

ADDITIONAL INFORMATION

SPECIAL LICENSING SUB COMMITTEE

Monday, 20th September, 2021, 7.00 pm - MS Teams (watch it [here](#))

Members: Councillors Gina Adamou (Chair), Luke Cawley-Harrison, and Sarah Williams.

Quorum: 3

6. APPLICATION FOR A NEW PREMISES LICENCE AT 272 MUSWELL HILL BROADWAY, LONDON, N10 (PAGES 1 - 98)

To consider an application for a new premises licence.

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Friday, 17 September 2021

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BEFORE THE LICENSING SUB-COMMITTEE OF HARINGEY COUNCIL

**APPLICATION FOR PREMISES LICENCE FOR THE VENUE N10 LIMITED, IN
RELATION TO 272 MUSWELL HILL, BROADWAY, LONDON, N10 2QR**

1. These submissions are made in support of the application for a premises licence, for the Venue N10 (the applicant), 272 Muswell Hill, Broadway, London, N10 2QR (the 'premises'), which will be presented at the Special Licensing Committee, to be held on 20 September 2021 at 19:00.
2. In these submissions, we have taken full account of feedback received during the statutory consultation period from residents and responsible authorities and believe the applicant has addressed the concerns raised.

The application

3. We hereby set out the application made by the applicant, together with amendments to the application, which have been made during the course of the consultation period. The applicant applied for a premises licence for the premises, to provide the following regulated entertainment 7 days a week at the times stated below:

- Live music – 12:00 – 02:00 hours
- Recorded music – 12:00 – 02:00 hours
- Dance – 12:00 – 02:00 hours
- Late-night refreshment – 23:00 – 02:00 hours
- Alcohol – 12:00 – 02:00 hours

4. We can now confirm that following consultation with the responsible authorities and in particular, with the police, that the proposed hours for all regulated entertainment are amended as follows:

Sunday to Thursday: 12:00 – 00:00 hours

Friday to Saturday: 12:00 – 02:00 hours

Accordingly, the amendment is to reduce the hours of operation from 02:00 to 23:00 hours from Sunday to Thursday, whilst Fridays and Saturdays would remain the same, as per the application submitted to the council.

Objections

5. A large volume of objections has been received from residents living near and around the premises. There have also been representations with proposed conditions and points of action from the following responsible authorities:
 - ASB enforcement (Noise)
 - Building control
 - Licensing
 - Police
 - Trading standards

6. Unsurprisingly, the council saw the need to convene a 'Special' Licensing Subcommittee to deal with the weight of public opposition to this application. We wish to face the issues of concern to residents, head on. The history of the premises is of course uppermost in the minds of residents and there is no doubt that the Licensing Subcommittee will wish to take full account of the history of the premises and how the current application would be different to what was operating before and there not be a repeat of the sorry history.
7. The 'VenueN10' was previously known as the 'Socialite Bar' and effectively operated as a nightclub. The premises became associated with crime and disorder. As a result of the serious issues of continuing crime and disorder, the police applied for a review of the premises license and the matter was heard before a Special Licensing Subcommittee on 16 December 2016. We have attached the submissions, a copy of the minutes of that hearing, the police application and associated documents (but not the voluminous representations made by residents at that time).
8. It was noted that the premises are located near a roundabout on Muswell Hill, which is associated with serious incidents of crime and disorder. The review application stated a number of serious incidents, including the stabbing which took place on 17 April 2016, a shooting incident on 5 November 2016, an assault on 16 August 2015 and incidents of disorder on 23 August 2015.
9. From the police and residents' representations, there emerges a picture of serious crime and disorder, which presented not only a nuisance, but a real threat to the safety of residents nearby. We also note that the then operator was working with the police to try and control the situation, but the police (and ultimately the Licensing Subcommittee) came to the view that the operator was simply unable to control the situation. The Licensing Subcommittee resolved to revoke the premises licence of the Socialite Bar.
10. We have carefully reviewed each of the representations made by residents to this application. The representations essentially proceed on the basis that the premises will, or may, be operating as a nightclub and that if this application were granted, it would signal a return to the 'bad old days' of the Socialite Bar. The representations referred to past incidents of stabbings, a shooting, vomit on the street, females feeling unsafe to walk near, or past, the premises at night time, shouting and screaming and noise nuisance, to name but a few of the matters.
11. The residents' concerns are real and genuine, but it is our respectful submission that they are, in this application, fundamentally misplaced. We say this, because the premises will not be operating as a nightclub. Rather, the premises will be operating under an entirely different business model, which will not in any way attract the type of clientele and the associated behaviour, which led to the problems associated with the Socialite Bar. We would invite the Licensing Sub Committee to assess the application on the merits of the current applicant as opposed to its predecessor the Socialite Bar which was closed in 2017. We here also draw attention to the applicant's business plan which also accompanies these submissions. We further address the new operation below.

How will the VenueN10 operate?

12. The Venue N10 will solely be operating as a venue for private parties. It will not be open to members of the public to casually drop in during licensing hours to purchase alcohol.
13. A feature of the Socialite Bar, was that members of the public could enter the premises after 00:30 hours. Members of the public also contributed to the incidents of disorder, which have been well-documented.

14. The applicant has already in fact already commenced operating according to this new model by using (8) Temporary Event Notices. The Venue N10 is a venue for the hire of birthday parties, corporate events and family-related events, such as bar mitzvahs. We reference family-related events and 'bar mitzvahs', as we note that one of the criticisms of residents is that the premises does not contribute to, or aid, the community. While this is not strictly speaking a licensing objective under the Licensing Act 2003, the applicant does wish to convey that the premises is already serving the community in a very real way, by providing services of direct benefit to members of the community.
15. The DPS for the premises is Ms Sergal Suleyman. Ms Suleyman holds a personal licence and has been operating the new business model from the premises, since 2019. Ms Suleyman has also held 8 Temporary Event Notices and confirms that she has had no problems with them. We do wish to respond to an assertion made in one of more of the representations, that an incident of disorder occurred on the premises, whilst the applicant was operating under the current business model. In response to this, we would say that Ms Suleyman categorically denies that the applicant was in any way involved in this incident. She herself was standing outside of the premises at the time she received a call from council officers. Ms Suleyman was shocked to hear the complaint of disorder and is adamant that the issue had nothing to do with the premises. Ms Suleyman would point out that the venue is opposite the Mossy Wells and believes this was the source of the matter complained of.
16. When an individual(s) books an event Ms. Suleyman carried out a detailed risk assessment on the person booking. The booking will not be confirmed if any concerns emerge as to the suitability of the individual(s) concerned. Ms. Suleyman also takes full names, addresses and ID information such as a passport from the individual(s). This is a robust approach that helps ensure the applicant (and police) always know who has hired a given event.
17. We also note that in the representation from ASB Enforcement Specialists (Noise), two complaints were received on 27 June 2021 (booming base and loud music emanating from the Venue N10 in Muswell Hill) and 31 July 2021 (drunken people leaving the Venue N10, which was operating illegally without a licence), screaming and shouting on the street and drinking and eating on the road where cars are parked, with music blaring from 02:15 to 02:55. In relation to these incidents, we are instructed that for the incident on 27 June 2021 a patron had opened the rear door in the basement without authority which led to an escape of noise. The applicant proposes as a condition that the rear door will be alarmed and a prominent warning sign nearby to avoid a repetition of this incident. In relation to the 31 July 2021 incident it is denied that the premises were operating illegally. This event was a wedding reception and guests had bought their own alcohol. It is denied that drunken guests exited the premises as alleged. The applicant is proposing the use of SIA security staff and a Dispersal Policy which will avoid such conduct occurring in any event.
18. We would also refer the Licensing Subcommittee to the business plan, which is implemented by the applicant.
19. A key element of the Socialite Bar, was that it attracted the 'wrong crowd' and in particular, young men from outside the area, who had come to the Socialite Bar for entertainment. The challenge for the applicant in our submission is to ensure that they do not attract the type of clientele that caused so many problems. We are confident that the new operating model, which attracts an entirely different set of clientele (and note, in particular, that the applicant will NOT be hosting 18th or 21st birthday parties, which in their experience are associated with the most unruly behaviour from young people), residents can be assured that granting the licence will not see the return to the bad old days that they have outlined

in their representations. We stress again that the venue will not be, and is not, a nightclub. The applicant's website also makes clear that they only run birthday parties for under eighteens and over thirties. The persons under eighteen are required to be accompanied by an adult such as a parent or guardian. We refer also to an enclosed extract of the applicant's website and their Business Plan. The Licensing Sub Committee will be aware that it can of course make it an express condition that the premises will only be licensed for the purposes of running hired events.

Responsible authorities

20. Representations have been made by the stated responsible authorities. The applicant has carefully considered all of the representations and has agreed to the conditions set out by the responsible authorities. These conditions will also go a long way to preventing/deterring, crime and disorder and nuisance, which is a major concern of the responsible authorities and indeed of the residents.
21. In relation to the police's comments, the applicant maintains that the hours can safely remain at 12:00 to 02:00 on Fridays and Saturdays and in view of the other measures being implemented, that these hours would be consistent with the licensing objectives. In relation to Building Control, the applicant has now consulted another company, which has now produced an independent report, addressing the points raised with regard to building control. We enclose a report from Capital Fire Safety. The Licensing Subcommittee can, of course, include as a condition on any grant to the licence, compliance with any conditions as set out in a report, to the satisfaction of the Licensing Department and the Council.
22. In relation to the specific points raised by Building Control the applicant has instructed a fire safety company called Capital Fire Ltd. Officers from the company attended the premises to carry out a fire risk assessment and have produced a detailed report and plan of action which accompanies these submissions. Capital Fire Ltd have provided a detailed plan of action and the applicant believes that all Building Control's concerns have been addressed and further that if the Licensing Sub Committee is so minded they could grant a premises license on condition that the recommendations in Capital Fire Safety Ltd's report are implemented to the satisfaction of Building Control. The report has been forwarded to Building Control via Licensing and their comments are invited.

Conditions

23. We here set out a summary only of the combined conditions, from the various responsible authorities, together with the applicant, including any further conditions proposed, which we believe will give residents an entirely different experience to what they have had before. It is also a state of affairs, which would be consistent with the licensing objectives.

Illegal drugs

24. The premises will operate a zero-tolerance policy towards illegal drugs. This will ensure that illegal drugs are not tolerated on the premises.

CCTV

25. Both the applicant and the police have referred to CCTV conditions. The police have provided extensive conditions in relation to CCTV and what the cameras must capture, when the images must be captured and the storing/recording of those images. A member trained in operating CCTV must also be present on the premises at all times. The presence

of CCTV will itself operate as a deterrent to crime and disorder and in the event of any untoward incident, the police would have evidence at their disposal, to be able to investigate the matter as expeditiously as possible.

SIA (Security)

26. The premises will have a minimum of two licenced SIA door supervisors on duty on the premises from 20:00 until the premises close and until 30 minutes after the premises close on Friday and Saturday nights. It was a feature of the Socialite Bar, that patrons leaving the premises appeared to be out of control. In addition, many of the representations cited experiences of females walking past the venue and being harassed by young men, who were also congregating outside of the venue after exiting the premises. The SIA security staff would help to ensure orderly behaviour of patrons. The applicant also proposes a dispersal policy, which will further assist in ensuring that patrons do not congregate outside of the premises, causing nuisance and disturbance to passers-by/residents.

Noise

27. The premises would have a notice displayed at the exit, reminding patrons to respect local residents and to leave the area quietly. The SIA staff and door supervisors will be required to actively monitor and control patrons queueing, leaving and entering the premises and to ensure that they also do so quickly and quietly.
28. The licence holder would be responsible for conducting regular assessments of the noise coming from the premises, whilst it is open for business. The applicant has accepted a condition from the ASB enforcement team, to keep a written record of the assessment in a log book kept for that purpose.
29. Further extensive conditions have been proposed by the ASB team, under the heading *Controlling noise and emissions*. Those further conditions include a noise-management plan, which would have to be agreed with the ASB enforcement team. The applicant would only be allowed to play background-level noise, until the noise management plan is fully implemented. We have no doubt that the ASB-enforcement team will be keen to ensure that any noise Management Plan is robust and avoids any noise issues.

Further Conditions

30. The applicant also proposes the following be added to the license:
- a. *The premises shall only be used for the hire of private events*
 - b. *There shall be no admittance to members of the public other than invited guests to the event in question*
 - c. *The premises shall operate a dispersal Policy which shall be agreed with the council to ensure patrons do not congregate outside the premises after leaving the premises*
 - d. *The rear door in the basement shall be fitted with an alarm which signals loudly whenever the door is opened and there shall be a sign located near the door in a prominent location alerting patrons that the door is alarmed*
 - e. *The license holder shall operate a Dispersal Policy which has been agreed with the council's Licensing Department and the police.*
 - f. *The applicant shall provide a contact telephone number which neighbours can use on during the opening times of the premises to raise any concerns*
 - g. *The applicant shall convene a meeting with local residents to discuss any concerns about the operation of the premises within 24 hours of any request for such a meeting from residents*

31. Members may also wish to make the grant of a premises license conditional upon the applicant's compliance with the report of Capital Fire Safety Ltd.
32. The guidance issues under the Licensing Act 2003 envisages a constructive discussion before and at a Licensing Sub Committee hearing and the applicant welcomes discussion of any further or alternative conditions which may be raised as part of the deliberation process.

W. Brown
Brown and Co Solicitors
5 Greenwich South Street
Greenwich
London SE10 8NW

16 September 2021

FIRE RISK ASSESSMENT


By Capital Fire Safety Ltd
Advice line: 08000 193 2009
www.capitalfiresafety.co.uk

Capital Fire
Safety 



Contact Details			
Employer/ Managing Agent/ Landlord		Premises	
The Venue N10 Ltd		The Venue 272 Muswell Hill London N10 2QR	
Telephone/FAX		Person Consulted	Bryan John
Mobile No.		Responsible Person	The Venue N10 Ltd



Assessment Details			
Assessor		Date of Assessment	23 rd August 2021
 Neil Palmer FRACS Registration ID: FRA75			
N/a		Suggested Review Date	August 2022

Notes to Assessment

The purpose of this report is to provide an assessment of the risk of life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The Fire Risk Assessment should be reviewed by a competent person by the date indicated above or at such earlier time, as there is a reason to suspect that it is no longer valid or there have been significant changes.

Executive Summary

This report follows a fire risk assessment carried out by Capital Fire Safety Ltd on the 23rd of August 2021.

The main areas requiring action:-

- Housekeeping
- Measures relating to the means of escape
- Linings within basement
- Reinstatement of fire alarm system
- Formulation of emergency procedures and associated staff training

Any improvement works recommended within this report should be undertaken by a person competent by way of qualification, and, or, experience, in the relevant activity.

The intention of this executive summary is not to paraphrase those comments contained within the body of the report but to provide a brief overview of any key problems identified during the assessment process. The risk assessment findings represent a “snap-shot in time” and as such the report & findings represent the risks as evaluated at the time of the assessment.

The guidance document used in the preparation of this report is:

- Fire Safety Risk Assessment- Small to medium sized places of assembly

This document is published by HM Government and is available to download for free via the internet at <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

INDEX

- PART 1** General Information and Terms & Conditions
- PART 2** Fire Hazards – Elimination and Control
- PART 3** Fire Protection Measures
- PART 4** Management of Fire Safety
(Including – Schedule of Responsibilities)
- PART 5** Fire Risk Assessment Findings
- PART 6** Management Action Plan
- PART 7** Appendix

PART 1.
GENERAL INFORMATION

GENERAL INFORMATION

1. The Building		
1.1	No. of Floors	Basement & ground floor.
1.2	Approximate floor area	Approximately 200m sq.
1.3	Brief details of construction	The Venue occupies part of the ground floor and basement of a 5 storey terraced property forming. The building is of a traditional brick & timber construction, built circa 1880. The ground floor provides the reception and toilet facilities with the function space located within the basement. Escape is available in two directions from both floors.
1.4	Occupancy risk level	Private hire function room, high risk in cooking areas, normal risk in other areas.
1.5	Nearest location and estimated attendance time of Fire Service Appliances.	London services within 8 minutes.

2. The Occupants		
2.1	Approximate maximum number permitted at any one time	100
2.2	Approximate number of employee's	5
2.3	Approximate number of members of the public at any one time	70
2.4	Number of occupancies within the building	Multiple
2.5	Hours of occupation	Varied, private hire.

3. Occupants at Special Risk		
3.1	Sleeping occupants	No
3.2	Disabled occupants	Yes, to be accommodated within the emergency procedures.
3.3	Children	Yes, to be accommodated within the emergency procedures.
3.4	Temporary workers	No
3.5	Occupants in remote areas or lone workers	No
3.6	Others	No

4. Fire Loss Experience		
None disclosed.		

5. Other Relevant Information

No structural survey has been carried out as part of this fire risk assessment and any comment on fire compartmentation was based on a visual inspection of readily accessible areas only, with a degree of sampling where appropriate. This fire risk assessment is prepared pursuant of the assessors knowledge of the premises as disclosed by the occupier, and following an inspection.

The working of equipment not specifically checked by the assessor is outside their knowledge and control. The risk assessment only identifies those areas of risk apparent at the date of inspection in relation to the risks relating to fire. This fire risk assessment is based on visual observation only, no verification of full compliance with relevant British Standards has been carried out in relation to any fire related equipment. This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority'

Report version: **FINAL**.

TERMS & CONDITIONS.

The responsible person (client) retains complete control of the premises which are being assessed.

The Supplier (Capital Fire Safety Ltd) does not acquire any control or obligation in respect of the premises apart from those detailed below or any control of the ongoing management of the premises.

The fire risk assessment relates to the premises as described in the "Notes to the Assessment" and or section 1 of this document.

The risk assessment should not be considered to be complete and should not be relied upon until it is signed by both parties.

The risk assessment should not be relied upon by any person other than the client named herein.

Drafts will be marked as drafts.

Responsibility for the on-going management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose, remains with the responsible person.

Liability for management procedures & arrangements such as the evacuation procedure, maintenance of firefighting equipment, maintenance of fire alarms or other preventative or protective measures should not in any way be adopted by the fire risk assessor because the ongoing management of the premises is not within the risk assessor's control.

The responsibility for the failure to action significant findings and any resultant injury or death of any relevant persons is the responsibility of the responsible person.

The extent of the Supplier's obligations do not extend to:-

Knowledge or control of those areas of the premises to which the supplier was not given access.

Knowledge or control over any subsequent changes made to the premises.

Knowledge or control over any subsequent faults in the equipment, including any equipment checked by the supplier at the time of the preparation of the risk assessment, but not subsequently.

Knowledge or control over any subsequent deterioration in the premises or equipment.

Knowledge or control over any ongoing management of the premises or of persons within the premises.

Knowledge or control over the moveable items brought into the premises subsequent to the preparation of the risk assessment.

Knowledge or control over the level of staffing.

Knowledge or control of training that any employer provides to their employees or other relevant persons.

The supplier has no knowledge or control over the implementation of any recommendations made by the supplier in the course of an assessment.

Any advice in respect of building materials, fixtures and fittings or design of the premises.

The assessment cannot consider any malice and associated actions of any arsonist tenant or employee.

Although advice is provided regarding the suitability of emergency procedures, including those for disabled or otherwise vulnerable occupants, the suitability & sufficiency of these remains responsibility of the Responsible Person.

The client, or appointed representative, by signing this document, agrees to these terms & conditions.

6. Fire Safety Order			
6.1	Has an Enforcement Notice Been Issued by the Fire Authority? No		
	If YES	Date of Notice:	N/a
6.2	Has a Prohibition Notice been issued by the Fire Authority? No		
6.3	Has an Alterations Notice been Issued by the Fire Authority? No		
	If Yes	Date of Notice	N/A
6.4	Other Relevant Legislation		
	The Regulatory Reform Fire Safety Order 2005,		
6.5	Other Relevant Information		
	No FB contact disclosed.		

PART 2.
FIRE HAZARDS – ELIMINATION & CONTROL

FIRE HAZARDS – ELIMINATION & CONTROL

7. Electrical Sources of Ignition			
7.1	Reasonable action taken to prevent fires of electrical origin		
7.2	Specifically:		
	a. Fixed installation periodically inspected and tested (5 yearly certificated)	U/k	
	b. Portable appliance testing (PAT) carried out (Annually)		No
	c. Policy regarding the use of personal electrical appliances	N/a	
	d. Suitable limitation of trailing sockets and adapters	Yes*	
7.3	Comments, hazards and any deficiencies observed		
	<p>Some use of extensions noted within the basement.</p> <p>Management and staff to be aware that fire as a result of overloaded or inappropriate use of extension leads and adaptors is a significant risk.</p> <p>Where such devices are used cables should be run in an appropriate manner so as to minimise the risk of damage with covers used as necessary.</p> <p>The loading of these devices must not exceed the maximum stated by the manufacturer.</p> <p>Cables and extension leads should be subject of regular visual inspection to ensure insulation, cables or plugs have not been damaged.</p> <p>Extension leads must not be used as a permanent solution, where necessary additional sockets should be fitted into the ring main by a qualified electrician.</p> <p>Where used extension leads must be fully unwound before use, devices must not be daisy chained and the use of block adaptors should be prohibited.</p> <p>It is recommended that all extension leads are of a surge-protected type.</p> <p>Management to ensure a current, satisfactory, electrical installation condition report (EICR) is in place or arrange relevant testing.</p> <p>It is recommended that management initiate an annual portable appliance-testing (PAT) regime for all plugged devices.</p>		

8. Smoking			
8.1	Reasonable measures taken to prevent smoking		
8.2	Specifically:		
	a. Smoking prohibited in the building	Yes	
	b. Smoking prohibited in appropriate areas	Yes	
	c. Suitable arrangements for those who wish to smoke	Yes	
	d. Any evidence of breaches of policy		No
8.3	Comments, hazards and any deficiencies observed		
	Smoking allowed outside in designated areas.		

9. Arson			
9.1	Does basic security against arson appear reasonable? ¹	Yes	
9.2	Is there an absence of unnecessary fire load in close proximity to the building and available for ignition by outsiders:	Yes	
9.3	Comments, hazards and any deficiencies observed		
	No issues noted.		

10. Portable Heaters			
10.1	Is the use of portable heaters avoided as far as practical?	Yes	
10.2	If portable heaters are used:		
	a. Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	Yes	
	b. Are suitable measures taken to minimise the hazard of ignition of combustible materials?	Yes	
	c. Are fixed heating installations subject to regular maintenance?	N/a	
10.3	Comments, hazards and any deficiencies observed		
	<p>No portable heaters were noted, for reference these devices are high risk and are easily left on, or inadvertently moved or knocked closer to combustible materials, especially when used under desks or in confined areas.</p> <p>It is recommended that these devices be prohibited from site, if additional heating is required a lower risk oil filled alternative is recommended.</p> <p>If these devices remain they should never be left unattended and should be located away from combustible materials and areas where they may be forgotten or inadvertently moved.</p>		

¹ Reasonable only in the context of this risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. Cooking			
11.1	Are reasonable measures taken to prevent fires as a result of cooking?		No
11.2	Specifically:		
	a. Filters changed and ductwork cleaned regularly?	N/a	
	b. Suitable extinguisher appliances available?		No
11.3	Comments, hazards and any deficiencies observed		
	The basement features electric waffle iron and crepe hob, with no other cooking facilities provided. A fire blanket and other extinguishers to be provided.		

12. Lightning			
12.1	Does the building have a lightning protection system?	N/a	
12.2	Comments, hazards and any deficiencies observed		
	N/a		

13. Other significant ignition sources considered			
13.1	Ignition sources		
	None noted.		
13.2	Comments, hazards and any deficiencies observed		
	None noted, however it is recommended that candles / naked flames are prohibited from site.		

14. Considered sources of fuel including dangerous substances			
14.1	Are the general fire precautions adequate to address the hazards associated with the use of dangerous substances used or stored within the premises?	N/a	
14.2	If 14.1 applies, has a suitable specific risk assessment been carried out as required by the Dangerous Substance & Explosive Atmosphere Regulations 2002?	N/a	
14.3	Other sources of fuel		
	N/a		
14.4	Comments, hazards and any deficiencies observed		
	No chafing gels in use, however if used in future the attached guidance should be followed with regard to safe chafing gel use and storage:- www.flamosfuels.com/safeuse.html http://www.a1supplies.co.uk/NewSDS/SDSSTOCK/006.011.pdf		

15. Considered sources of oxygen	
15.1	Sources of oxygen
	Natural airflow, HVAC systems.
15.2	Comments, hazards and any deficiencies observed
	<p>N/a</p> <p><i>A full assessment of any HVAC / ducting system is beyond the scope of this risk assessment. However, it should be ensured that any such system is suitably fire damped to prevent the passage of heat and smoke to other compartments, critical areas or escape routes.</i></p> <p><i>The installer / maintenance contractor or competent person will advise further.</i></p>

16. Considered process risk or other significant fire hazards that warrant consideration	
16.1	Process risks and or other hazards
	Cooking related.
16.2	Comments, hazards and any deficiencies observed
	No further comment required.

17. Housekeeping			
17.1	Is the standard of housekeeping adequate?	Yes	
17.2	Specifically:		
	a. Combustible materials appear to be separated from ignition sources?	Yes	
	b. Avoidance of unnecessary accumulation of combustible material and waste?	Yes	
	c. Appropriate storage of hazardous materials?	N/a	
	d. Avoidance of inappropriate storage of combustible material?	Yes	
17.3	Comments, hazards and any deficiencies observed		
	<p>The premises were clean and tidy with no issues noted.</p> <p>The basement features a low ceiling height, meaning this area will be quickly become untenable during the early stages of fire.</p> <p>As such management must ensure that a high standard of housekeeping is maintained in all areas of the basement & particularly the cooking area, with minimum levels of combustible materials and no hazardous storage, in conjunction with good separation between any source of ignition and sources of fuel, this includes the furniture and associated lining materials.</p> <p>None noted, however it is recommended that there are no naked flames within the basement area.</p> <p>In all areas is very important that a good level of separation between combustible material and any source of ignition is maintained at all times with no combustible materials & waste stored up against, or in close proximity to, any potential source of ignition or electromechanical equipment.</p> <p>Such storage can increase the risk of overheating by restricting airflow around devices or blocking air vents, additionally if a device does overheat a source of fuel is readily available.</p> <p>Regular housekeeping checks, staff training and signage are recommended to reinforce this policy.</p>		

18. Hazards introduced by outside contractors and building works.			
18.1	Is there satisfactory control over works carried out in the building by outside contractors (including 'Hot Work' permits)?	U/k	
18.2	Are fire safety conditions imposed on outside contractors?	U/k	
18.3	If there are 'in-house' maintenance personnel, are suitable precautions taken during 'Hot Work', including permits?	N/a	
18.4	Comments, hazards and any deficiencies observed		
	<p>Method statements / hot work permits are to be required from outside contractors with all necessary precautions taken.</p> <p>The following information may be useful:-</p> <ul style="list-style-type: none"> • Activities such as welding, flame cutting, use of blow lamps or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled, especially when carried out in areas near to flammable or combustible material and as such should be supervised at all times • All hot works should be carried out in an appropriate area dedicated to this purpose and free from flammable and combustible materials. • Fire extinguishers and a fire blanket should be provided • If hot work cannot be carried out in the dedicated area and needs to be completed in situ then the following should be observed:- • Ensure that all flammable and combustible material has been removed from the work area or, if it cannot be removed, is adequately protected from heat or sparks; • Suitable fire fighting equipment to be available in the work area • Appropriate actions to be taken when the work is finished, including initial and subsequent checks that there are no smouldering or hot materials, which could allow a fire to break out at a later time. <p>The introduction of written permits to work is recommended for employees or contractors who are to undertake hot work. Permits to work should contain the following details:</p> <ol style="list-style-type: none"> a) Measures to make sure that all flammable material has been removed from the work area or, if it cannot be removed, is adequately protected from heat or sparks; b) The fire fighting equipment to be available in the work area; c) The permitted time span of the activity and the level of supervision required; <p>The actions to be taken when the work is finished, including initial and subsequent checks that there are no smouldering or hot materials, which could allow a fire to break out at a later time.</p> <p>Particular attention must be provided where the fire alarm system or any other protective measure disabled while works are undertaken.</p> <p>Any increased risk to occupants should be assessed while system is disabled with additional precautions taken.</p> <p>Relevant systems must be reinstated as soon as is practicable.</p>		

PART 3.
FIRE PROTECTION MEASURES

FIRE PROTECTION MEASURES

19. Means of Escape			
19.1	Is it considered that the premises are provided with adequate means of escape from fire?		
19.2	Specifically:		
	a. Adequate provision of exits?	Yes	
	b. Exits easily and immediately openable where necessary?	Yes*	
	c. Fire exits in direction of escape where necessary?	Yes	
	d. Avoidance of sliding and revolving doors where necessary?	Yes	
	e. Suitable fire resisting / self-closing doors?	Yes	
	f. Suitable mechanisms for securing exits?	Yes*	
19.3	Reasonable distance of travel		
	a. Where there is single direction of travel?	Yes	
	b. Where there are alternative means of escape?	Yes	
19.4	Escape routes		
	a. Suitable protection of escape routes?	Yes	
	b. Suitable fire precautions for all inner rooms?	Yes	
	c. Escape routes unobstructed?	Yes	
19.5	d. Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled occupants?	*	
19.6	Comments, hazards and any deficiencies observed		
	<p>It was noted that some final exit doors featured key locks or other security devices. These exits were unlocked and available during the assessment, however, it must be ensured that all doors on escape routes and final exits doors are unlocked and permanently available for immediate use as long as the building is occupied, with particular attention provided for those who may be using the premises outside of normal opening hours.</p> <p>The lobby fire door separating the ground floor from the basement was wedged open. Fire doors must never be wedged or held open by irregular means. If this door is required to be held open, it should be provided with a suitable door holding device integrated into the fire alarm system so that it closes automatically upon actuation.</p> <p><i>Maximum occupancy levels are calculated using the "maximum number of persons" approach as documented in The Building Regulations 2010, Fire Safety, Approved Document B, Volume 2. As such the occupancy figure for the premises is recommended to not exceed 100 persons.</i></p> <p><i>*Disabled occupants are to be assisted by staff as necessary.</i></p>		

20. Measures to limit the spread of fire and development.			
20.1	It is considered that there is:		
	a. Compartmentation of a reasonable standard		No
	b. Reasonable limitations of linings that may promote fire spread?	U/k	
	c. As far as can be reasonably ascertained fire dampers are provided as necessary to prevent fire spread to critical areas and means of escape?	N/a	
20.2	Comments, hazards and any deficiencies observed		
	<p>The basement features seating and approximately 50% of walls that are covered in the same padded plastic covering, with the same material also noted on the ground floor.</p> <p>Assessor informed this material was installed by a company who specialise in the refurbishment of nightclubs / bars and informed at the time of installation that it was “fire resistant”, however no documentary evidence was available regarding its construction.</p> <p>These types of linings & coverings can promote surface fire spread, burn quickly and contribute to heat & smoke.</p> <p>This is especially relevant where a low ceiling height is an issue, meaning this area will be quickly become untenable.</p> <p>It is recommended that management contact the installing company to ascertain the materials used to ensure they are of a suitable fire resisting construction, providing a minimum “Class 1” rating or EN 13501-1 equivalent.</p> <p>If the material cannot be confirmed as meeting this standard, it is recommended that these coverings and replaced with a suitable alternative that meets the “Class 0” specification.</p> <p>Some openings were noted in the rear service cupboard ceiling, with the structure of the floor above visible.</p> <p>Automatic fire detection is provided in this room and compensates for this deficiency, however although beyond the scope of this assessment, it was noted that the upper floors featured dwellings. It should be ensured that the residential units are separated from commercial areas by imperforate 60-minute fire resisting construction.</p> <p>Where the level of separation between commercial and residential areas is of an unknown, dubious or insufficient standard, it is recommended that further intrusive inspection is undertaken to ascertain if remedial works are required.</p> <p>The provision of sounders within residential areas linked to automatic fire detection within commercial areas would provide additional protection for occupants of residential areas.</p>		

21. Escape Lighting			
21.1	Is there a reasonable standard of escape lighting provided?	U/k	
21.2	Comments, hazards and any deficiencies observed		
	<p>Sufficient provision, internally, however it was unclear what primary and emergency lighting was available in the external rear escape route from basement, which involves travel up steps and over some uneven ground.</p> <p>It is recommended that the lighting providing be reviewed in the hours of darkness by a competent person to ensure sufficient is provided, or additional lighting installed.</p>		

22. Fire Safety Signs and Notices			
22.1	Reasonable standard of fire safety signs and notices provided?		No
22.2	Comments, hazards and any deficiencies observed		
	<p>Generally sufficient with the additional recommendations made:-</p> <ul style="list-style-type: none"> • Identification signs for fire extinguishers • A fire action notice with evacuation point should be installed adjacent to each manual call point • "Fire exit keep clear" for external surface of final exit doors in addition to no parking signage to prevent obstruction of rear external escape route. • Site plan and zone chart to be provided by the fire control panel This should also indicate the location of utility mains intakes and associated emergency cut offs 		

23. Means of giving warning in the event of a fire?			
23.1	Reasonable manually operated electrical fire alarm system provided?	Yes	
23.2	Automatic fire detection provided?	Yes	
23.3	Whole building?	Yes	
23.4	Part building?	N/a	
23.5	Remote transmission of fire signal?	U/k	
23.5	Is the extent of the fire alarm system sufficient for the occupants?	Yes*	
23.6	Comments, hazards and any deficiencies observed		
	<p>A suitable and sufficient fire alarm system is provided that broadly conforms to the L4 category and is suitable and sufficient in terms of scope.</p> <p>It was noted that the control panel was without power.</p> <p>The system should be subject of a full service by a competent person.</p>		

24. Manual Fire Extinguisher Appliances			
24.1	Reasonable provision of portable fire extinguishers provided?		No
24.2	Hose reels provided?	N/a	
24.3	Fire blankets provided?		No
24.4	Are all appliances readily accessible?	N/a	
24.5	Comments, hazards and any deficiencies observed		
	<p>Insufficient provision, with those onsite old and non-maintained.</p> <p>It is recommended that a 6 litre water extinguishers and 2kg co2 extinguishers be installed in the followings areas:-</p> <ul style="list-style-type: none"> • 1st floor lobby area (9 litre water) • Basement rear final exit • Basement bar area • Fire blanket for basement cooking area <p>Further useful information about extinguisher use and maintenance can be found at:- https://www.extinguisheradvice.org.uk/index.php</p>		

25. Relevant Automatic Fire Extinguishing Systems			
25.1	System in place?	N/a	
25.2	Comments, hazards and any deficiencies observed		
	N/a		

26. Other Relevant Fixed Systems			
26.1	System in place?	N/a	
26.2	Comments, hazards and any deficiencies observed		
	N/a		

PART 4.
MANAGEMENT OF FIRE SAFETY

MANAGEMENT OF FIRE SAFETY

27. Procedures and arrangements			
27.1	Competent person(s) available to assist in implementation of fire safety legislation?	U/k	
27.2	Appropriate fire procedures in place including the evacuation of disabled occupants?		No
27.3	Are fire procedures properly documented?		No
27.4	Suitable arrangements to ensure the premises are fully evacuated?		No
27.5	Arrangements for summoning the fire service?		No
27.6	People nominated to respond to fire?		No
27.7	People nominated to respond to evacuation?		No
27.8	Appropriate fire service liaison including arrangements to meet the fire & rescue service and provide relevant information relating to on site hazards?		No
27.9	Is there a suitable fire assembly or evacuation point?		No
27.10	Comments and any deficiencies observed		
	<p>No emergency plan documented. An emergency plan to be formulated and documented. This plan should be reviewed regularly to ensure it remains effective, and include:-</p> <ul style="list-style-type: none"> - Action on discovering fire - Warning in case of fire - Method of calling the fire brigade - Place of assembly, away from the premises at “Tattlers Estate Agents” - Liaison with emergency service - Specific responsibilities including assisting disabled occupants, shut down procedures and sweeps of enclosed areas <p>At peak times it is recommended that 2 staff be appointed and available to manage the evacuation in the basement level, with a further staff member responsible for the ground floor, with the duty manager in overall charge of the evacuation.</p> <p>In areas with music, upon actuation of the fire alarm system all music should stop immediately, all lights should be switched on, with either an automated or DJ/management announcement to ask all occupants to evacuate quickly and calmly.</p> <p>Given the restricted ceiling height, non-standard height final exit door and external steps from the basement, it is essential that the emergency plan is sufficient to ensure that the premises are quickly and effectively evacuated.</p> <p>The evacuation strategy must include <i>all</i> occupants of the premises & not rely on the fire brigade for the evacuation of any occupant.</p> <p>Special consideration must always be provided for disabled or otherwise vulnerable visitors who may require assistance to evacuate with all necessary steps taken to ensure their safety while on the premises and that they are fully evacuated.</p> <p>An assisted evacuation plan (AE) should be formulated for such occupants with staff nominated to assist as necessary.</p> <p>There must be sufficient staff available to successfully execute the emergency plan.</p>		

Staff must be aware of their specific role within the emergency plan.

At present there are no disabled employees.

Any future disabled staff member should be risk assessed and provided with a Personal Emergency Evacuation Plans where necessary.

If necessary a competent person should be nominated by the responsible person to assist with the implementation of fire safety legislation.

A competent person(s) will assist with testing, inspection, checks, records & maintenance of protective and preventative measures within the premises where the responsible person cannot effectively do this alone.

It should be noted that article 22 of the fire safety order 2005 requires, that where premises are shared, responsible persons cooperate & co-ordinate to ensure the safety of all relevant persons and that adequate levels of fire safety are achieved and maintained, with any issues that may affect relevant persons identified and reduced as far as is practicable.

In these premises this will include, but is not limited to, ensuring external escape routes are maintained clear, ensuring adequate separation between commercial and residential areas and fire alarm scope/installation and associated testing & maintenance.

Arrangements should be documented.

28. Training and Drills			
28.1	Are all staff given adequate fire safety instruction & training on induction?		No
28.2	Are all staff given periodic 'refresher training' at suitable intervals?		No
28.3	Have staff been informed of Fire Risk Assessment Significant findings?		No
28.4	Are staff with special responsibilities given additional training?		No
28.5	Are fire drills carried out at appropriate intervals?		No
28.6	Are outside contractors or employees from other companies given appropriate information on fire risks, precautions and other related measures?		No
28.7	Comments and any deficiencies observed		
	<p>It is recommended that all staff, including temporary or contract staff, are provided with fire safety training upon induction that includes the emergency procedure, a walk around of the premises, escape routes, importance of fire doors and explanation of the fire alarm system and other protective measures, including extinguisher use, particularly any wet chemical units & suppression systems. Significant issues raised within the fire risk assessment should also be relayed to staff. Contract or temporary staff should be provided with the emergency procedure at the point of signing in. Those with additional responsibilities should be provided with additional more in depth training. Key training points would be:-</p> <ul style="list-style-type: none"> • The action taken on discovering a fire; • The action taken on hearing the alarm; • How to raise the alarm; • Fire safety & prevention • Understanding the behaviour of fire • Understanding the behaviour of people in fire situations • Fire related preventative & protective measures • The procedure for alerting and directing visitors; • The arrangements for calling the fire brigade; • The location of the assembly point at a safe place; • The location of and the use of fire-fighting equipment; • The importance of keeping fire doors closed; • Where appropriate, how to isolate gas and electrical power; • The significant findings from your fire risk assessment; • Identify the persons nominated by you with responsibilities for fire. <p>Biannual drills recommended.</p> <p>These should be realistic and varied and play out various scenarios in which some exits are unavailable. Records to be kept with details of times, dates, scenario, numbers involved and comments/issues.</p>		

29. Testing and Maintenance			
29.1	Adequate maintenance of workplace?		No
29.2	Weekly testing and periodic servicing of fire detection and alarm system?	U/k	
29.3	Monthly, six-monthly and annual testing routines for escape lighting?	U/k	
29.4	Annual maintenance of Fire extinguishing appliances?		No
29.5	Testing of rising mains?	N/a	
29.6	Weekly & monthly in house testing of firefighting lifts with 6 monthly and annual inspection and testing?	N/a	
29.7	Appropriate testing and periodic inspection of the sprinkler /suppression installation?	N/a	
29.8	Routine checks of final exit doors and/or security fastenings?		No
29.9	Annual inspection and test of lightning protection system?	N/a	
29.10	Are periodic inspections of external means of escape undertaken?		No
29.11	Are regular inspections undertaken of internal means of escape including fire door checks and final exit door checks?		No
29.12	Other appropriate tests, comments and any deficiencies observed		
	<p>The following inhouse tests & checks to be undertaken and recorded:-</p> <ul style="list-style-type: none"> • Daily visual check of the fire control panel to ensure system healthy and no faults. • Daily housekeeping checks to ensure good waste management and separation between electrical equipment, heating installations, cooking equipment and combustible materials. • Daily means of escape checks to ensure exit doors are unlocked and available, fastenings are working freely, fire doors are not wedged or obstructed, exit routes are clear of any stored materials, waste or other types of inappropriate storage, including within risers or high risk areas, and there are no obstructions. • Weekly visual checks on extinguishers. • Weekly fire alarm tests with a documented rota to ensure all call points checked periodically, • All fire doors should be subject of regular monthly inspection to ensure that the door, closer and all seals are present and undamaged and that the door closes fully into the frame under the power of the self-closer. • Monthly emergency lighting tests. <p>Management to initiate suitable maintenance contracts for the fire alarm system, emergency lighting system and fire extinguishers.</p> <p>All heating, gas installations, air conditioning, kitchen equipment, lift machinery and other electromechanical plant and equipment to be subject of regular service and maintenance in line with manufacturer's guidelines.</p>		

30. Records			
30.1	Appropriate records of:		
	a. Fire drills		*
	b. Fire training		*
	c. Fire alarm tests		*
	d. Fire alarm activations		*
	e. Escape lighting tests		*
	f. Means of escape checks		*
	g. Testing and maintenance of other protective systems?		*
	h. Records of relevant plant & equipment maintenance?		*
30.2	Other relevant inspections and test record, comments and any deficiencies observed		
	Onsite fire logbook to be initiated.		

SCHEDULE OF RESPONSIBILITIES

The fire precautions listed below and the recommendations in this document are required to be maintained by the responsible person at all times when the premises are occupied and should include contractors and cleaning staff employed to work in the premises.

Means of Escape	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately opened by one easy method without the use of a key.
Fire Alarm System	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied, and be maintained and tested to comply with the relevant code of practice.
Electrically Operated Doors	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
Portable Fire Fighting Equipment	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times, and be properly maintained to comply with the latest codes of practice.
Fire Signs and Notices	All fire signs and notices should be kept visible and in good order, and be fixed permanently.
Emergency Escape Lighting	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
Physically or Sensory Disabled Persons	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate.
Steps, Stairs and Corridor Surfaces	Should be maintained in good orders with nonslip surfaces so they will not be a hazard to persons escaping in case of fire.
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire.
Fire Hazards	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.
Fire Precautions Records and Fire Emergency Plan	All Fire related records and Fire Emergency Procedures Plans/Procedures should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

PART 5.
FIRE RISK ASSESSMENT
SIGNIFICANT FINDINGS

FIRE RISK ASSESSMENT SIGNIFICANT FINDINGS

The following simple level estimator is based on a more general health and safety risk level estimator contained in British Standard BS 8800.

Potential Consequences of Fire	Slight Harm	Moderate Harm	Extreme Harm
Fire Hazard			
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed and the information collected at the time of this fire risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

LOW MEDIUM HIGH

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed and the information collected at the time of the fire risk assessment, it is considered that the potential consequences for **life safety** in the event of fire would be:

SLIGHT HARM MODERATE HARM EXTREME HARM

In this context, a definition of the above terms is as follows:

- Slight Harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (Other than an occupant sleeping in a bedroom in which a fire occurs).
- Moderate Harm:** Outbreak of fire could result in injury of one or more occupants, but is unlikely to involve multiple casualties.
- Extreme Harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk based control plan is based on one advocated by British Standard BS 8800 for general health and safety risks:

RISK LEVEL	ACTIONS AND TIMESCALE
Trivial	No action required and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessments may be required to establish more precisely the likelihood of harm as a priority for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

PLEASE NOTE:

ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO FIRE RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING SECTION.

THE RISK ASSESSMENT SHOULD BE PERIODICALLY REVIEWED.

Recommendations in the management action plan have been classified with a priority risk level of 1–4.

1. Serious risks or failures noted with the potential for serious injury to occupants or other relevant persons. Immediate action is required.
2. A risk or failure that presents a threat to the safety of the occupants or relevant persons and should be addresses within the stated time frame.
3. A risk or failure that presents a lower threat to the safety of the occupants or relevant persons and is not considered significant.
4. A matter that is considered bad practice but does not present a significant risk of harm

The suggested timescale attempts to take into account the complexity or budget considerations relating to the implementation of a particular item and a short time scale does not necessarily equate to a high risk priority.

Capital Fire Safety Ltd base all guidance and recommendations based on experience, knowledge and due cognisance of all relevant codes of practice, such as the ‘**Fire Safety Risk Assessment**’ guides issued by the Communities and Local Government Department, which details fire safety provisions for this type of building and use. It should be noted that alternative measures can be adopted instead of those contained in the various codes and guides if it can be shown that these deviations are at least equal to these ‘best practice’ measures.

Fire Resisting’ is defined as:

A door, shutter, glazing, board or other material which is intended to resist the passage of fire and/or gaseous products of combustion and is capable of meeting performance criteria to these ends. Fire resisting separating walls and ceilings should be fully imperforate.

Fire resisting doors should be fitted with a suitable positive action self-closing device conforming to EN1154 or EN1155. Fire resisting doors to storerooms and cupboards should be kept locked shut. Fire resisting glass should be inherently non-openable or fixed shut.

DISCLAIMER

The Fire Risk Assessment endeavours to allow for the identification of hazards, risks and control measures associated with a premises/building, and to identify the significant findings and the relevant persons at risk from them.

The Responsible Person and/or their Representative should ensure that this is achieved.

It should be noted that it is the responsibility of the Responsible Person and/or their Representative to implement any required actions identified by the Fire Risk Assessment.

Capital Fire Safety Ltd accepts no responsibility for how the Fire Risk Assessment checklist, documents and templates are utilised or for any added content or findings.

The Responsible Person and/or their Representative should note that nothing within the Fire Risk Assessment overrides any requirements needed to comply with statutory obligations under the Health and Safety at Work Act, 1974 and all associated regulations and approved codes of practice.

The Fire Risk Assessment does not override, where appropriate, the application requirements for Building Control, Local Authority, Licensing and any other consent.

The Fire Risk Assessment is a continuous, live process and must be monitored and audited, reviewed and revised with any structural and material changes to the premises/building, the usage of, any changes to processes carried out, the introduction of additional Ignition sources and increased fire loading. The Fire Risk Assessment should be reviewed with any significant changes to staff and occupancy, and following any "near miss" or incidence of fire.

Any change could lead to new hazards and risks needing to be considered and no liability rests with **Capital Fire Safety Ltd** in this respect. Notwithstanding, The Fire Risk Assessment should be programmed for review at intervals not exceeding 12 twelve months.

PART 6.
MANAGEMENT ACTION PLAN

**PART 6
MANAGEMENT ACTION PLAN**

It is considered that the following recommendations/actions should be implemented in order to reduce the fire risk to, or maintain it at, the following level:

Trivial		Tolerable	
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Recommendations in the Management Action Plan have been classified with a risk level of 1 to 4 (1=High).

ACTION REQUIRED	BY WHOM	SUGGESTED TIMESCALE	RISK LEVEL	ACTION TAKEN OR COMPLETED
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<p>ELECTRICAL SOURCES OF IGNITION</p> <p>Some use of extensions noted within the basement.</p> <p>Management and staff to be aware that fire as a result of overloaded or inappropriate use of extension leads and adaptors is a significant risk.</p> <p>Where such devices are used cables should be run in an appropriate manner so as to minimise the risk of damage with covers used as necessary.</p> <p>The loading of these devices must not exceed the maximum stated by the manufacturer.</p> <p>Cables and extension leads should be subject of regular visual inspection to ensure insulation, cables or plugs have not been damaged.</p> <p>Extension leads must not be used as a permanent solution, where necessary additional sockets should be fitted into the ring main by a qualified electrician.</p> <p>Where used extension leads must be fully unwound before use, devices must not be daisy chained and the use of block adaptors should be prohibited.</p> <p>It is recommended that all extension leads are of a surge-protected type.</p>	MANAGEMENT	ONGOING & AS STATED	2	
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<p>CONTINUED:- Management to ensure a current, satisfactory, electrical installation condition report (EICR) is in place or arrange relevant testing.</p> <p>It is recommended that management initiate an annual portable appliance-testing (PAT) regime for all plugged devices.</p>	CONTRACTOR	12 MONTHS AS STATED	3	
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<p>HOUSEKEEPING The premises were clean and tidy with no issues noted. The basement features a low ceiling height, meaning this area will quickly become untenable during the early stages of fire. As such management must ensure that a high standard of housekeeping is maintained in all areas of the basement, and particularly, the cooking area, with minimum levels of combustible materials and no hazardous storage, in conjunction with good separation between any source of ignition and sources of fuel, this includes the furniture and associated lining materials.</p> <p>None noted, however it is recommended that there are no naked flames within the basement area.</p> <p>In all areas is very important that a good level of separation between combustible material and any source of ignition is maintained at all times with no combustible materials & waste stored up against, or in close proximity to, any potential source of ignition or electromechanical equipment. Such storage can increase the risk of overheating by restricting airflow around devices or blocking air vents, additionally if a device does overheat a source of fuel is readily available. Regular housekeeping checks, staff training and signage are recommended to reinforce this policy.</p>	MANAGEMENT	ONGOING & AS STATED	1	
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MEASURES TO LIMIT THE SPREAD OF FIRE & DEVELOPMENT	CONTRACTOR	AS STATED	2	
<p>The basement features seating and approximately 50% of walls that are covered in the same padded plastic covering, with the same material also noted on the ground floor.</p> <p>Assessor informed this material was installed by a company who specialise in the refurbishment of nightclubs / bars and informed at the time of installation that it was “fire resistant”, however no documentary evidence was available regarding its construction. These types of linings & coverings can promote surface fire spread, burn quickly and contribute to heat & smoke.</p> <p>This is especially relevant where a low ceiling height is an issue, meaning this area will be quickly become untenable.</p> <p>It is recommended that management contact the installing company to ascertain the materials used to ensure they are of a suitable fire resisting construction, providing a minimum “Class 1” rating or EN 13501-1 equivalent.</p> <p>If the material cannot be confirmed as meeting this standard, it is recommended that these coverings and replaced with a suitable alternative that meets the “Class 0” specification.</p> <p><i>Although beyond the scope of this assessment, it was noted that the upper floors featured dwellings.</i></p> <p><i>It should be ensured that the residential units are separated from commercial areas by impermeate 60-minute fire resisting construction.</i></p> <p><i>Where the level of separation between commercial and residential areas is of an unknown, dubious or insufficient standard, it is recommended that further intrusive inspection is undertaken to ascertain if remedial works are required.</i></p> <p><i>The provision of sounders within residential areas linked to automatic fire detection within commercial areas would provide additional protection for occupants of residential areas.</i></p>				

<p>ESCAPE LIGHTING</p> <p>Sufficient provision, internally, however it was unclear what primary and emergency lighting was available in the external rear escape route from basement, which involves travel up steps and over some uneven ground.</p> <p>It is recommended that the lighting providing be reviewed in the hours of darkness by a competent person to ensure sufficient is provided, or additional lighting installed.</p>	<p>CONTRACTOR</p>	<p>6 MONTHS</p>	<p>2</p>	
<p>SIGNS & NOTICES</p> <p>Generally sufficient with the additional recommendations made:-</p> <ul style="list-style-type: none"> • Identification signs for fire extinguishers • A fire action notice with evacuation point should be installed adjacent to each manual call point • “Fire exit keep clear” for external surface of final exit doors in addition to no parking signage to prevent obstruction of rear external escape route. • Site plan and zone chart to be provided by the fire control pane This should also indicate the location of utility mains intakes and associated emergency cut offs 	<p>MANAGEMENT</p>	<p>1 MONTH</p>	<p>2</p>	

<p>TRAINING & DRILLS</p> <p>It is recommended that all staff, including temporary or contract staff, are provided with fire safety training upon induction that includes the emergency procedure, a walk around of the premises, escape routes, importance of fire doors and explanation of the fire alarm system and other protective measures, including extinguisher use, particularly any wet chemical units & suppression systems.</p> <p>Significant issues raised within the fire risk assessment should also be relayed to staff.</p> <p>Contract or temporary staff should be provided with the emergency procedure at the point of signing in.</p> <p>Those with additional responsibilities should be provided with additional more in depth training.</p> <p>Key training points would be:-</p> <ul style="list-style-type: none"> • The action taken on discovering a fire; • The action taken on hearing the alarm; • How to raise the alarm; • Fire safety & prevention • Understanding the behaviour of fire • Understanding the behaviour of people in fire situations • Fire related preventative & protective measures • The procedure for alerting and directing visitors; • The arrangements for calling the fire brigade; • The location of the assembly point at a safe place; • The location of and the use of fire-fighting equipment; • The importance of keeping fire doors closed; • Where appropriate, how to isolate gas and electrical power; • The significant findings from your fire risk assessment; • Identify the persons nominated by you with responsibilities for fire. 	<p>MANAGEMENT</p>	<p>NOW & ONGOING AS STATED</p>	<p>2</p>	
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CONTINUED:-

Biannual drills recommended.

These should be realistic and varied and play out various scenarios in which some exits are unavailable.

Records to be kept with details of times, dates, scenario, numbers involved and comments/issues.

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<p>TESTING & MAINTENANCE</p> <p>The following inhouse tests & checks to be undertaken and recorded:-</p> <ul style="list-style-type: none"> • Daily visual check of the fire control panel to ensure system healthy and no faults. • Daily housekeeping checks to ensure good waste management and separation between electrical equipment, heating installations, cooking equipment and combustible materials. • Daily means of escape checks to ensure exit doors are unlocked and available, fastenings are working freely, fire doors are not wedged or obstructed, exit routes are clear of any stored materials, waste or other types of inappropriate storage, including within risers or high risk areas, and there are no obstructions. • Weekly visual checks on extinguishers. • Weekly fire alarm tests with a documented rota to ensure all call points checked periodically, • All fire doors should be subject of regular monthly inspection to ensure that the door, closer and all seals are present and undamaged and that the door closes fully into the frame under the power of the self-closer. • Monthly emergency lighting tests. <p>Management to initiate suitable maintenance contracts for the fire alarm system, emergency lighting system and fire extinguishers.</p>	<p>MANAGEMENT</p>	<p>NOW & ONGOING AS STATED</p>	<p>2</p>	
<p>All heating, gas installations, air conditioning, kitchen equipment, lift machinery and other electromechanical plant and equipment to be subject of regular service and maintenance in line with manufacturer's guidelines.</p>	<p>CONTRACTOR</p>	<p>AS STATED</p>	<p>2</p>	

<p>FIRE PROCEDURES & ARRANGEMENTS</p> <p>An emergency plan to be formulated and documented. This plan should be reviewed regularly to ensure it remains effective, and include:-</p> <ul style="list-style-type: none"> - Action on discovering fire - Warning in case of fire - Method of calling the fire brigade - Place of assembly, away from the premises at “Tattlers Estate Agents” - Liaison with emergency service - Specific responsibilities including assisting disabled occupants, shut down procedures and sweeps of enclosed areas <p>At peak times it is recommended that 2 staff be appointed and available to manage the evacuation in the basement level, with a further staff member responsible for the ground floor, with the duty manager in overall charge of the evacuation.</p> <p>In areas with music, upon actuation of the fire alarm system all music should stop immediately, all lights should be switched on, with either an automated or DJ/management announcement to ask all occupant to evacuate quickly and calmly.</p> <p>Given the restricted ceiling height, non-standard height final exit door and external steps from the basement, it is essential that the emergency plan is sufficient to ensure that the premises are quickly and effectively evacuated.</p> <p>The evacuation strategy must include <i>all</i> occupants of the premises & not rely on the fire brigade for the evacuation of any occupant. Special consideration must always be provided for disabled or otherwise vulnerable visitors who may require assistance to evacuate with all necessary steps taken to ensure their safety while on the</p>	<p>MANAGEMENT</p>	<p>NOW & ONGOING AS STATED</p>	<p>1</p>	
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CONTINUED:-

premises and that they are fully evacuated.

An assisted evacuation plan (AE) should be formulated for such occupants with staff nominated to assist as necessary.

There must be sufficient staff available to successfully execute the emergency plan.

Staff must be aware of their specific role within the emergency plan.

At present there are no disabled employees.

Any future disabled staff member should be risk assessed and provided with a Personal Emergency Evacuation Plans where necessary.

If necessary a competent person should be nominated by the responsible person to assist with the implementation of fire safety legislation.

A competent person(s) will assist with testing, inspection, checks, records & maintenance of protective and preventative measures within the premises where the responsible person cannot effectively do this alone.

It should be noted that article 22 of the fire safety order 2005 requires, that where premises are shared, responsible persons cooperate & co-ordinate to ensure the safety of all relevant persons and that adequate levels of fire safety are achieved and maintained, with any issues that may affect relevant persons identified and reduced as far as is practicable.

In these premises this will include, but is not limited to, ensuring external escape routes are maintained clear, ensuring adequate separation between commercial and residential areas and fire alarm scope/installation and associated testing & maintenance.

Arrangements should be documented.

<p>RECORD KEEPING. Onsite fire logbook to be initiated to record details of all relevant testing, maintenance and in house checks & tests Maintain comprehensive records, <i>where relevant</i>, in the fire log book, of all:- Staff training, Drill records & associated notes, Fire alarm tests & checks, Suppression / sprinkler test & checks, Emergency lighting tests & checks, Extinguisher tests & checks, Means of escape, fire door & final exit checks, Tests of automatic door release mechanisms / door holders. Gas and electrical certification & testing, Fixed & portable electrical tests,</p>	<p>MANAGEMENT</p>	<p>ONGOING</p>	<p>2</p>	
--	--------------------------	-----------------------	-----------------	--

* **Suggested Time Scale & Risk Level** is a guide only to help you formulate project plans. Where a fire authority has set a time limit that falls outside this recommendation, and/or you consider you need more time to complete the project, you should contact the fire authority for agreement on a time extension.

NEIL PALMER (ASSESSOR)

[SIGNATURE]

RESPONSIBLE PERSON

[SIGNATURE]

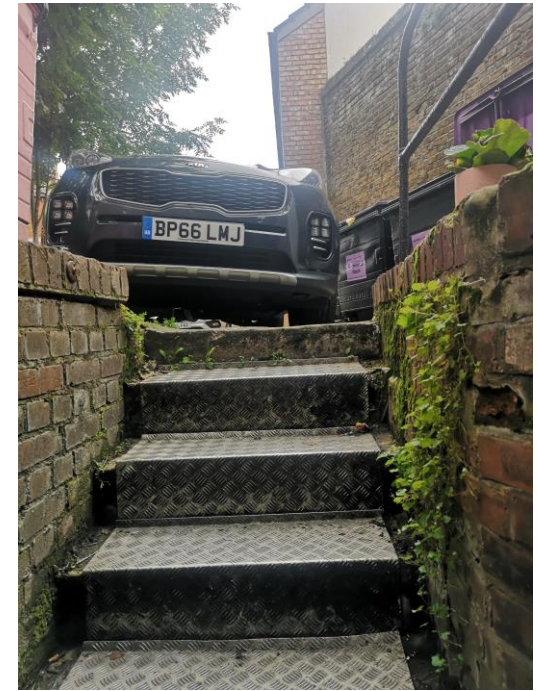




Basement with extensive linings / coverings of an unknown standard



Fire control panel with no power



Obstructed external escape route

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THE 
VENUE  **N10**

BUSINESS PLAN 2019

ABSTRACT	3
EXECUTIVE SUMMARY	3
CHAPTER I	4
COMPANY DESCRIPTION	4
Business Description	4
Services Offered	5
Customer Target	6
CHAPTER II	8
MARKET ANALYSIS	8
Pricing of Land and Building	8
Regional Income	8
Competition	8
Competitive advantage	9
CHAPTER III	10
ORGANISATION AND MANAGEMENT	10
Owner and Departments Leads	10
Staffing Service	10
CHAPTER IV	11
MARKETING	11
Social Media	11
CHAPTER V	12
FINANCIALS	12
Cash Flow Forecast	12
CHAPTER VI	13
CONCLUSION	13

ABSTRACT

This business plan was created for the purposes of opening a dessert restaurant and high-end event space for special events and parties in the Muswell Hill area in North London called The Venue N10. The business plan contains six sections. The sections include company description, market analysis, organisation and management, marketing, financials, and a conclusion. Due to the location and personal interest of the business owners, the target market will be the upmarket “yummy mummy” communities of North London. The company owners have over 30 years of experience in events management spanning nightclubs, live music, corporate events for multinational enterprises, and premium, luxury and fast fashion companies. The expected revenue generated by the venue is estimated to be £500,000 annually.

EXECUTIVE SUMMARY

The Venue N10 is a dessert restaurant and venue hire space located in Muswell Hill, North London. Muswell Hill is a beautiful part of North London with upmarket restaurants, boutique shops and cafès. The Venue N10 has been recently refurbished to a very high standard with marbled walls, leather sofa-style booths and seating, plush high end decor, crystal chandelier lighting and the very best music, disco and lighting equipment. We have been meticulous in ensuring that our customers' experience is unforgettable.

The maximum capacity at the venue is 130 people so the space is perfect for small to medium sized events. We cater for engagement parties, wedding receptions, Bar/Bat-mitzvahs, children's parties, group meetings, naming ceremonies, wakes, baby showers, corporate events, birthday parties (30+), industry parties and video/photo shoots.

Although there are no catering facilities at the venue, customers are welcome to bring their own finger food or we can organise food with our outside caterers at an extra cost.

The costs will include staffing members, sound and lighting equipment, cleaning and free soft drinks for children's parties, for the duration of events.

We can also organise DJ's, entertainers, extra staff, extra party decorations and catering if required.

To ensure a successful business, area competition was analysed. Pricing, variety of

service offerings, as well as venue services are the competition's key categories that were assessed. The Venue N10's focus is on creating a unique space housed within the local community. Through specialised decor and building a world-class team of employees who will give the venue the extra spark of success, we can set it apart from others.

CHAPTER I

COMPANY DESCRIPTION

Business Description

Primarily, The Venue N10 is a dessert restaurant and private hire space for upscale children's parties. What will set it apart from other venues will be the level of decor, detail and customisation that goes into the venue and customer experience.

The dessert restaurant is a quick-service restaurant where customers can sit in and order a variety of delicious thick shakes, perfected crepes, buttermilk waffles and American style pancakes while listening to music provided by local DJs. It provides customers with the perfect spot for socialising whilst indulging in their favourite shakes and desserts.

The space can also be hired out for private parties and events with a focus on children's parties.

If requested as an extra service we have partnerships with expert interior decorators and event planners who are able to customise each detail of any event down to the party favors and stamps on the invitations. The interior of the Venue is fitted with the finest decor, colour schemes and LED lighting system, so that no two events will be alike. Creating the Venue N10s value brand equity in the market, by exceeding the level of satisfaction of the clients, will provide the business with a competitive advantage over other venue options in the area.

An opportunity-organisation matching analysis was conducted to identify other market opportunities that meet the businesses distinctive competencies. Apart from children's parties as our primary income we also offer opportunities for other events:

- Engagement Parties
- Birthday Parties (30+)
- Group Meetings
- Bar/Bat Mitzvahs
- Office Parties
- Corporate Events
- Photo And Video Shoots
- Industry Parties

- Other Events/Celebrations
- Baby Showers
- Wakes

Although the main focus of The Venue N10 is a dessert restaurant, and to host the ultimate children's parties, utilising the building in as many ways possible will maximise revenue. The second focus will also be geared towards group and business events so that the building is generating money during the weekdays when children's parties are not as popular. The key to success will be to develop a fully functional team through the process of forming (cautious affiliation), storming (competitiveness), norming (harmonious cohesion), and performing (collaborative teamwork), we hope to achieve this goal.

Keys to Success

Dedication to the finest quality ingredients and "make it happen no matter what" customer service.

Ongoing employee education and recognition programs.

Give back to the community.

Services Offered

The Venue N10 sells gourmet desserts coupled with exceptional customer service in a comforting atmosphere. Customers can dine-in and watch the chef create their dessert. We also offer carry-out and delivery via our delivery partner Deliveroo.

In addition The Venue N10 will hire out the space for private events and parties.

The unique aspect that The Venue N10 will carry above its competitors will be the level of service and detail offered to each client's event. The basis of competition is functionality, reliability, convenience and price. The service options for events at The Venue N10 will include:

1. Hire fee, two staff members, use of sound and lighting equipment, cleaning and free soft drinks for the duration of any event.
2. We can organise DJ's, entertainers, extra staff, extra party decorations and catering if required
3. Concurrently clients are welcome to dry hire the venue bringing with them their own teams, food and entertainment.

Having spent years in the event management and interior decoration space, when required, our management team can also serve as the event planners for any booking. Our guests are able to choose the genre of decor depending on the event and once set, our team will take it from there. The interiors team will come up with at least two possibilities of decor for the customers to choose from. Our deep knowledge and understanding of events and our industry connections in interior design and property development, will enable us to cater for a diverse range of decor and design requirements to satisfy any booking or guest. Once all requirements for any booking are agreed upon, the last consultation will be with the facilities coordinator, who will go over the sound system, bar resources, and other facilities. Each occasion will have the necessary equipment to cater to each event.

While The Venue N10 team shepherds the event planning process, client preferences are ultimately the determining factor. However, a model of resource allocation for innovating ideas is generated from across all levels of the team, not just management.

Mission

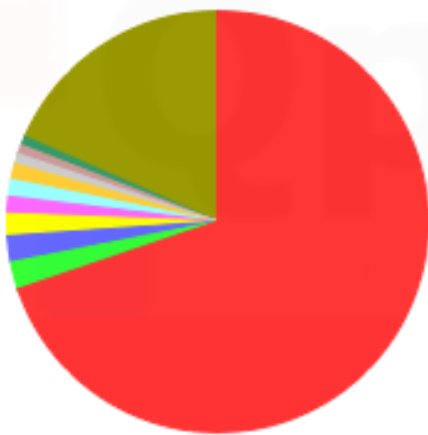
The Venue N10 is a hospitality and events company dedicated to providing high-quality desserts in a comfortable atmosphere for clients who seek a fun "gourmet" experience alongside a high-end event space. We intend to make enough profit to generate a fair return for our investors and to finance continued growth and development in quality products and services. We also maintain a friendly, fair, and creative work environment, which respects diversity, new ideas, and hard work.

Customer Target

The Venue N10 aims to cater to events for all types of customers, but will specifically target upmarket children's parties for the Muswell Hill community. Having run several successful businesses, as well as having children in the same age bracket, the company owners are also considered members of the Muswell Hill community with a deep understanding of the needs of its members. This will help to reinforce our market-targeting plan allowing for a greater connection to the segment of the market being targeted.

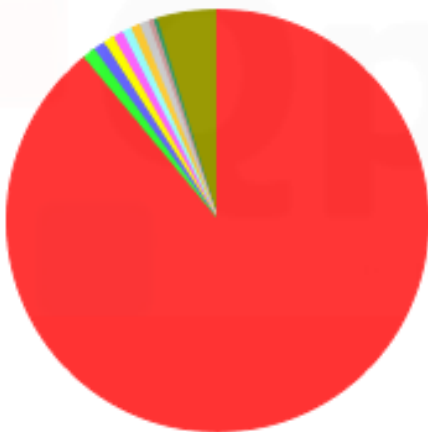
Aside from the CEOs personal affiliations to the Muswell Hill culture, the "yummy mummy" demographic is prevalent in the community and continues to grow. The market-development strategy will rely heavily on penetrating these communities to gain their business. The same is true for other areas in the Haringey and North London Suburbs.

- Muswell Hill is a ward in Haringey of London, England and includes areas of Muswell Hill and Hornsey.
- In the 2011 census the population of Muswell Hill was 10,784 and is made up of approximately 52% females and 48% males.
- The average age of people in Muswell Hill is 38, while the median age is lower at 37.
- 69.8% of people living in Muswell Hill were born in England. Other top answers for country of birth were 2.1% Scotland, 2.0% Ireland, 1.7% United States, 1.3% Australia, 1.3% Wales, 1.2% South Africa, 0.8% South America, 0.7% India, 0.7% Northern Ireland.



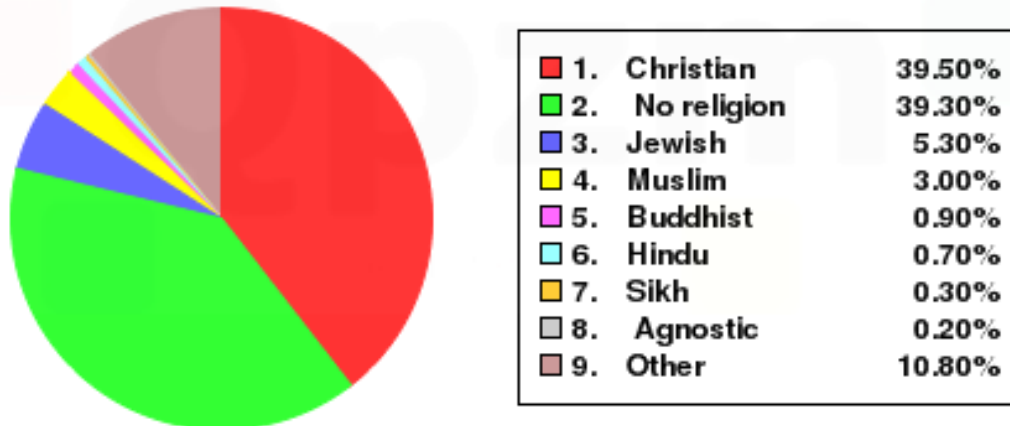
1.	England	69.80%
2.	Scotland	2.10%
3.	Ireland	2.00%
4.	United States	1.70%
5.	Australia	1.30%
6.	Wales	1.30%
7.	South Africa	1.20%
8.	South America	0.80%
9.	India	0.70%
10.	Northern Ireland	0.70%
11.	Other	18.40%

89.0% of people living in Muswell Hill speak English. The other top languages spoken are 1.0% Turkish, 0.9% Polish, 0.8% Spanish, 0.8% French, 0.7% Greek, 0.7% Italian, 0.7% German, 0.4% Japanese, 0.3% Portuguese.



1.	English	89.00%
2.	Turkish	1.00%
3.	Polish	0.90%
4.	Spanish	0.80%
5.	French	0.80%
6.	Greek	0.70%
7.	Italian	0.70%
8.	German	0.70%
9.	Japanese	0.40%
10.	Portuguese	0.30%
11.	Other	4.70%

The religious make up of Muswell Hill is 39.5% Christian, 39.3% No religion, 5.3% Jewish, 3.0% Muslim, 0.9% Buddhist, 0.7% Hindu, 0.3% Sikh, 0.2% Agnostic.



- 1,009 people did not state a religion. 35 people identified as a Jedi Knight and 4 people said they believe in Heavy Metal.
- 39.9% of people are married, 12.9% cohabit with a member of the opposite sex, 1.8% live with a partner of the same sex, 33.2% are single and have never married or been in a registered same sex partnership, 7.0% are separated or divorced. There are 462 widowed people living in Muswell Hill.
- The top occupations listed by people in Muswell Hill are Professional 35.0%, Associate professional and technical 24.3%, Managers, directors and senior officials 15.5%, Business, media and public service professionals 15.5%, Culture, media and sports 11.8%, Corporate managers and directors 9.8%, Business and public service associate professionals 9.7%, Teaching and educational professionals 8.6%, Teaching and Educational Professionals 8.6%, Administrative and secretarial 8.4%.

The second group of people who will be targeted is companies in the surrounding London areas that could utilise the space for corporate events meetings and office parties. The clientele list will focus on businesses looking for a stylish intimate setting. For these companies, The Venue N10 can offer promotional and discount rates for ongoing usage. The business can also provide discount rates for their employees if they book our venue for personal events.

CHAPTER II

MARKET ANALYSIS

Pricing of Land and Building

Regional Income

High household income was a driving factor in choosing to establish The Venue N10 in Muswell Hill. The Venue N10 is a high-end and exclusive venue, so clientele with ample discretionary income must be targeted. In Muswell Hill the average household makes £53,910 or more annually.

Competition

The competition was analysed using a mix of listings such as Yell and Venue finders. Our strategy is simple, we intend to succeed by giving our core customers exactly what they want in a venue.

Competition for venues accommodating 130 guests is far less than those accommodating 500 and above. The same options were chosen for all competing venues to get the price range of the competition in the area. These venues were chosen for the analysis because they are most comparable to The Venue N10. From the analysis, for a maximum capacity event of 130 guests to 1,150 guests, the price of a venue ranged from a minimum of £75 per to £800 an hour. Table 1 lists the competitor matrix:

Table 1

Competitor Matrix

Venue	Max Capacity	Pricing	Decor
The Venue N10	130	Low	Deluxe
CUFOS	250	Low	Standard
Nationals Hotel	750	Mid	Standard
Alexandra Palace	10400	High	Standard

Competitive advantage

The competitive advantage that The Venue N10 will have over its competitors is:

1. Guest capacity of 130 person meaning a cosy, intimate setting
1. High quality and luxurious interior design

2. Custom decor available
3. A personalised service for each party or other event
4. A location in the heart of Muswell Hill next to the shops and locales

The use of the space in various business markets will allow the venue to be a step ahead of the competition.

CHAPTER III

ORGANISATION AND MANAGEMENT

Owner and Departments Leads

The owners of The Venue N10 have vast experience in operations, business development, venue management and hospitality. The company owners are highly ambitious and deeply business-driven. They understand the necessity for a well-versed staff and will play an instrumental role in the business as both managers and business growth directors. They also understand the need for having a lean, cross-trained and happy team of workers knowing that the structure of the organisation and the collaboration of the teams can affect the way the business can evolve in the future.

Staffing Service

The Venue N10 team will play critical roles in establishing the culture of the business. This is why developing a well-versed team who share the business vision is critical for the longevity of the business. Staff who take pride in serving our customers and will share their creativity and ideas and continue to grow and develop in their field as well as learn how to contribute to other fields. This cross training will add organisational value. People can be flexible and can be trained to succeed across multiple skills. After each party or event, the teams will conduct meetings and document the conversations with a meeting minutes form. The purpose of the meeting is to discuss the success of the event, including problems encountered; identify future action items; and improve processes for future events.

These team members will be paid on a commission based on booking events. Their ability to anticipate the customers needs and build further on exceeding their expectations will be their ultimate goal. Commission-based compensation incentivises them to sell more options to customers. Additionally, the higher commission they generate for themselves, the higher the revenue they will generate for The Venue N10. The Venue N10 will remain

vigilant in its knowledge and pursuit of new trends in the market and not be stagnant by sustaining current supplies.

The primary responsibilities of the facilities coordinator is to maintain all janitorial upkeep, manage the bar and servers and manage facilities maintenance and upkeep. Most importantly, the facilities coordinator will be responsible for supporting events.

In order to evaluate the team's performance, the company owners will conduct individual performance appraisals of the team. Their progression towards established goals will be the focal point of the appraisal. Specifically, quality of work, and quantity of their contribution to their fields and overall business performance will be evaluated. The appraisal rating forms will be clear and allow the employee the opportunity to respond if any concerns should be raised.

The staffing service will be based on commission based employees working alongside the owner. While this is the model proposed for staffing services, the owner understands the demand for personnel may change depending on the success of the business. The main objective for the staff is to take individuals and form them into a collaborative team. As the business flourishes, there will be a need to invest in more personnel to maintain the level of quality and service The Venue N10 is committed to providing its customers.

CHAPTER IV

MARKETING

Social Media

A marketing channel consists of routes involved in the process of making a service available for use to consumers. The primary purpose of marketing is to create long-term relationships between individuals and the organisation. Social media will be the marketing channel for The Venue N10. The Venue N10 will make use of Facebook, Instagram, Pinterest, Twitter, and YouTube. Pages and profiles will be created on these sites.

The great thing about the sites listed above is that The Venue N10 can add people or groups to our pages as well as allowing them to add us. The Venue N10 can analyse other people's profiles to see what profiles would have similar interests or find target groups that have needs for what The Venue N10 would offer. The potential of having followers that could spread the word for The Venue N10 could be in the millions and reach all around the world. Social media provides the opportunity to show The Venue N10 through videos and pictures. The cost of setting up most of these social media pages are free. The only incurred costs will be advertising and marketing costs for the social media and website. The website has been built and provides information to potential customers

allowing them to communicate with The Venue N10 staff directly. Since businesses are also targeted, personal, in-person calls will be made to these companies to establish a relationship. This will be done to increase our customer lifetime value. We will also offer free tours of our facilities and free small conferences so companies can assess The Venue N10's offerings without cost. This allows them to experience the high level of customer service and beauty of the venue without commitment.

Below are other strategies we shall adopt to acquire traffic to our website:

- Targeting blogs
- PR
- Search Engine Marketing
- Social and Display Ads
- Offline Ads
- Search Engine Optimisation
- Content Marketing
- Email Marketing
- Viral Marketing
- Strategic Partnerships
- Affiliate Programs
- Trade Shows
- Speaking Engagements
- Community Building

CHAPTER V

FINANCIALS

Cash Flow Forecast

CHAPTER VI

CONCLUSION

Opening an upscale events venue in the Muswell Hill targeting 'Yummy Mummies' is the ultimate goal. After identifying the competition, finding the target market, and doing the cost analysis, the company owners will develop and lead an innovative team that will bring creativity and excellence to every event catering to all the needs of not only the Muswell Hill parents but the whole community. The staff will be given clear goals and expectations along with continuous feedback to promote growth and address any opportunities.



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Get In Touch

We suggest that you come and view The Venue N10' To arrange an immediate viewing call us on 07923149190

Contact Us



Useful Links

[About Us](#)
[Gallery](#)
[Contact](#)

[Rates](#)
[Enquiries](#)



Call Now for Services!

07949271800

 [Email Us](#)

272 Muswell Hill
Broadway
London
N10 2QR





About Us

[Home](#) > [About Us](#)

The Perfect Event Space

The venue N10 is located in Muswell Hill North London. Muswell Hill is a beautiful part of North London with upmarket restaurants, boutique shops and cafés. The Venue N10 has been recently refurbished to a very high standard with marbled walls and bars, leather sofa style booths and seating, plush highend decor, crystal chandelier lighting and the very best music, disco and lighting equipment. We have been meticulous in insuring that your special event is unforgettable.

The maximum capacity at the Venue is 130 people so the space is perfect for small to medium sized events. We cater for engagement parties, wedding receptions, Bar/Bat-mitzvah's, kids parties, group meetings, naming ceremonies, wakes, baby showers, corporate events, birthday parties(30+), industry parties(for fashion, film, music and media) and video/photo shoots.

There are no catering facilities at The Venue but you are welcome to bring your own finger food or we can organise food with our outside caterers at an extra cost.



Delicious Desserts & Sweet Treats



The Venue N10 is the perfect event space
our stylish modern lavish decor and live
sound system, new wave disco lighting
wow factor and at v

A lively atmosphere, offering a variety of
buttermilk waffles and /

Ranging from our all time faves, straight
create your own. We have a s

The Venue N10 is the perfect spot for so
shakes and desserts with a atmosphere
making it your

Enquire Now

**The Venue N10 is
perfect for**



Kids Parties (1-17 Yrs Old)



Engagement Parties



Birthday Parties (30+)



Group Meetings



Bar/Bat Mitzvahs



Office Parties



Corporate Events





Photo And Video Shoots



Industry Parties





Other Events/Celebrations



Baby Showers



Wakes

[Enquire Here](#)

Get In Touch

We suggest that you come and view The Venue N10' To arrange an immediate viewing call us on [07923149190](tel:07923149190)

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Useful Links

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07949271800

 [Email Us](#)

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Broadway
London
N10 2QR

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**Appendix A- Review application form and supporting
Documentation.**

PROTECTIVE MARKING


**METROPOLITAN
POLICE**
TOTAL POLICING

Form 691

Application for the Review of a Premises Licence or Club Premises Certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

- Before completing this form please read the guidance notes at the end of the form.
- If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
- You may wish to keep a copy of the completed form for your records.

I Mark Graeves PC 164YR
**apply for the review of a premises licence under Section 51 of the Licensing Act 2003
for the premises described in Part 1 below**

Part 1 – Premises or club premises details

Postal address of premises or club premises, or if none, ordnance survey map reference or description:

Socialite Bar, 272 Muswell Hill Broadway

Post town: London

Post code:
(if known)

N10 2QR

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

Bryan John

Number of premises licence or club premises certificate (if known):

LN/000003140

Part 2 – Applicant details

I am:

Please tick Yes

- | | | |
|----------|---|-------------------------------------|
| 1 | an individual, body or business which is not a responsible authority
(please read guidance note 1 and complete (A) or (B) below) | <input type="checkbox"/> |
| 2 | a responsible authority (please complete (C) below) | <input checked="" type="checkbox"/> |
| 3 | a member of the club to which this application relates (please complete section (A) below) | <input type="checkbox"/> |

PROTECTIVE MARKING

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

Mr Mrs Miss Ms Any other title (e.g. Rev.)

Surname:

First Names:

I am 18 years old or over

Current postal address if different from premises address:

Post town:

Post code:

Daytime

Email: (optional)

Tel. No.:

(B) DETAILS OF OTHER APPLICANT (fill in as applicable)

Name and Address:

Telephone Number (if any):

Email address: (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT (fill in as applicable)

Name and Address:

Mark Greaves PC 164YR Metropolitan Police, Unit 1 Quicksilver Place, Western Road, London N226UH

Telephone Number (if any): 020 3276 0150

Email address: (optional) mark.greaves@met.police.uk

This application to review relates to the following licensing objective(s)

Please tick one or more boxes

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

Please state the ground(s) for review: (please read guidance note 2)

PROTECTIVE MARKING

This venue is a night club located on a roundabout in Muswell Hill N10. During late evening the only venues open in immediate vicinity is Grill Kebab House next door and then Metropolitan Bar next door to that. Opposite is Mossy Wells Pub and an Off Licence. Over at least the previous 3 years this roundabout is known for serious violent crime and disorder resulting in a third night club having their Premises Licence revoked. The violent disorder has continued and is causing alarm and distress to residents disturbed at night and finding crime scenes taped off by Police as they pass the roundabout later that day. Whilst youths do arrive in cars and hang around outside or opposite venue the majority of males in the early hours after Mossy Wells is closed are there for the two night clubs or leaving nightclubs and hanging around for a takeaway kebab. Police have liaised with the two clubs and Kebab House about the situation with all venues denying their clients are concerned. This is difficult to disprove as venues next to each other and finish same time so when 150 come out and loiter they mix together.

Police obviously need to reduce the risk of serious crime and disorder as much as possible so whilst they have worked with the two clubs who have both installed a voluntary ID scan system they do need to consider the Review path should very serious crime and disorder be attributed to clients from a venue. Whilst venues cannot always control the actions of their clients on leaving if they are attracting a clientele who use knives, baseball bats and guns we need to consider if that venue should its hours reduced to prevent the late parties that attract such people. In this case Police have viewed CCTV from all three venues and identified Socialite Bar clients are responsible for at 2 recent occasions of committing serious crime and disorder in first case immediately outside venue and the second both in and outside venue. Whilst Premises Licence holder Mr John has worked with Police to improve venues security and implement an ID Scan system the incidents have not stopped resulting in a shooting outside involving clients from the venue..

On Sunday 17th April 2016 at about 0300 a group of males left Socialite Bar and engaged in a fight in the road resulting in one male being stabbed and a female being assaulted. One male went to his car and fetched a baseball bat but Police arrived and shined a taser spotlight on him and he surrendered without resistance. I met Mr John and a business partner / DJ Mr Simon Boateng and DPS on that time on May and venue agreed to install an ID scanning system although it was voluntary and not a Condition on the Premises Licence. Mr Boateng stayed after meeting on Mr Johns request to view CCTV I had collected from Haringey Council, Socialite Bar, Grill Kebab and Metropolitan and we managed to identify suspects as coming from Socialite Bar. The event at venue was a private party but it is alleged non-party invitees attended which after talking to Mr John and Mr Boateng after latest incident appears to be normal procedure with members of the public allowed in after 0030 if room in venue.

On 28th April I sent an email to Mr John, attached.

On Saturday 5th November 2016 at 0305 violent disorder broke out in Socialite Bar after a 21st birthday party. Mr Boateng, who is now DPS at venue, sounded an audible alarm apparently like Police sirens and males left running into street. Police not contacted by venue. Outside the group move out of Council CCTV range believed chasing someone. One male in a long sleeve white shirt lashes out at someone he is chasing. After a minute some males return into CCTV range including white shirt who now appears to have a handgun. He walks to outside of venue and turns and shoots at another male who runs off. White shirt follows firing 2 more shots before moving out of camera range. White shirt and other males return to loiter on roundabout. Victim goes to Whittington Hospital and Police called as he has 2 gunshot wounds to head / neck. A car near Socialite has its tyres slashed and windows broken. This is a live investigation at this time and a clearer picture will become apparent. Venue did use their ID scanner which assists Police.

On evening of incident Police Central Licensing attended venue for a Licensing visit and amongst other things pointed out amongst other things that the 2 rear fire doors were not alarmed as per Condition on Premises Licence and could be pushed open without staff being alerted. Statement attached.

Investigation of suspects has revealed the incident involved nominals from 2 separate gangs. Reason for initial dispute in venue not known. Viewing CCTV from surrounding area and venue shows the second gang appearing to leave venue from rear fire door after fight and shows one member discharging a firearm in rear alley. It appears one gang went out the front of venue and one out of the rear.

On Wednesday 9th November 2016 I met Mr John and Mr Boateng with Daliah Barratt at Haringey Councils Licensing office in Western Road. They said they would get full names and addresses of persons booking the venue in future and would get a wand metal detector and improve CCTV system which is not of a highest enough standard for such a venue. We agreed venue had assisted Police but obviously was attracting a clientele that is causing serious crime and disorder in the area. There were other persons at scene on both occasions who could have been injured with buses driving past whilst gunman active. Police consider that despite their best efforts the risk of the clients it attracts committing more serious crime / disorder is too high and therefore have brought this Review. Police consider the venue cannot operate safely in its present form and can think of no further actions venue can take to reduce future risk of serious crime / disorder and consider that shorter opening hours will deter the kind of clientele at present attending the venue.

PROTECTIVE MARKING

Please provide as much information as possible to support the application: (please read guidance note 3)

Whilst there has been other assaults / disorder at this location I have included 2 of the main ones that show the venues have no control over a violent clientele attracted to the area. Whilst it is accepted venues cannot completely control persons who have left venue and are loitering outside and it is debatable how much risk SIA staff should take in serious disorder after clients have left. It is not always possible to ascertain which venue suspects come from and if we do again is venue responsible for actions after clients have left.

On Sunday 16th August 2015 at 0400 an assault took place outside Socialite Bar after serious disorder. CAD 2048 is from DPS Kyle Perry informing Police that about 100 people have just left the club and there have been verbal arguments which security has broken up and asks for a Police presence. CCTV from local venues showed serious disorder taking place outside venue. Licensee Bryan John phoned Haringey Council on 17th August stating the suspects did not come from his venue.

On Sunday 23rd August 2015 again serious disorder took place on road outside the night clubs. CCTV supplied. Incidents from 0339 - 0345.

CRIS: 2830566/15 relates to another incident of serious disorder on 20th December 2015. CCTV supplied for viewing showing an assault at 0412 and fighting with belts at 0422.

PROTECTIVE MARKING

Have you made an application for review relating to this premises before?

(Please tick yes)

Day

Month

Year

If yes, please state the date of that application:

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

PROTECTIVE MARKING

Please tick Yes

I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate.

I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 138 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 5). If signing on behalf of the applicant please state in what capacity.

Signature: _____ **Date:** 10th November 2016

Capacity: Haringey Police Licensing Officer

Contact name (where not previously given) and postal address for correspondence associated with this application: (please read guidance note 6)

Post town: _____ **Post code:** _____

Telephone Number (if any): _____

If you would prefer us to correspond with you using an e-mail address, your e-mail address (optional): _____

Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details, for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example, solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

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From: Barrett Daliah
Sent: 17 September 2021 15:12
To: 'Brown Winston'
Subject: FW: - 272 MHB - The Venue N10 - party activities + evidence

Hello Winston,
Please see email below and screenshots from the Venue N10 website that advertised events and that had taken place and led to complaints. The LA Responsible Authority will be referring to this complaint and the pictures.

Regards
Daliah Barrett

Sent: 25 June 2021 07:30
To: Licensing <Licensing@haringey.gov.uk>; Barrett Daliah <Daliah.Barrett@haringey.gov.uk>
Cc:
Subject: URGENT - 272 MHB - The Venue N10 - party activities + evidence

Good morning,

I hope you are well.

I would like to report The Venue N10 At 272 Muswell Hill Broadway as potential breach of current COVID rules.

In the past few night there were gatherings and activities that gone out of control in terms on numbers and continued past operational hours. On the night of 23/24 June, event was going until 3am. Customers of this venue been gathering in residential areas at the back of the building, being loud and presenting antisocial behaviour at late night/early morning hours. Last night 24/25th June also ticketing event (advertised from 8pm-1am) gone past that time. Neither of the party was related to funeral or a wedding.

I have attached evidence of these activities, pictures attached comes from social media accounts from Instagram / from official profile of The Venue N10 and their attending guests.

On the both nights music exceeded venue property at same causing sleepless, stressful night. As a long term residents, we are alarmed and concerned with these activities knowing the past of other similar in concept venues that were at this address previously.

This venue no longer acting as a dessert venue, as you will see on pictures - it's more of the club were people dancing and enjoying themselves.

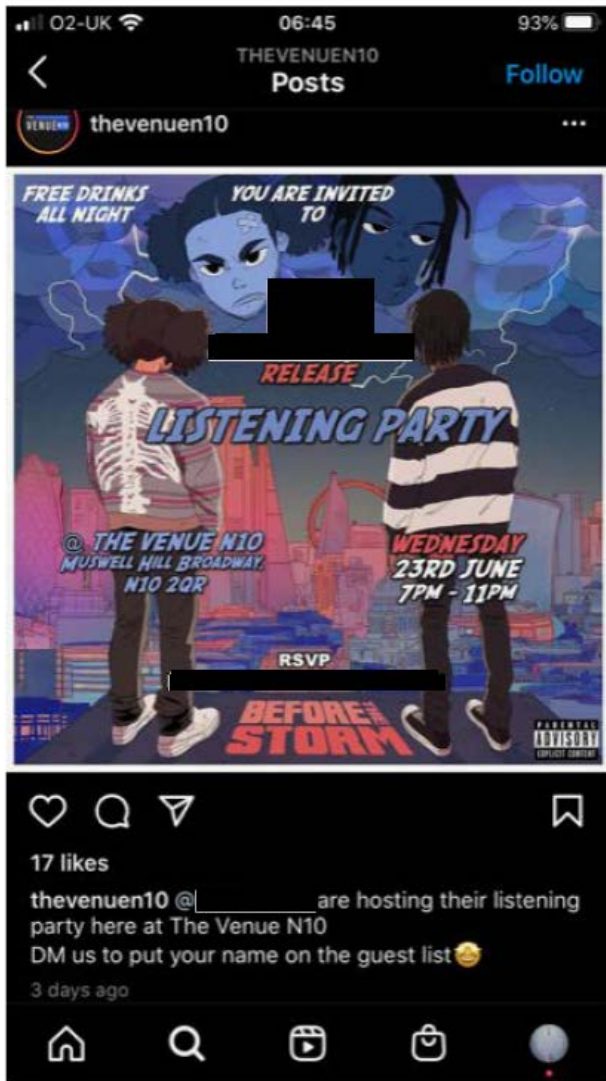
We also have suspicion that venue started selling alcohol.

The Venue N10 is due to throw another party this evening. It would be great if council could check this venue activities and if possible schedule a visit during this event?

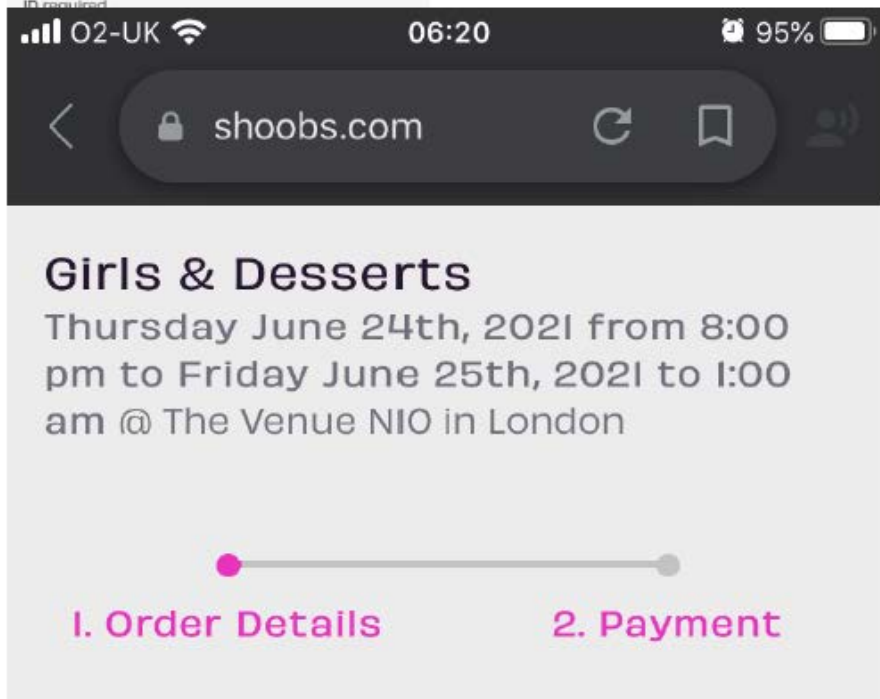
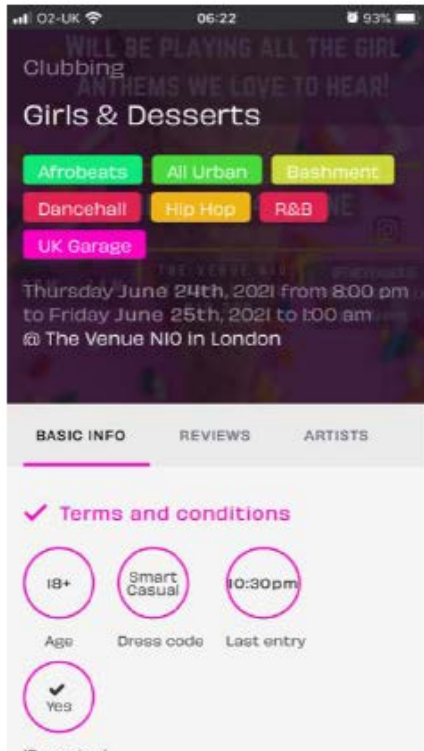
As a residents we would really appreciate your help and cooperation with this matter.

If you have any questions please let us know. Thank you in advance.

We also would appreciate if our identity remains anonymous.





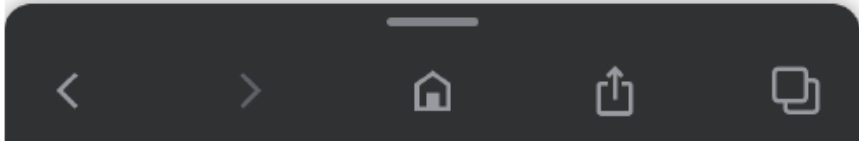


Ticket type	Price	Quantity
Ladies seated early bird 2nd release	£6.00 5.00 + booking fee	CLOSED
2nd & last release last tickets	£7.00 6.00 + booking fee	CLOSED

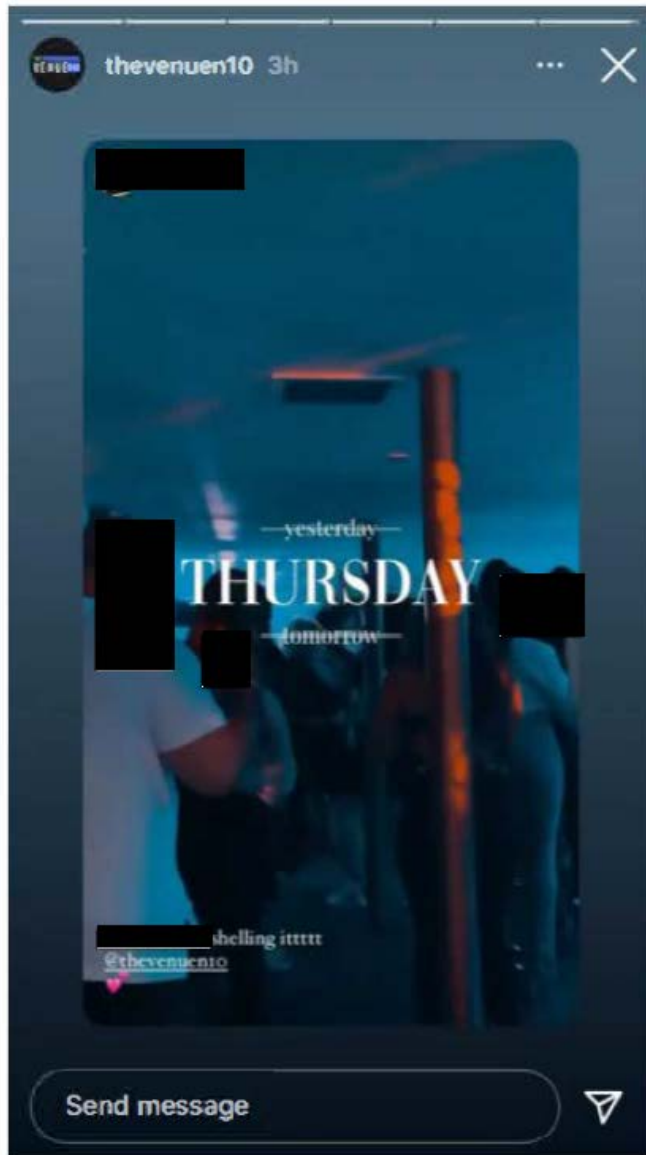
Tickets will be reserved for 10 minutes

Subtotal: £0.00

BUY TICKETS

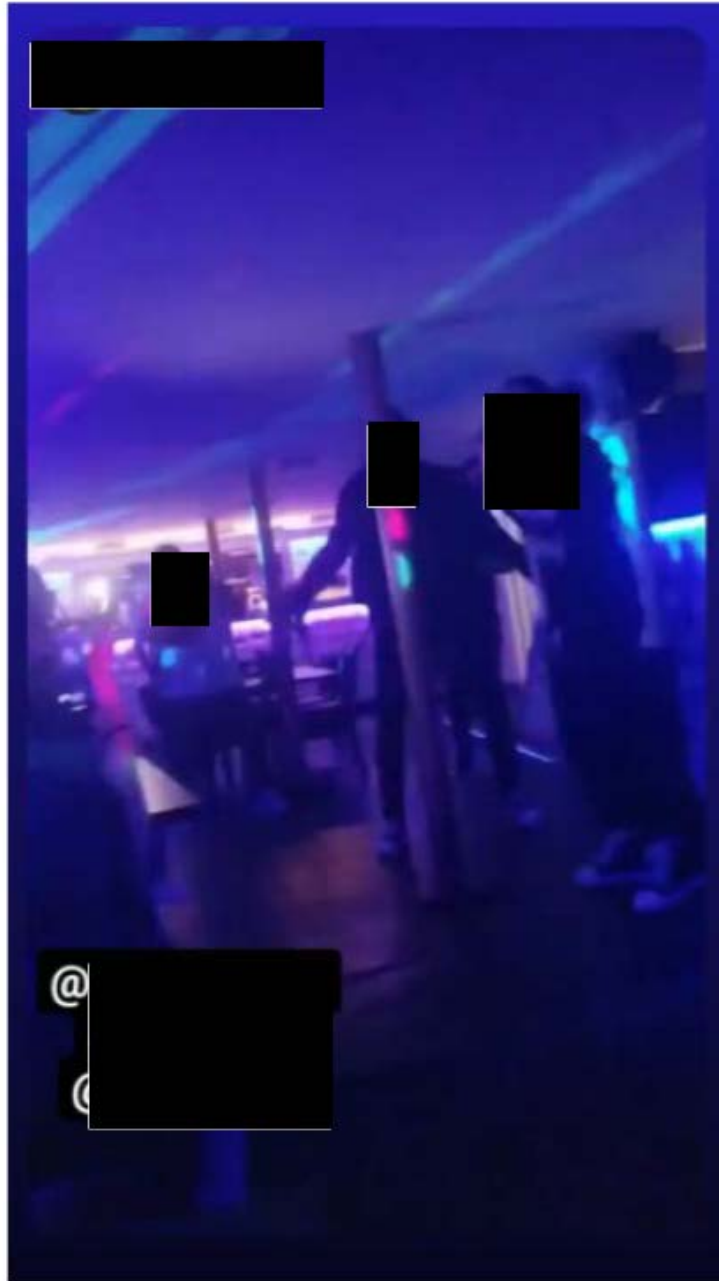














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