promotion of the crime prevention objective to do so. **The event may not go ahead.**
- (b)** does not consider it necessary to give a counter notice for the promotion of the crime prevention objective. **The event may go ahead.**

(delete that which does not apply)

NOTICE STATING REASONS FOR THE DECISION

The following reasons are given:

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SERVICE OF THIS COUNTER NOTICE/NOTICE OF DECISION.

At least twenty four hours before the beginning of the event period as specified in the temporary event notice, the relevant licensing authority must:

- (a) in a case where it decided not to give a counter notice under this section, give the premises user and the relevant chief officer of police 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 the relevant chief officer of police a copy of both of those notices.

CERTIFICATE OF SERVICE

I _____ (print name) an officer of the London Borough of Barnet, hereby certify that I served a true copy of this notice on the premises user _____ (print name of premises user)

by: (insert method notice given)

Signed _____

Dated _____

MANNER OF GIVING A COUNTER NOTICE:

A counter notice is given in the prescribed manner if it is:

- (a) delivered to the relevant premises user in person
- (b) left at the “appropriate address”
- (c) sent to that address by ordinary post; or
- (d) sent by e-mail to an appropriate e-mail address.

RIGHTS OF APPEAL:

Under Schedule 5 Part 3 Licensing Act 2003

Temporary Event Notices

- 16(1) This paragraph applies where -
 - (a) a temporary event notice is given under section 100, and
 - (b) a chief officer of police gives an objection notice in accordance with section 104(2).
- (2) Where the relevant licensing authority gives a counter notice under section 105(3), the premises user may appeal against that decision.
- (3) Where that authority decides not to give such a counter notice, the chief officer of police may appeal against that decision.
- (4) An appeal under this paragraph must be made to the magistrate’s court for the petty sessions area (or any such area) in which the premises concerned are situated.
- (5) An appeal under this paragraph must be commenced by notice of appeal given by the appellant to the justices’ chief executive for the magistrate’s court within the period of 21 days beginning with the day on which the appellant was notified by the licensing authority of the decision appealed against.
- (6) But no appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.
- (7) On an appeal under sub-paragraph (3), the premises user is to be the respondent in addition to the licensing authority.

Prescribed form of notice

(conditions on a temporary event
notice) and statement of conditions

PRESCRIBED FORM OF NOTICE (CONDITIONS ON A TEMPORARY EVENT NOTICE) AND
STATEMENT OF CONDITIONS

The prescribed form for a notice (conditions on a temporary event notice) is as follows:

London Borough of Barnet, North London Business Park, Oakleigh Road South, London, N11 1NP

Notice (Conditions on a Temporary Event Notice) – Permitted Temporary Activities

On October, 21st the licensing authority received from you, Mr Stanley Thomas a temporary event notice (“the notice”) in respect of proposed temporary licensable activities due to take place on 31st of December at 18.00hrs to January 1st at 06.00hrs at Regent Banqueting Suite, 331 Regent Park Road, London, N3 1DP. The licensing authority has received an objection under section 104(2) of the Licensing Act 2003 (“the Act”). The licensing authority has decided not to give you a counter notice under section 105 of the Act and instead is imposing one or more conditions on the notice in accordance with section 106A(2) of the Act.

The attached statement (“statement of conditions”) sets out the condition(s) which has/have been imposed on the notice.

The objection which applies is indicated by an “X” in the following table.

Objection	Insert “X” as applicable
A chief officer of police for any police area in which the premises are situated is satisfied that allowing the premises to be used in accordance with the notice would undermine a licensing objective.	
A local authority exercising environmental health functions for the area in which the premises are situated is satisfied that allowing the premises to be used in accordance with the notice would undermine a licensing objective.	

A copy of this notice will be sent to the chief of police and the local authority exercising environmental health functions for the area in which the premises specified in the temporary event notice you gave is situated.

The Licensing Act 2003 does not make provision for you to appeal against this counter notice.

Under section 136 of the Licensing Act 2003, a person commits an offence if he carries on a licensable activity on or from any premises otherwise than under and in accordance with an authorisation; or if he knowingly allows a licensable activity to be so carried on. A person convicted of such an offence is liable to imprisonment for a term not exceeding six months or to a fine not exceeding £20,000, or to both.

SIGNATURE	On behalf of the licensing authority	DATE	
Name of Officer signing			

The prescribed form for a statement of conditions is as follows:

The condition(s) is/are:			
SIGNATURE		DATE	
	On behalf of the licensing authority		
Name of Officer signing			