

NOTICE OF MEETING

AGENDA FOR THE LICENSING SUB COMMITTEE

Thursday, 9th July, 2026, 7.00 pm - Microsoft Teams.

Watch the meeting live [here](#) or view all of our meetings on [Youtube](#)

Members of the public are welcome to attend this meeting. If you wish to speak at the meeting please register by emailing the Democratic Services Officer. Contact details can be found at the end of the agenda front sheet.

Members: Nick da Costa (Chair), Luisa Brands and Adam Small

Quorum: 3

1. FILMING AT MEETINGS

Please note this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the 'meeting room', you are consenting to being filmed and to the possible use of those images and sound recordings.

The Chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual, or may lead to the breach of a legal obligation by the Council.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items will be considered under the agenda item where they appear. New items will be dealt with under item 7 below).

4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

5. SUMMARY OF PROCEDURE

The Sub-Committee will first hear from the Licensing Officer. After that, the applicant will present their application and the Sub-Committee and objectors will have the opportunity to ask questions. Then, the objectors will present their case and the Sub-Committee and objectors will have the opportunity to ask questions.

All parties will then have the opportunity to sum up, and then the meeting will conclude to allow the Sub-Committee to deliberate and reach a decision. This decision will then be provided in writing within five working days of this meeting.

6. APPLICATION FOR A REVIEW OF A PREMISES LICENCE AT THE ARCHIVES, UNIT 10, HIGH CROSS CENTRE, FOUNTAYNE ROAD TOTTENHAM, LONDON N15 4QN(SOUTH TOTTENHAM) (PAGES 1 - 120)

To consider an application for a review of a premises licence.

7. APPLICATION FOR A NEW PREMISES LICENCE AT THOMPSON'S BEER SHOP, 26 VERYAN COURT, PARK ROAD, HORNSEY, LONDON N8 8JR (CROUCH END) (PAGES 121 - 154)

To consider an application for a new premises licence.

8. NEW ITEMS OF URGENT BUSINESS

To consider any items of urgent business as identified at item 3.

Democratic Services Contact: Nazyer Choudhury, Principal Committee Co-ordinator
Telephone: 020 8489 3321
Email: nazyer.choudhury@haringey.gov.uk

Fiona Alderman
Director of Legal & Governance (Monitoring Officer)
George Meehan House, 294 High Road, Wood Green, N22 8JZ

Wednesday, 01 July 2026

Advice To Members On Declaring Interests

Information on declaring an interest is set out in the Council's Constitution in Part 5 Section A. However, you may need to obtain specific advice on whether you have an interest in a particular matter.

If you need advice, you can contact:

- Monitoring Officer
- the Legal Adviser to the Committee; or
- Democratic Services.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

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Report for: Licensing Sub Committee 9 July 2026

Item number: 6

Title: Application for a review of a premises licence at The Archives Unit 10, High Cross Centre, Fountayne Road, Tottenham, London, N15 4QN

authorised by: Daliah Barrett-Licensing Team Leader – Regulatory Services.

Ward(s) affected: South Tottenham

Report for Key/ Non-Key Decision: Not applicable

1. Describe the issue under consideration.

- 1.1 This application for a review of a premises licence is made under section 51 of the Licensing Act 2003 by 'Other person/Residents.' The review followed ongoing noise nuisance emanating from various events taking place at The Archives. A copy of the review application is attached at Appendix 1.
- 1.2 Each application must be considered on its merits taking into account, the evidence presented at the hearing, and the Guidance issued under Section 182 of the Licensing Act 2003 and the Council's Licensing Policy. The options that can be considered once evidence has been heard are detailed at section 4.8.

2 Purpose of the report

To advise members that a review is required following an application made under section 51 of the Licensing Act 2003 to review a Premises Licence in respect of The Archives. The Licensing Sub Committee is required to consider this application and take such steps as it considers appropriate and proportionate for the promotion of the licensing objectives.

3 Context and Key Issues

Under the Licensing Act 2003, a responsible authority or any other person may make representations in respect of the application which must be relevant to one or more of the four licensing objectives, namely:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

4 Background

4.1 Geographical description of the area and description of the building

The Archives is located in the Tottenham Hale area and was initially described as a multi-use venue, it is set in a large, refurbished warehouse and is a Meanwhile Space. The large warehouse event space, contains a bar, a large outdoor courtyard, and a roof event space that was not in use when the license was initially granted, due to further planning requirements needing to be met, this is an ongoing matter. The premises has a capacity estimated to be up to 1,600, but not all event spaces can be in use at the same time to achieve this figure. The venue has hosted various late night and all-day raves since the grant of the licence. The premises is hired out for various events. The Premises Licence allows for the sale of alcohol and regulated entertainment as well as Late night refreshment. A copy of the existing licence is attached at App 2.

4.2 Details of Premises Licence:

Supply of Alcohol

Regulated Entertainment: Plays, Films, Live Music, Recorded Music, Dance, anything of a similar description
Late Night Refreshment

The times the Licence authorises the carrying out of licensable activities:

Ground Floor

Monday to Sunday

- Sale of Alcohol 1000 to 0600
- Provision of Regulated Entertainment 1000 to 0600
- Late Night Refreshment 2300 to 0500

5th Floor

Monday to Sunday

- Sale of Alcohol 1000 to 0200
- Provision of Regulated Entertainment 1000 to 0200
- Late Night Refreshment 2300 to 0230

Roof Terrace

Monday to Sunday

- Sale of Alcohol 1000 to 2230
- Provision of Regulated Entertainment 1000 to 2230

The opening hours of the premises:

Monday to Sunday 0800 to 0630

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

Supply of alcohol for consumption both **ON** and **OFF** the premises.

4.3 Summary

During the application's consultation period the licensing authority received representation from responsible authorities supporting the review, namely the Noise RA. App 3 and the Police at App 4.

In addition, the residents submitted further supporting documentation and recordings/footage of the sound that can be heard in the area when an event is taking place.

4.4 Recommendation

The purpose of this hearing is to decide what steps the licensing sub-committee considers appropriate for the promotion of the licensing objectives and to decide whether the interim licence suspension ceases to have effect altogether or becomes the subject of any steps which it considers are appropriate when making its determination on the review. The steps the licensing authority can take are:

- the modification of the conditions of the premises licence;
- the exclusion of a licensable activity from the scope of the licence;
- the removal of the designated premises supervisor from the licence;
- the suspension of the licence for a period not exceeding 3 months;
- And
- the revocation of the licence.

4.5 Powers of a licensing authority

The decision should be made having regard to the Secretary of State's guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the Policy, clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal / challenge is increased.

4.6 The licensing authority's determination of this application is subject to a 21-day appeal period or, if the decision is appealed, the date the appeal is determined and/or disposed of.

5. Other considerations

5.1 **Section 17 of the Crime and Disorder Act 1998** states:

"Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area."

6. Human Rights

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- Article 8 – Right to respect for private and family life;
- Article 1 of the First Protocol – Protection of Property;
- Article 6(1) – Right to a fair hearing;
- Article 10 – Freedom of Expression.

7 Use of Appendices

Review application form - Residents - App 1

Copy of Premises Licence - App 2

Noise RA representation- App 3

Met Police Representation – App 4

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Appendix 1

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London Borough of Haringey, Licensing Team, River Park House, Level 1, 225 High Road, Wood Green, London, N22 8HQ

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 Annelie Kops
(Insert name of applicant)

apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description	
The Archives Unit 10, High Cross Centre 1 Fountayne Road Tottenham London N15 4QL	
Post town Tottenham, London	Post code (if known) N15 4QL

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

Number of premises licence or club premises certificate (if known)
LN/000025014

Part 2 - Applicant details

I am Annelie Kops

Please tick **X** yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

~~2) a responsible authority (please complete (C) below)~~

~~(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT~~

Name and address
Telephone number (if any)
E-mail address (optional)

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

Please tick one or more boxes

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance**
- 4) the protection of children from harm

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

Dear Haringey Licensing Team, Dear Daliah Barrett,

I would hereby like to formally request a review of the license for the venue **The Archives at Unit 10, High Cross Centre, 1 Fountayne Road, London N15 4QL in Tottenham.**

As a resident of Ferry Lane Estate, and a leaseholder of a property directly opposite the premises of The Archives (across the railway line), in Erskine Crescent, London N17 xxx, I am alarmed by the very loud noise we can hear in our home coming from regular live music events held in the outdoor area on the premises.

Loud live events have been held throughout the warmer months last year, and have recently started again. I have not noted down every event I have witnessed, but can say that they occur on a regular basis, especially on weekends (Thursday - Sunday), from sometime in the afternoon until late. The last event I have witnessed was yesterday (17 May 2026) from about 3-11 pm. Please find attached 2 videos of the event witnessed yesterday on Sunday 17 May 2026.

Judging from what we can see and hear from our balcony and from photos and videos taken by neighbours who visited the site, I would describe the outdoor venue set-up as a large lightweight canopy with lighting, large video screens and a very powerful sound system. No acoustic barrier has been put in place.

When events are on, the noise perceived in every room of our home is deafening, even when all windows are closed. It overpowers any conversation, TV, radio etc. It makes it impossible to sleep or even just rest, relax or read. The bass of the sound system makes that walls of our building vibrate. The relentless noise is causing me and my partner significant stress and exhaustion, and effectively renders our home uninhabitable during these events. Especially in the summer months we had to avoid opening our windows while events were on and could not use our balcony. We have on several occasions had to leave the house to find peace and calm elsewhere.

We have reported the issue to Haringey's noise team on several occasions last year, online and via the noise app, but have not received a response, and I have again reported the noise nuisance online to the Noise team at Haringey this week (reference no wk602996). The frustration over the issue has impacted our health and wellbeing. I have therefore started to talk to other local residents about the issue and found they feel the same way and are exhausted. The thought that we will have to again endure this situation will throughout the whole summer is frightening.

Lorna Reith of our local residents association FLAG (Ferry Lane Action Group) has contacted you about the issue and received a copy of the license for The Archives. On page 8 of this license it says that:

"All external doors and windows shall be kept closed, other than for access and egress, when regulated entertainment is taking place on the premises. Clear and prominent notices shall be displayed and maintained at all exits in a place where they can be seen and easily read by customers requiring customers to leave the premises and the area quietly." This clearly means that events are only allowed indoors, and that any noise outside must be prevented as set out in a noise management plan. **The events held at the premises are therefore in breach of this license, and must stopped!**

It furthermore says that *"The premises licence holder will devise, record and implement a noise management plan, a copy of which will be kept on the premises and made available to any member of the responsible authorities on request. The noise management plan will be reviewed, updated and amended as appropriate at least once every 12 months and a copy of the revised noise management plan shall be provided to any of the responsible authorities on request."* **Could you please send me a copy of the noise management plan that must have been provided by the license holder?**

I hope that on the basis of my complaint above and those of other local residents, you will review the license provided to The Archives, enforce the noise management plan and put a stop to outdoor events on the premises.

With kind regards

Annelie Kops

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

[PLEASE REFER TO VIDEOS ATTACHED TO THE EMAIL.](#)

Please tick yes

Have you made an application for review relating to the premises before

If yes please state the date of that application

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures (please read guidance note 4)

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

Signature



.....

Date 18 May 2026

.....

Capacity Applicant

.....

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.

Statement from Hazel xxxxx

My name is Hazel xxxxxxx and I live at xxxxxxxxxxxxxxxxxxx N17 xxx. I live at the end of my block which is in a sheltered housing scheme for older residents.

On Sunday 17th May I was at home during the day and disturbed by very loud music. I didn't realise where the noise was coming from. I looked on our neighbourhood WhatsApp group and realised it was from the Archives over the railway. This is some distance from where I live. I had to shut my back door and my windows and pulled the curtains closed. I was unable to enjoy my garden and with the windows shut my flat gets very hot. I do not think outdoor music events should be allowed in that location.

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From: EmmaXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Subject: Re: Noise complaint from the archives
Date: 19 May 2026 at 17:57
To: Annelie XXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Sent from [Outlook for iOS](#)

From: Annelie XXXXXXXXXXXXXXXXXXXXXXX
Sent: Tuesday, May 19, 2026 5:56:15 PM
To: Emma XXXXXXXXXXXXXXXXXXXXXXX
Subject: Re: Noise complaint from the archives

Thank you Emma!
What's your address?

Annelie


On 19 May 2026, at 17:50, EmmaXXXXXXXXXXXXXXXXXXXX wrote:

Hi Annelie,

Thank you for taking evidence of the excess noise from the archives on Sunday 17th May.

It affected us as we couldn't sleep and our children were disturbed by the noise at bedtime. They had to sleep in our room at the back of the house until the event ended as their room faces the venue.

Our house shook from the vibration. I am sending you a video of the noise we could hear inside the house, which doesn't truly reflect how loud it was, but considering you can hear anything with all of the windows in the house shut shows it was excessive. This was around 10pm but it was for many hours prior to this.


[IMG_5535 1.mov](#)

Many thanks

Emma

Sent from [Outlook for iOS](#)

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To the attention of the Haringey Licensing Team

As residents of Ferry Lane Estate, and tenants and leaseholders of properties directly opposite (across the railway line) of The Archives at Unit 10, High Cross Centre, 1 Fountayne Road, London N15 4QL in Tottenham, we are alarmed by the very loud noise we can hear in our homes coming from regular live music events held in the outdoor area on the premises. Loud events have been held throughout the warmer months last year, and have recently started again, and we are now extremely worried that our health & wellbeing will be severely impacted if they continue.

When events are on, people are finding it impossible to keep windows open or use their gardens and balconies, to sleep or bring their kids to bed or to just experience peace and quiet at home as the noise is overpowering, relentless and exhausting.

We hope that based on this complaint and impact statement, you will review the license provided to The Archives, enforce the noise management plan and put a stop to outdoor events on the premises.

London, June 2026

Name	Address	Signature
WASEWA	[REDACTED]	[REDACTED]
Vanessa	[REDACTED]	[REDACTED]
Rokiyah	[REDACTED]	[REDACTED]
Sarah	[REDACTED]	[REDACTED]
Pat	[REDACTED]	[REDACTED]
Rosie	[REDACTED]	[REDACTED]
MARGRET	[REDACTED]	[REDACTED]
Barbara	[REDACTED]	[REDACTED]
Debra	[REDACTED]	[REDACTED]
Ibrahim	[REDACTED]	[REDACTED]
Diana	[REDACTED]	[REDACTED]
MADHAV	[REDACTED]	[REDACTED]
SITAMIN	[REDACTED]	[REDACTED]

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London, June 2026

Name	Address	Signature
J.	[Redacted]	[Redacted]
N	[Redacted]	[Redacted]
S	[Redacted]	[Redacted]
S.	[Redacted]	[Redacted]
V	[Redacted]	[Redacted]
AEIL	[Redacted]	[Redacted]
P.	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
BEN	[Redacted]	[Redacted]
J.	[Redacted]	[Redacted]
A.	[Redacted]	[Redacted]

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London, June 2026

Name	Address	Signature
KARLEGO	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
GLADYS	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Nena	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Sydia	[REDACTED]	[REDACTED]
Rachelle	[REDACTED]	[REDACTED]
VICARAT	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
EMMA	[REDACTED]	[REDACTED]
MARIA	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

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Appendix 2

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The Archives/Club360

Highcross Centre

Tottenham Hale

Unit 10 High Cross Centre, Fountayne Rd, London N15 4BE

Event & Crowd Management Plan

01/04/2026

Purpose



REVISIONS

- V2 Traffic management – taxi/phv enhanced
Traffic management and local area management plan (formerly event overview)
Complaint management, Consultaion and comunication
New role – duty manager (responsibilities) & ops manager
Dispersal strategy
- V3 Bus, NR & Tube Timings from local area (Seven Sisters & Tottenham Hale)
TFL approved traffic and local area management

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- ANNEX C: RISK ASSESSMENT
- ANNEX D: DISPERSAL STRATEGY
- ANNEX E: CONSULTATION AND COMMUNICATION
- ANNEX F: NETWORK RAIL, BUS & TUBE TIMETABLES

1. INTRODUCTION

The following text forms the crowd management plan for the proposed day to day operations and Multi Purpose Events Spaces, part of the Archives building in Tottenham Hale. The plan will take into account any and all aspects of the different types of events and their planning that have an influence on crowd management. *The plan will include recommendations, calculations and reasoning for decisions, backed up by industry best practice and academic studies.*

The purposes of the crowd management plan is to set out the roles and responsibilities of all stakeholders involved in carrying out a broad range of events, along with the appropriate actions to be taken within the pre-agreed emergency plan. The aim of this document is to itemise the goals of the stakeholders and how they will achieve them. The document will also show how Frankton Security Ltd will make every effort; where reasonably practicable to do so, to ensure the safety of customers, contractors and artists attending the event.

Frankton Security Ltd subscribes to the definition of crowd management created by the American Pedestrian planner John Fruin (1992)

“The systematic planning for, and the supervision of the orderly movement and assembly of people. Crowd management is the assessment of the people handling capabilities of space prior to the use. This includes the evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as ticket collection, and expected types of activities and group behaviour.”

This document is the culmination of a process of continual review. Due to the potentially varied nature of the types of events to be held at The Archives, the process is dynamic and each event held, is to be reviewed in terms as risk and requirement, to be agreed in advance by relevant stakeholders.

2. VENUE INFORMATION

Situated at the rear of the Highcross Centre (a quiet industrial estate in Tottenham Hale), spanning five floors (six with roof) and with over 100K sq ft of multi-use space and a landscaped outdoor activity and seating space, the Archives by Purpose Group will be a new destination for work and leisure in Tottenham, supporting the areas ongoing regeneration.

The Archives has seen a recent surge in both tenants and event space hires. With growth comes the need for additional security measures to ensure the venue will deliver on the path planned. The security plan Frankton Group will create will be tailored to both the client requirements and will ensure a non-intrusive working environment for the venue's users.

The building is only a five-minute walk from Tottenham Hale station. The Victoria line provides direct connections to King's Cross, Oxford Circus and Victoria. Mainline connections from Tottenham Hale mean the city is just eleven minutes away from Liverpool Street station. Bus and night bus services operate throughout the day and evening, with connections to Liverpool Street, Waterloo, Dalston, Shoreditch, Old Street, Highbury & Islington, Archway, Euston Kings Cross.

(Main stations include: Seven Sisters, Bruce Grove, Walthamstow, Tottenham Court Road, Wood Green, Archway, Trafalgar Square, Edmonton, Turkey Street, Stoke Newington, Lordship Lane, Euston, Turnpike Lane, Charing Cross, White Hart Lane, Dalston, Ilford, Chestnut, Warren Street, Tottenham Court Road, Finsbury Park, Moorgate, Blackhorse Road, Kings Cross, Angel, Goodge Street, Waterloo, Highbury & Islington, Shoreditch, Old Street, Mornington Crescent, Holloway Rd, Liverpool Street, Camden, Leicester Square, Tottenham Hale)

We are striving to create a true destination that can and will appeal to a very broad and diverse audience. With the first floor comprising a local climbing and bouldering school, and floors two to four comprising a makerspace

and studio tenants (including small operators from music, tech and fashion industries), the building’s social areas across the ground, fifth (and eventually sixth) floors, operated by Full Steam Trading, will support the long-term plans to develop the location into thriving community hub.

The ground floor space, comprising 15,000 ft.² of internal space and 3000 ft.² external space, houses the full steam café/bar (circa 3000 ft.²) which operates from 8am to 11pm, Monday – Sunday, serving a range of beverages (including alcohol) and food throughout the week. The remainder of the ground floor space is to operate as a multipurpose event space, with a diverse range of uses including live shows, concerts, festivals, street food, sporting, filming and brand and corporate events, with capacities up to 1600 attendees.

The fifth-floor houses sanitary facilities to cover both the fifth floor and roof, and operates as a smaller capacity (x 750) event space.

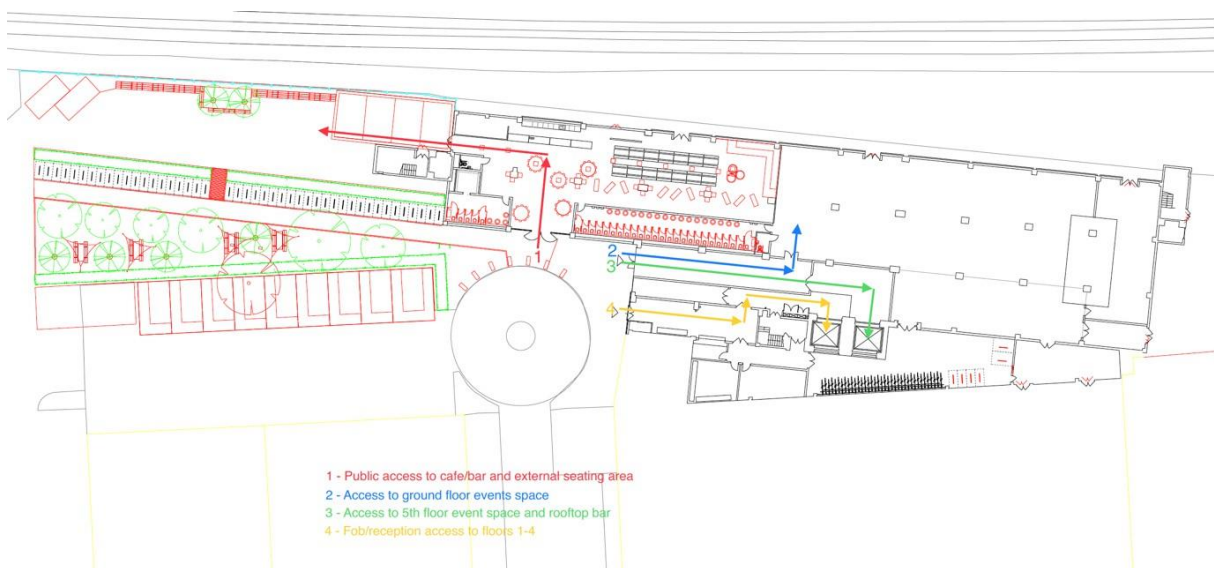
Our all-weather roof garden and food market, with seating up to 400 people (and a full capacity of 750), will provide uninterrupted views across the the Wetlands, Alexandra Palace, stretching to central London, for both visitors and tenants to enjoy. Our food market will provide both an iconic location, and an affordable, flexible start up space for local food businesses.

3. ACCESS CONTROL & HOURS OF OPERATION

Floors 2 – 4	24 hour, 7 days per week secure fob access (tenants)
Floor 1 (Stronghold)	7am-10pm Mon-Fri, 9am-6pm Sat-Sun, access via reception
Café/Bar	8am-11pm Mon-Sun, access via café doors
External seating area	8am-10pm Mon-Sun, access via cafe
Ground floor event space	As per private bookings – available 11am-6am *
Fifth floor event space	As per private bookings – available 11am-2am *
Rooftop bar	11am – 11pm Mon-Sun *

* Access via public entrance

Due to the varied nature of the on-site operations, access controls are in place to ensure private tenanted access is restricted to the public building entrances. As shown in diagram.



Internally, the building utilises an effective key fob access system to enable. Secure access to tenanted floors of the building (1-4), via the reception with tenant visitor sign in/out capabilities.

At present, security is tasked with monitoring the event spaces and personnel. The security team are to ensure visitors stick to their designated areas and contract obligations in relation to the use of the venue. The security team will also assist with the closing down procedure and fire system operations.

4. SITE OPERATIONAL TEAM/VENUE MANAGEMENT TEAM

Role	Name	Responsibilities
Purpose Group CEO		Planning permission applicant, overall strategic responsibility for operation of the venue
Operations Director		Responsible for ensuring that venue operational and structural elements are implemented with regards to the requirements of the premises licence and general public safety at a strategic level.
Event Organiser		The Client. Responsible for providing all itinerary requirements for carrying out the event, ensuring all contractors (sourced by the client) are provided all criteria relating to planning and licensing conditions. Main point of contact for Venue Management Team
Client Liaison		Liaison with operations, security and client teams. Provides full event itinerary (agreed by client); to cover event timings, attendees, audience profile, contractor and visitor details, layout plans
Operations Manager		Responsible for ensuring that venue operational and structural elements are implemented with regard to the requirements of the premises licence and general public safety. Responsible for liaison with neighbours and responsible authorities, ensuring compliance with premises licence and planning conditions.
General Manager / Bar Manager		Plans staffing and manages operations for service areas in the event spaces, responsible for liaison with neighbours and responsible authorities, ensuring compliance with premises licence and planning conditions. Staff competency levels.
Duty Manager / Community Liaison		Responsible for liaison with neighbours and responsible authorities, ensuring compliance with premises licence and planning conditions. Handles any noise related feedback
Building Manager	Seckin Bulut	Ensures tenanted areas are restricted
Health & Safety Officer / Facilities Manager / COO		Pre-event and on-site liaison with contractors, self- employed people and the health and safety enforcement authority, checking of safety method statements and risk assessments, checking of appropriate certificates in respect of installations, electrical supplies, etc., preparation and monitoring of site safety rules, communication of safety information to contractors on site, monitoring and coordinating safety performance and coordinating safety in response to a major incident.
Production engineer		Responsible for ensuring that venue technical elements are implemented with regard to the requirements of the premises licence and general public safety.
Security Manager		To ensure the safety of the members of the public and the venue and to update any ongoing situations/changes/threats at the location. He/she will also have control of dispersal and access control and head the fire evacuation. He/she will be in direct contact with the security and the site manager. He/she will be Fire marshal trained and a first Aider.
Security Supervisor (Access)		The Security supervisor (Access) will ensure the front of house is always professional and polite and an orderly queue is maintained. This will also be the case when patrons leave the building. They will also under the direction of the vendor ensure entry to the building falls in line with the venues policies.
Security Supervisor (Main areas)		The main security supervisor will control everything inside the venue in some case we will have one per floor, you will aid and show the emergency exits to ensure a safe

		and speedy evacuation from the premises if an emergency occurs. You will ensure that all persons follow the rules of the premises.
Acoustics Consultants	24 Acoustics - Steve Gosling	Responsible for producing the venue noise strategy, monitoring compliance with conditions and advising on any actions required to ensure compliance.

5. TRAINING AND COMPETENCY

All levels of Frankton Security staff receive specific training in relation to their responsibilities within the organisation. Throughout the operational management and directorship structure, further higher educational qualifications are required. All staff must pass all qualifications of those that they lead before progressing to the next level of the organisation.

6. CROWD AND LOCAL AREA MANAGEMENT

Events at the Archives will be limited to the spaces on the ground floor (either combined with the café/bar or as a private space), fifth floor and rooftop bar. Due to the varied nature of the events proposed in the building, crowd control requirements will vary, dependant on the type of event (including risk of crime/disorder, illegal substance/alcohol consumption expectation, and also whether arrival is expected to be en masse or more gradual), timings, number of attendees, and location within the site. With this in mind, the crowd management plan indicates different levels of infrastructure, stewarding and security, depending on the category of event assigned during pre-event meetings with the event organiser, Venue Management Team and Frankton Group. As entry to a controlled event will be via a common location, in the event of 2+ events happening simultaneously, the event in the highest risk category, will dictate the overarching crowd plan reference.

See table below with Event Types and plan requirements:

Category	Type of event	Up to 1000	1000-1500	1500+
1	Music Festival / Live Show / Night Event (High risk)	E	F	F
2	Music Festival / Live Show / Night Event (Low risk)	B	E	D
3	Evening Cinema	B	B	D
4	Trade Marketing Conference / Exhibitions / Expos	A	B	D
5	Food Festival / Event	B	B	D
6	Culture/Art Festival/Event	A	A	C

Plan Reference	Wayfinding Highcross Centre	Stewarded Arrival / Dispersal - with barriers	SIA Security Level 1	SIA Security Level 2	Taxi Marshalling required
A	x				
B	x		x		
C	x	x			x
D	x	x	x		x
E	x			x	
F	x	x		x	x

	Search policy	Bag search
SIA Security Level 1	1 in 5	All
SIA Security Level 2	5 in 5	All

High Risk Qualifications	Anything with late finish (post 11pm), high risk of crime/disorder (illegal substances and alcohol consumption)
Low Risk Qualifications	Up to 11pm finish, low/med risk of crime/disorder (illegal substances and alcohol consumption)

7. AUDIENCE DEMOGRAPHY

While audience demographics will vary from event to event, highest risk events (including electronic music/live shows) will be predominantly made up of individuals and groups aged from 18- 40 years of age. (Aside: For certain events, as requested, a younger audience may be in attendance with attendees under the age of 16 to be accompanied by an adult, or supervised by the event organiser.)

It is anticipated that there will be a 50/50 split of male to females attending. These events will also attract couples but people arriving as part of larger social groups will also represent a significant part of the crowd. The social groups mentioned here would contribute toward a high percentage of the alcohol sales on site. The possible possession and use of illegal substances should be planned for. It is expected that a minority of the crowd may seek to use illegal substances whilst at these events. The deterrents and anti-drugs initiatives will be itemised as part of this document.

Alcohol intake is expected to be average for events of this kind. The average event customer will however drink more alcohol at an event than they would during a normal occasion. This should be understood by the VMT and number of toilets and welfare facilities are being provided as a result.

Deliberate crime and disorder is expected to be low. We have a range of deterrents and anti crime and disorder measures that can be implemented to reduce these threats to the event and its customers.

Full preparation will be made for early arrival at site by customers. Provisions will be made for this queuing, standing crowd to be stewarded into a queue system for their own safety and welfare. There will also be the ability to deploy members of the Frankton team earlier than planned, if there is a need to do so.

CRIME AND DISORDER

For events classified in higher risk categories, crime and disorder should be planned for with tactics to combat and minimise.

Challenge: Theft of personal belongings:

Notoriously challenging to combat, theft of customers' personal belongings a multi-pronged approach. Frankton proposes the use of several different tactics to disrupt and apprehend those intent on theft.

- Covert teams consisting of SIA licensed Door Supervisors drawn from Frankton Security's more experienced pool of personnel will operate throughout the site but will be focused on combating these type of thefts. Pickpocketing thefts within crowds and the targeting of mobile phones has been a growing trend seen UK wide.

- Additional high visibility staffing in the front of stage barriers and arenas during performances receiving large standing crowds. This will assist in acting as a deterrent to those trying to steal items.

Challenge: Possession/use of suspected illegal substances:

The possession and consumption of suspected illegal substances and 'legal highs' is widely known to be a contributing factor in the Dance music genre. This is recognised as a challenge by Frankton Security and VMT. A multifaceted and robust set of tactics will be used to counter this threat and therefore maintain a high level of safety at the event.

- Entry searches – body and bag searches, in conjunction with the prominent placement of drugs amnesty bins, customers are encouraged to safely discard any substances that they may be carrying before passing through the search procedure.
- Covert officers deployed inside the arena - to address the risk of those having gained access to the site in possession of controlled substances, the deployment of covert security to the event areas will assist with the detection of these individuals. Focusing on individuals and groups that seek to distribute illegal substances, the covert officer will report back relevant information to the Security Manager that can be used by uniformed team members to challenge individuals and groups.
- Pre-event information distribution – event organiser publicising prior to the event that they have a zero tolerance policy toward drug possession.

8. CROWD CONTROL - EVENTS

Pre event

When considering potential bookings (music and corporate), the venue management team (VMT) and security partner meet to designate required levels of security and stewarding (outlined in table) based upon type/level of risk at event, and review other potential events and attendance within the building, for the proposed timings, which may impact on security and travel arrangements.

The plan designation then forms the basis of the agreement with the event organiser, with staffing and security organised in advance of the event.

Travel to and from the venue to be reviewed with considerations to proposed timings, and availability of public transport or the requirement for taxi rank on the business park. For example; large scale electronic music events will run on weekends with show curfew times allowing enough time for the audience to use the night buses and underground, smaller scale live music events will take place on evenings with doors opening after the evening travel peak (typically 7pm) and headline act stage times being later into the night (typically 9:00-9:30pm).

Whilst the measures described below largely reflect the arrangements for the largest events staged at The Archives, the processes and deployments are representative of those followed for smaller scale corporate events as well, albeit with resources and timings scaled to reflect the particular event. For corporate events, the running times will typically reflect usual office hours, and depending on the size of the potential audience (agreed in advance with event organisers) event times may be adjusted forward or backward to avoid peak hours.

As event ticketing and corporate event invitations are typically settled in advance (the majority of ticket sales for music events will be sold in advance with a comparatively small potential 'walk-up' in the event of shows which haven't sold out), the VMT are further able to gauge likely demand and refine their audience profile.

Arrival

In the event of stewarding and security being required, stewards/security will typically be deployed at the venue and to the agreed route at entrance to highcross centre and the venue approximately one hour before the advertised opening time. Although this deployment time is reviewed in light of the anticipated audience profile.

If required, traffic stewards are also deployed to manage site traffic for the event; during the arrival phase at music events, this is mainly contractor and artist vehicles, with limited quantities of pick up/drop off and pre-booked private hire vehicles.

During the arrival phase for corporate events traffic stewards may also manage shuttle or courtesy vehicles provided by event organisers.

If a crowd build-up is anticipated or begins on the pavement adjacent to the site entrance, the venue management team may deploy an additional security team to create a queue from the main event entrance point running between the bike racks and disabled access parking bays. This would create an onsite queue capacity of approx. 600 persons (2.5m x 72.5m) at a queue density of 0.3 people per sqm. If large scale queue is anticipated, then ample additional space exists within the site to create holding and queuing areas.

We believe that the typical arrival profile for a 1600-capacity electronic music event is approximately six hours with a three-hour peak*. For a 1600-capacity live music event the arrival profile is shorter (around 90 minutes) with a greater arrival intensity. This differing profile is reflected in the deployments of staff and infrastructure. *NB. Based upon profiles from large London late night music venue

Ingress

Arriving audience members are filtered into the events entrance and security section, where ticket checks and searches will take place. The number of search lanes and security staff will be varied depending on the arrival and audience profile, with a target level of service for processing the audience.

Circulation

Once through the entrance checks, patrons are directed to the relevant events area (5th floor or ground floor). In the occurrence of events on the fifth floor, tickets to be checked upon entrance to the fifth floor space.

A proportion of arrival and entrance security/stewards are redeployed to patrol event spaces.

The smoking area for the ground floor is outside the cafe space but is contained within the fenced area to prevent audience members trespassing onto other parts of the site. Access to this area is controlled by security staff, and audience behaviour within the area is monitored by additional staff. Smoking section for the fifth floor is located in a fenced section of the rooftop.

There are no readmissions or pass-outs from ticketed shows at the venue, and security and stewarding staff remain in position during the event to ensure that those leaving are properly directed and managed on their journey away from the site.

Egress

During the egress phase, the same arrangements for traffic stewards are in operation as described in 'arrival' above.

At electronic music events, typically between 20-30% of the audience will have left before the end of the show. As this 'drift' takes place over a period of 1-2 hours before the show finishes, it is managed by the existing ingress team.

At live events, a much smaller amount of the audience (5%-10%) leaves before the finale.

Approximately 60 minutes before the end of the show, security staff are re-deployed for egress and infrastructure is re-configured; for people leaving the venue (e.g. entry search lanes are removed, queuing lanes removed). A typical egress takes approx. 30 minutes to clear the ground floor and then another 15-30 minutes for audience members to use toilets, collect belongings from cloak room and make their way out of the building itself into the pedestrian walkways. For events taking place on the fifth floor, a lane is erected to allow those wanting to leave via the stairs and those wishing to use the passenger lift to the ground floor.

Signage and stewards will direct audience members to black cab, and private hire collection points outside of the site, which further reduces the flow of people leaving the site on foot. Stewards and security staff are briefed to remind departing audience members to leave the venue quietly.

(Medical staff are re-deployed to this area of the site to provide assistance to any audience members who may need it.)

Security staff will liaise via event control to speed up or slow down their sweep of the venue and marshalling of the remaining audience members out of the building.

(Where required) Taxi marshals are deployed to liaise with the licensed cab trade in advance of the event, and then manage an on-site cab rank for the event.

9. TRAFFIC MANAGEMENT

TRAFFIC POLICY

- The Archives aim to encourage the customers to arrive and leave via public transport, focusing mainly on Tottenham Hale and Seven Sisters stations. Due to variety of public transport facilities and frequency of the Victoria Line, Overground, Network Rail and bus

network, as well as the close proximity to the venue, it is predicted that majority of customers will choose these stations as their arrival destination.

- The main ingress and egress route is set to lead from the stations to the venue via Broad Lane. An alternate pathway running adjacent to the train lines from Tottenham Hale is deemed too narrow to utilise as an official access route though some patrons may utilise to access the main building.
- The ingress & egress route will be manned should the event require (at maximum capacity, late finish events, from the venue to the junction with Broad Lane, with stewards and marshals at pre agreed locations).
- There will be no public / customer car parking available onsite, with the exception of pre-agreed Blue Badge holders vehicles. The car park is regularly patrolled and managed by a private parking company (secondary to the Highcross parking partners)
- There is no advertisement of public parking, and Archives event information will signpost public transport options
- The Archives enables customers to leave their bicycles onsite in the designated bike rack area if needed.
- Disabled parking will be available upon request.
- The event organiser will be responsible to forward the above mentioned rules and procedures to event attendees will be communicated to the event customers

The Traffic Policy is reviewed on an event by event basis as part of the event planning process, any changes are documented in the Event Management Plan for the relevant event.

PEDESTRIAN EXIT

- Approval to be granted from Highcross freeholder to allow barrier install during max cap events
- Traffic stewards to install temporary barrier fencing at client request or max cap events, to separate pedestrian and vehicle entrance/exit
- Stewards present along barriered route as shown in figure below
- Pedestrian crossing point (at junction of Fountayne Road and Broad Lane) to be stewarded to ensure safe crossing
- Patrons encouraged to use bathrooms before leaving venue (signage)

TAXI RANKS

- The Archives manages taxi movement by providing ranks for both black cabs as well as private hire & Uber within the site premises
- TFL registered vehicles will be allowed to enter & exit the site via the main entrance on the north side of Fountayne Road
- Upon entering the proposed one way loop, two lanes are available to allow flow of vehicles to both PHV area and Black Cab rank
- The pedestrian path can be widened using the temporary barriers should crowd surge dictate
- The taxi rank area will be split between private cab hire & Uber and black cabs provided by our appointed contractor, Taxi Marshals

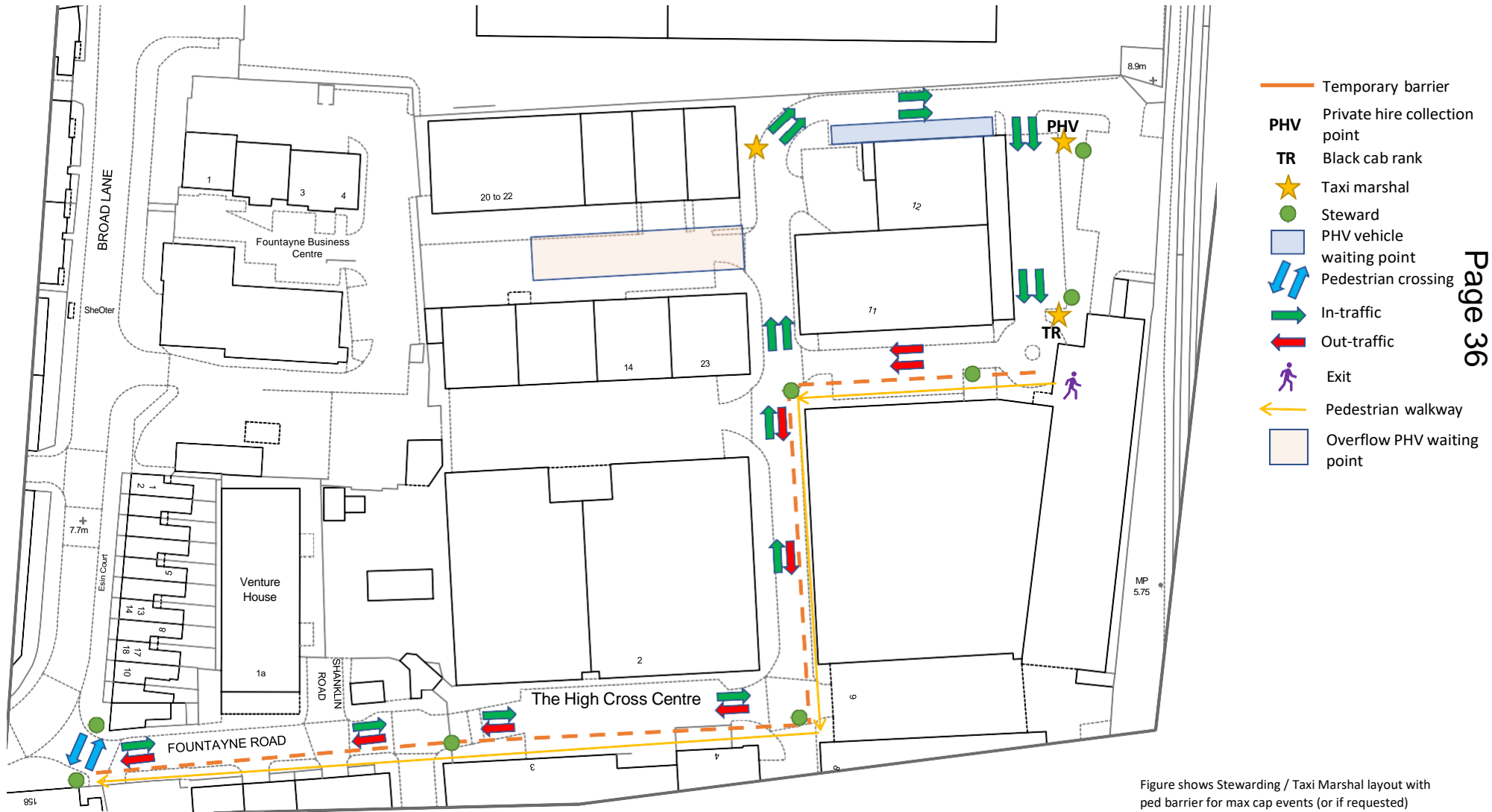
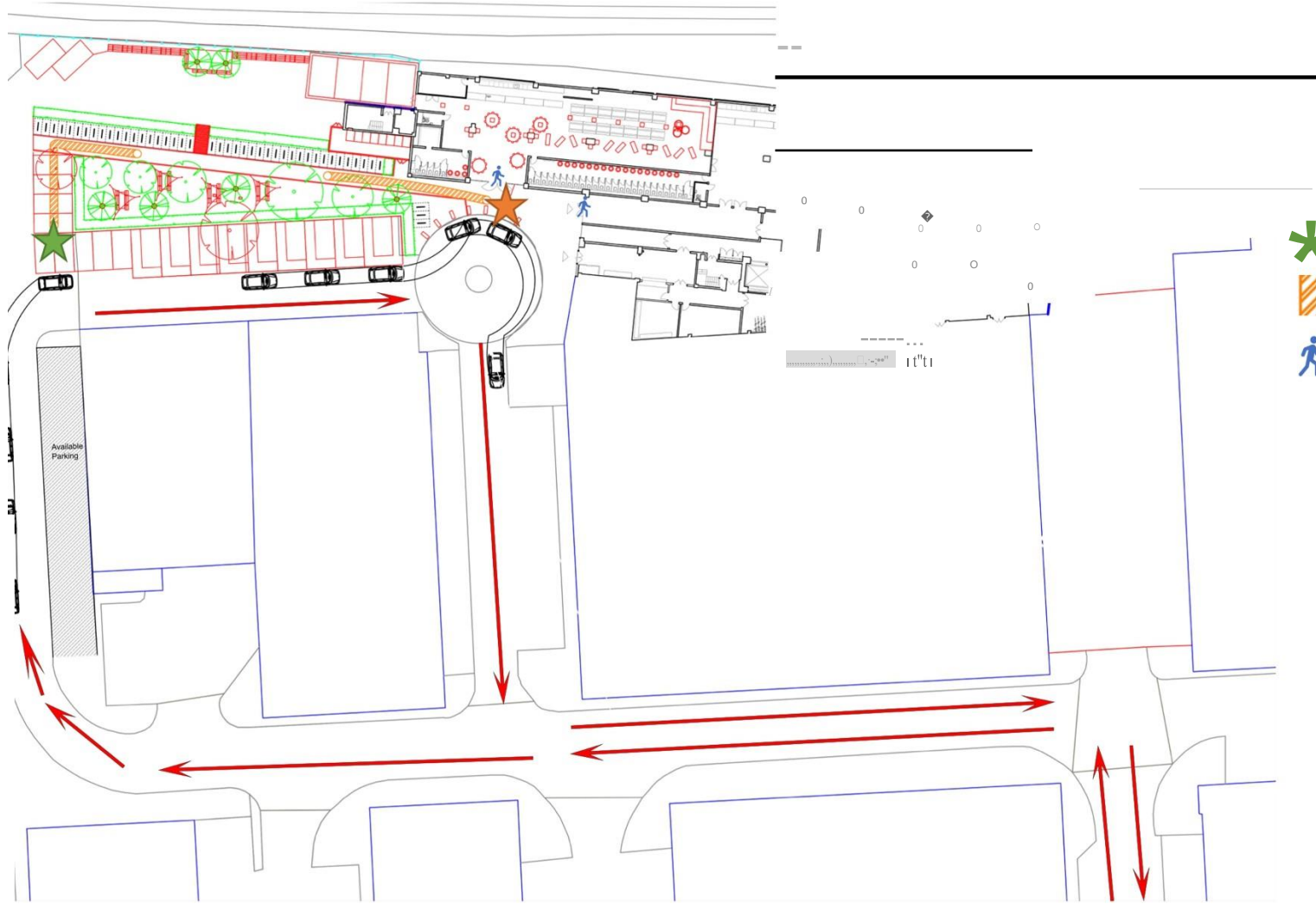






Figure shows Stewarding / Taxi Marshal layout with ped barrier for max cap events (or if requested)



-  Taxi pick up point
-  PHV pick up point
-  Proposed queues for pick up points
-  Main venue exit points

10. ENTRY SEARCH CALCULATIONS

The entry team may need the capacity to process large number of attendees through the search procedure in a short period of time if the event experiences an en masse arrival of customers. It is expected that customers will arrive with only small bags and handbags. This gives the search team the time and ability to focus on specific individuals and groups displaying suspicious of activity.

The SIA licensed members of the Frankton Security team that are to be deployed to the event entrance, will have the search capacity of around 5 people per minute per member of staff during the initial ingress.

Taking the search rate of 5 customers per minute, per member of staff during initial ingress conditions, the calculations have been made below to show how the entry team can be scaled up or down, to be tailored to the event's required level of search or arrival expectations.

Number of staff	Number of customers searched per minute per member of staff	Total processed per hour (SIA Level 1)	Total processed per hour (SIA Level 2) - 1 search in 5
1	5	300	1500
2	10	600	3000
3	15	900	4500
4	20	1200	6000

11. ENTRY SEARCH CONDITIONS

See section 16. RULES OF VENUE

12. EJECTION POLICY

See section 16. RULES OF VENUE

13. SECURITY DEPLOYMENT

With events occurring in different spaces within the building, with different infrastructure and security requirement, we have calculated the following guide to indicate minimum numbers of guard and guard : attendees ratios depending on where located within the building and number of entrance exit points

	MAX CAPACITY	MINIMUM NUMBER OF SECURITY REQUIRED	GUARDS PER 100 PEOPLE
EVENT SPACE	1000	5	1
TOTAL GROUND FLOOR	1600	8	1
FIFTH FLOOR	750	3	1

14. INCIDENT MANAGEMENT

14.1 Welfare of Children

If the event or venue has Children or vulnerable person onsite, and there are lost they will be held at the reception in the main lobby with security and announcements will be made over the tannoy system. Actions on the child being lost are as follows:

1. Inform all security via the radio and give a description of what the child is wearing.
2. On finding the child/vulnerable person, bring them to the reception area on the ground floor under escort and hand him over to the security manager.
3. The child/vulnerable person will be held here, and his details taken and passed to the building manager to announce over the tannoy. (NO names to be given just has anyone lose a child vulnerable person)
4. On parents/ carers arriving ensure they are who they say they are and pass the child over.
5. All the above is to be logged and recorded.

14.2 Incident Reporting and Investigation

On the event of an incident happening, the security will all have notebooks and are to record every incident, at the end of each shift the security manager will check the notebooks and place any incidents to their report. A report will be sent to control, client after every shift. The report will include the following:

1. Time security started.
2. Have the security all been briefed on the days/night's events.
3. All security is SIA and wearing them.
4. Has all security read the SOPs and evacuation/crowd management plan?
5. If the emergency services are called then a CAD number and names of attending emergency service personal to be recorded and times of incidents they are to be recorded as follows:
 - a. When (Time and date)
 - b. Where (Location on or off site)
 - c. What (description of the incident in detail)
 - d. What you are doing about the incident.

The way this will be done is over the radio as follows 'All stations at time, door, and incident wait out' This way everyone knows, and assistance can be given to aid and if the emergency services are needed.

6. Training will be given to all the staff at the venue and security.
7. The security manager is to report everything up to the venue manager.

14.3 Communication with the public

All emergency messages will be announced over the tannoy system with the lights on and security at help points if needed. Crib cards will be made up to ensure the message gets passed on correctly and direct to the point theses will be signed off by the venue.

14.4 Emergency Plans

All evacuation plans will be clearly on display and briefed and tested by staff and the security this will be done monthly to ensure the flow of patrons leave the area safely and securely. The evacuation plan is in Appendix B.

Each event held will undergo a separate risk assessment depending on the nature of the event and the bar areas across the venue will also have separate risk assessments. Normal day to day running will have a risk assessment attached below in Appendix C, event risk assessments will be submitted before the event date.

The security manager will deter if the incident is major and will be the person to brief the emergency services. This will be done by phone and on pub link if available at the time. Depending on the location of the incident and who has been called, the security team will ensure a clear path is made available to them and patrons are moved away from entrances and exits. Crowds are to be held in a safe area and if necessary, lights to be put on in the areas if needed.

While the security manager is dealing with the incident the security supervisor MAIN will ensure they lead the way to the incident. The same time this is going on the venue manger will be informing the public.

If the event is to be evacuated the lights will go on, and the alarm will sound in the event of fire and the security will direct the patrons to the closest fire exit. All patrons will then disperse away from the fire brigade route as per the evacuation plan.

In the event actions on are as follows: Medical emergency.

The security team will inform the first aid responder to the medical emergency. All event security is to be made aware of the ongoing situation via the radio.

If required, 999 emergency services are to be called.

The casualty will be assessed at the site of the incident by the medical responder.

The security team will create a safe working space for the medical responder around the causality. The security team will ensure the causalities dignity is upheld throughout.

Once the casualty can be moved the security team will create a safe passage to the exit nearest the arriving ambulance where possible. Depending on crowd capacity, the nearest fire exit maybe utilized.

In the event of multiple causalities:

- Event music to be switched off.
- Full lighting system is to be activated.
- A tannoy announcement is to be made to all attendees to stay calm and to proceed to the exit.
- Security teams are to manage the evacuation of the event space via the emergency exit strategy.

In the event actions are as follows: Fire.

The fire coordinator will assess the situation and decide whether emergency services are required. If called, the emergency services will be met at the main entrance by event manager or by security, who will issue them the site emergency grab packs and direct them to the site's appropriate area and provide details to the fire marshal.

On hearing the alarm, everyone must make their way to the nearest exit and evacuate the building. Fire marshals present onsite will, only if safe to do so, conduct sweeps of their areas to ensure everybody is aware of the emergency and is fully evacuating the building.

All Fire Marshals will report to the Purpose Group Site Fire Coordinator via radio during the evacuation process. The Site Fire Coordinator will receive regular updates and the status of the evacuation process. If radios are unavailable, contact will be maintained via mobile phones. Fire safety is a priority on all sites; alarm tests to be conducted at "The Archives" as directed by The Purpose Group management.

At the assembly point, a dispersal agent designated TPG (The Purpose Group) representative will then start the accountability process. The dispersal agent will account for all parties by issuing the specific company lists to a representative for each of the companies. The agent will ensure that everyone has evacuated and has been checked off against the printed-out sheets.

Actions on the event being cancelled.

Event cancellation prior to start time:

The security team will be positioned at the main entrance to inform attendees of the cancellation.

The security will also be positioned at locations on Fountayne Road as to give advance warning to attendees of the cancellation.

Event cancelled during the event:

An announcement will be made over the PA/ tannoy system to inform all attendees of the cancellation.

The general dispersal plan will be activated.

To mitigate crowd surge additional exits can be opened. The security team will play a vital role in calming and organizing the exit of patrons.

Actions on General Dispersal:

The correct signage will be displayed at the entrance notifying attendees of the venue noise policy.

The security team will direct all patrons to the available main exit situated at the front of the building.

Patrons will be reminded to keep the noise to a minimum and leave the area in a respectable manner.

The two choices of transport station, Tottenham Hale and Seven Sisters stations (including main bus routes) will be signposted to the leaving patrons, with support from security teams.

The fire exit security officers will sweep behind any remaining patrons from inside the event space. The sweep will usher any remaining patrons to the exits.

Capacity dependent, additional exits may be utilized to mitigate against crowd surge.

Once the patrons are outside the building, the security team will guide people away from the venue.

The security will ensure only authorized personnel may re-enter the venue once the event has been cleared.

In the event we need to evacuate due to a terrorist attack the actions on will be as follows:

On hearing the alarm/ are the threat you should evacuate the event space via the emergency exits guided to you by the security personal manning them.

Current government guidance is as follows, Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

RUN

- Escape if you can
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind

HIDE

- If you cannot RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood, and metal.
- Find cover from gunfire e.g., substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone and turn off vibrate.
- Lock / barricade yourself in
- Move away from the door.

TELL 999, the information needed is:

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

15. WASTE MANAGEMENT

Waste management will be managed in line with the Archives site specific Noise Management Plan (timed emptying of bottle skips etc).

Waste refuse and recycling facilities are available at ground floor level refuse yard. Tenants are responsible for the transfer and separation of waste to the refuse units.

Cleaning team to be employed to ensure area is left clean and tidy.

ANNEX A: RULES OF THE VENUE

All tickets will be checked and scanned on entry.

Tickets can either be printed or, in the case of e-tickets, displayed on your mobile. Please bring a valid form of photographic ID with you to the event (please note, we only accept valid passports, foreign national ID cards, driving licences or Home Office approved PASS cards as identification and/or proof of age). If there is name on your ticket, you must provide valid photographic ID to match this name. Any fake, invalid or duplicate tickets will be rejected. Please ensure that you purchase your ticket(s) from an authorised ticket agent. Authorised ticket agents vary from event to event – please check with the promoter of the event you're interested in to see if a ticket agent is authorised.

Age restrictions

Age restrictions vary from event to event – please check the event listing before buying your ticket and ensure you bring ID with you (please note, we only accept valid passports, foreign national ID cards, driving licences or Home Office approved PASS cards as identification and/or proof of age).

Children under the age of 16 must be accompanied by an adult aged 18 or over (subject to a maximum number of 4 children per adult).

Entry policy & Prohibited Items.

We have a relaxed policy towards clothing, so jeans and trainers are allowed. Tracksuits, suits, and fancy dress are not permitted except for the Halloween period.

Searching is a condition of entry to protect your safety and that of other visitors.

Full body and bag searches will be carried out before entry is granted. Any refusal by the ticket holder to comply with such searches may result in refusal of admission or eviction from the venue without refund or compensation.

Please note you are NOT permitted to take any of the following items into the venue.

(“Prohibited Items”): illegal substances; legal highs or any other psychoactive substances; food; any form of liquid (including drinks and perfume); masks; torches; point and shoot cameras; bottles; weapons; ammunition; explosives; horns; whistles; drums; fireworks; or any other article which may be used as a weapon or missile, or which may, in our reasonable opinion, cause danger or disruption to visitors at the venue (regardless of whether or not such item is illegal or is carried for a specific purpose).

We reserve the right to confiscate any Prohibited Items. Anyone found in possession such items will be refused admission, ejected from the venue and may also be liable for prosecution. No refunds will be given to customers who are refused admission due to possession of Prohibited Items.

If you have any specific reasons for bringing Prohibited Items into the venue (for example, because you have a dietary or medical condition), please contact us prior to the event at TBC.

Animals, with the exception of guide dogs, are not permitted in the events venue.

Drug's policy

We operate a strict zero tolerance drugs policy. Anyone found in possession of illegal substances will be refused admission, ejected from the venue and may also be liable for prosecution.

We reserve the right to pass your details on to the relevant authorities should we consider an offence or criminal act has taken place.

Welfare

We have a dedicated Welfare and Medical area on site should you feel unwell.

Regardless of the cause of your ill-health, our staff are trained to be non-judgemental with your well being placed with the utmost importance. Please let a member of staff know you feel unwell.

Last entry

Some events at the venue have a last entry time. Please observe this before buying your ticket, as we cannot guarantee entry after last entry.

Re-entry

We will be operating a no re-entry policy. Once you have left the venue, you will not be readmitted.

Smoking

Smoking (including the use of e-cigarettes) is permitted in designated outdoor smoking areas only. If you are caught smoking anywhere except for the designated outdoor smoking areas, you will be ejected from the venue without a refund.

Bag Policy

We advise you not to bring any large bags with you as these will not be permitted within the venue.

Safety While attending the venue, you must observe any safety announcements that are made.

Anyone throwing objects, including food or drink containers etc., will be removed from the venue without a refund.

Crowd surfing and moshing are strictly prohibited. Certain areas of the venue may have specific capacity requirements. In these circumstances, a one in one out policy will be put in place.

Annex B
Evacuation Plan

Premise's address and contact number:

Unit 10 High Cross Centre
Tottenham Hale
London,
N15 4BE

Plan date: October 2020

Review date: October 2021

Raising the alarm:

If a fire is discovered, the alarm should be raised by activation of the nearest call point. These are located next to the main entrance door of each office.

If fire is detected by automatic detectors, this will trigger the fire alarm

Action that should take on hearing the alarm:

- The Fire Marshals will take charge and lead in the fire evacuation.
- Dial 999 and request attendance by the Fire Service. Fire Marshal gives their name, name of building, building address (as detailed above), contact number and details of fire.
- Fire Marshals will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- Fire Marshal to sweep their respective offices of the building to ensure all areas are clear and ensure all doors are closed on the way out.
- If safe to do, electrical mains should be switched off before leaving the building. The location of this is detailed in this plan.
- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at the relevant assembly point and check all contractors, visitors and staff members are accounted for.
- Liaise with Fire Service upon their arrival.

Escape routes:

The escape routes from the building are:

Main Entrance, Staircase 1, Staircase 2 & Staircase 3

1. Exit entrance doors - The green break glass should be activated to release the door
2. There is 3 fire exit doors at the end of each corridor and in the central core of the building.
3. **Staircase: 1** will lead to the ground floor where the exit will be via the reception of the fire corridor this is clearly marked
4. **Staircase: 2** will lead to the ground floor external area of the building adjacent to the muster point carpark.
5. **Staircase: 3** will lead to the ground floor external area of the building within a courtyard operated by premier quilting the fire exit is clearly marked to follow out of the area. Then to the muster point of the main carpark.

Appendix 1 illustrates the escape routes across the building.

Fire assembly point:

The primary assembly point is: **The Main Carpark**

Appendix 2 illustrates the location of the assembly point.

Location of key safety hazards or other fire related equipment:

Reception desk: Houses all key firefighting information.

Fire Alarm Panel:

Next to the main entrance area

Fire Extinguishers:

Located at the exit points of every office and external exit door.

Fire Extinguisher Use:

Foam or Water – For use on wood, paper, or fabric fires

Co2 – For use on electrical or flammable liquid fire

Fire Marshals:

Ground Floor.

Seckin Bulut

On shift Caffe Manager

First Floor and Second Floor (unoccupied):

Jarred Hodges

Adam Cohen

Third Floor:

Kieran Marvin

James McGuigan

Fourth Floor:

Mark Curling

David Reiss

Fifth Floor (unoccupied):

Cathryn Basden

Variations to plan:

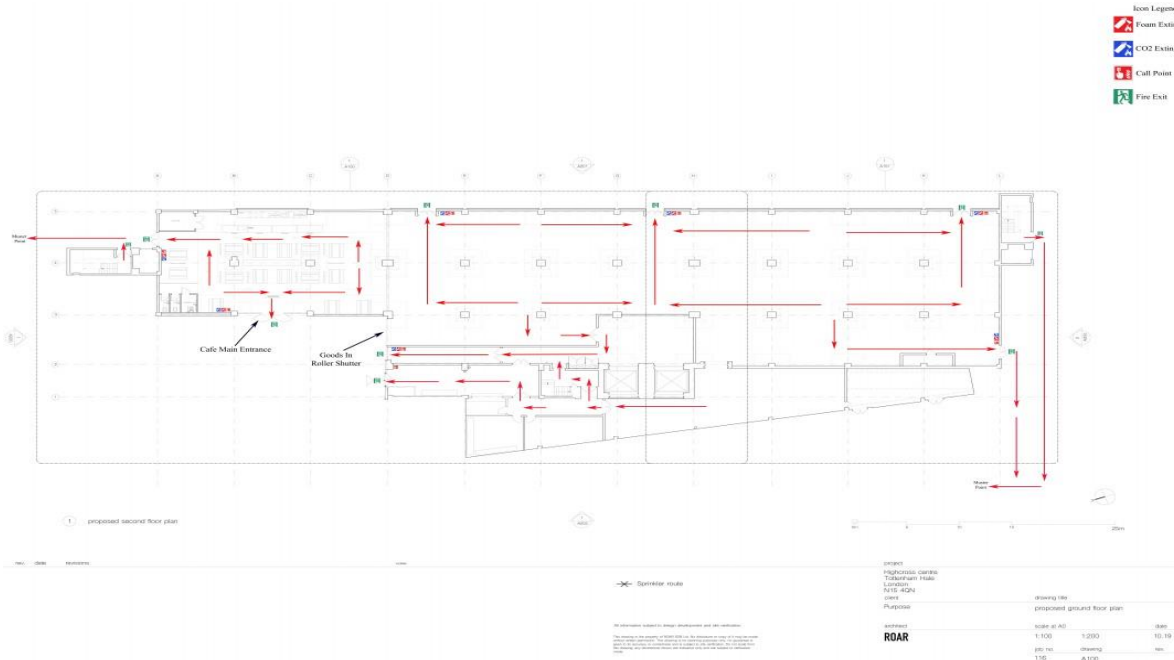
During out of normal hours, if no fire marshal is present on site, tenants on site will be required to evacuate the building on their own accord in line with the evacuation plan

Assembly Point

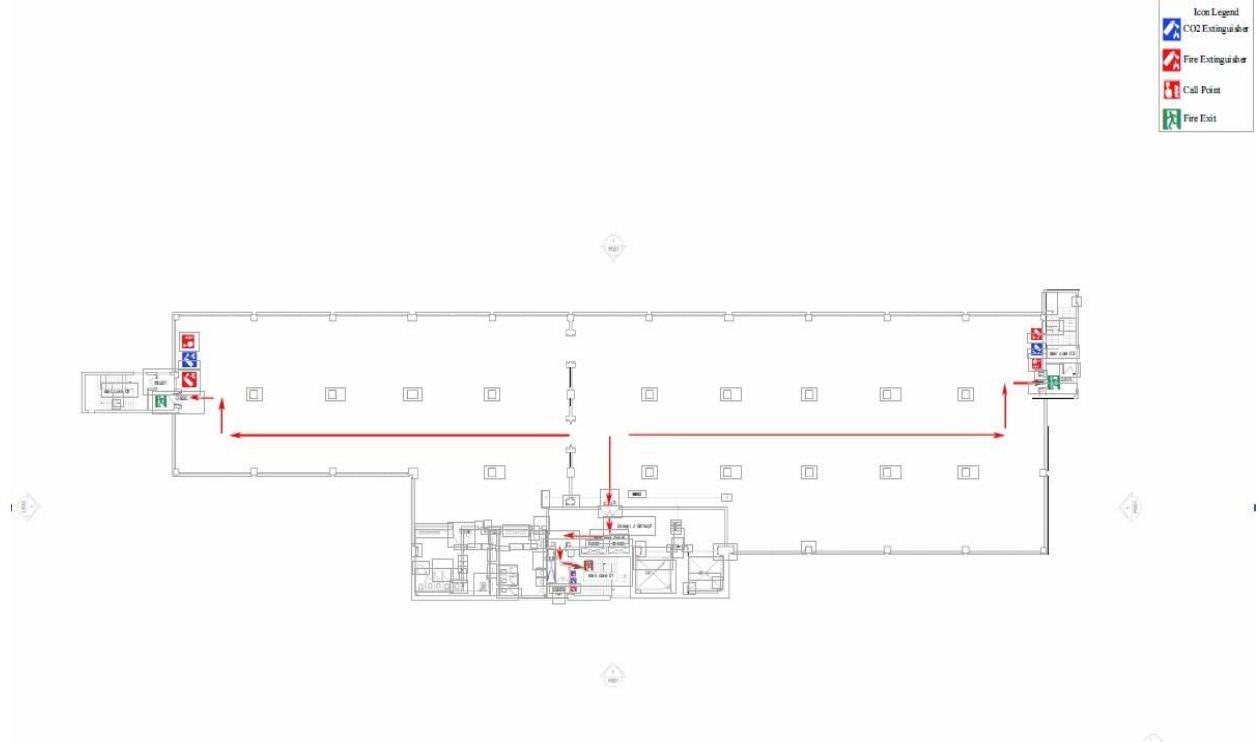
Appendix 2 – Fire Assembly Point Map



Ground Floor

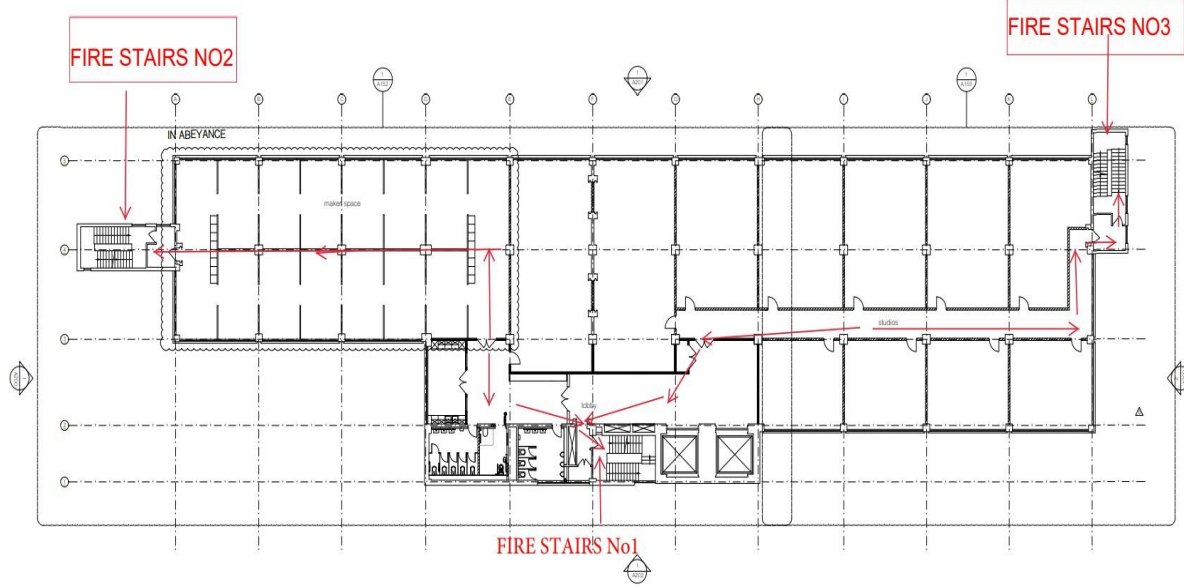


First Floor



Second Floor

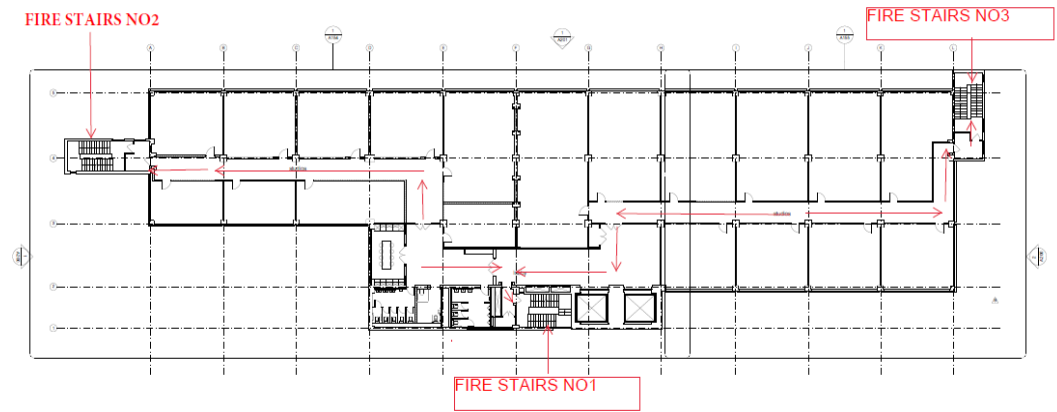
LEVEL 2 FIRE PLAN



MUSTER POINT IN MAIN CARPARK

Third Floor

LEVEL 3 FIRE PLAN



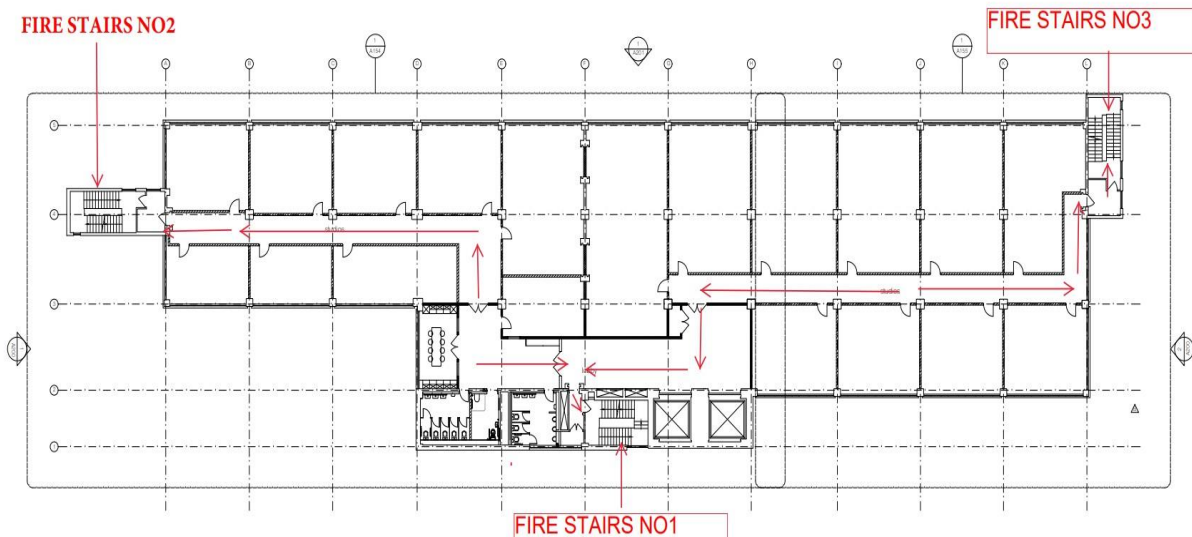
① proposed third and fourth floor plan

TENDER

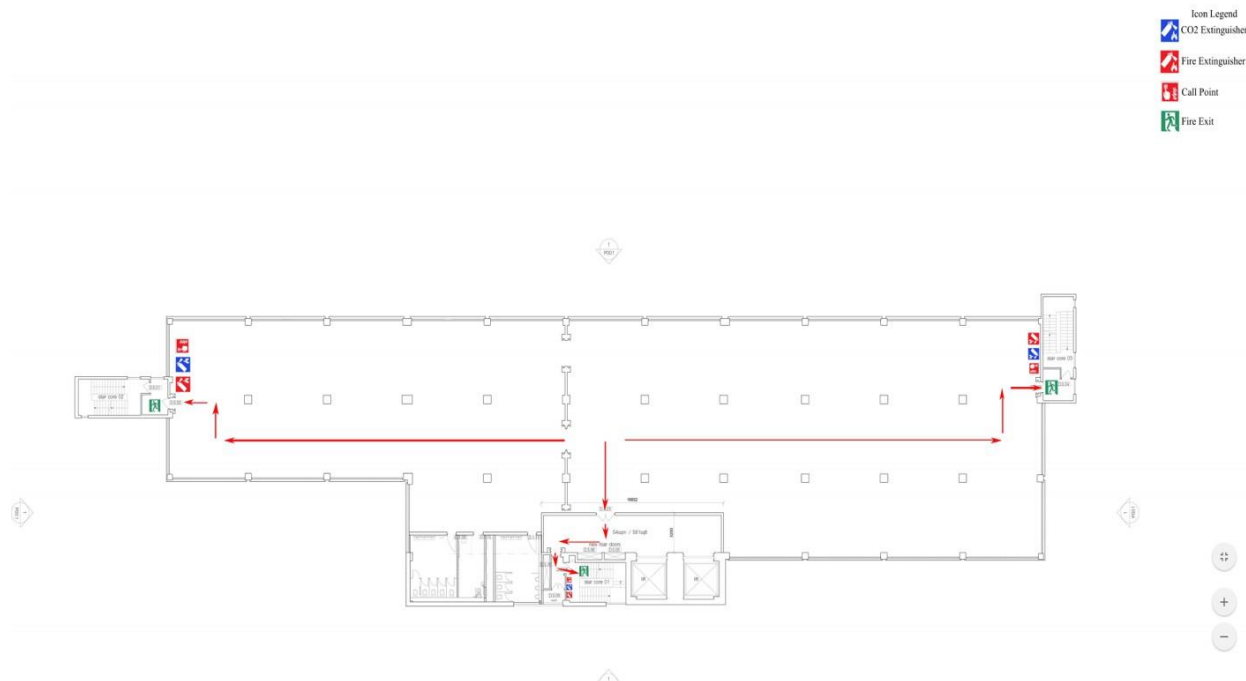
MUSTER POINT GROUND FLOOR CARPARK

Fourth Floor

LEVEL 4 FIRE PLAN



Fifth Floor

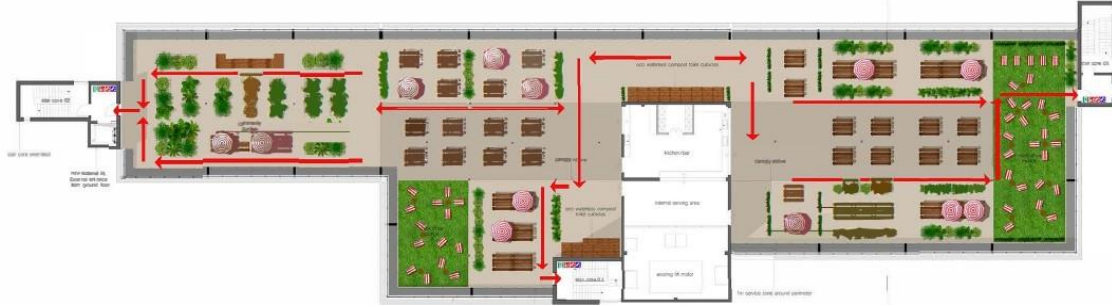


Sixth (Roof level prosed)

Icon Legend

- ◆ Fire Exit
- BI Call Point
- r:t] Foam Extinguisher
- r:t] CO2 Extinguisher

3.1_roof p0n



Annex C
Risk Assessment

Risk Matrix (Threat / Vulnerability / Likelihood / Risk) (Critical, Severe, High, Medium Low)

Hazard	T	V	L	R	Mitigation / Remarks
International Terrorism (General Attack in the area)	S	H	M	H	Personnel should be vigilant and question anything that appears out of the ordinary. Current UK terror threat is SUBSTANTIAL
Accident in the workplace (General)	M	L	L	L	This site has a very strong HSP plan. Execution, supervision and keeping alert are the keys to reducing harm to personnel.
Medical Emergency	H	H	H	H	Due to the venue being licenced this could lead to injuries with crowds and noise/lights
Drunk Patrons	H	H	H	H	Due to the venue serving alcohol will be available.
Fight at the Venue	H	M	H	H	Drinking could lead to fighting
Theft	L	L	L	L	Very unlikely at this location.
Road Traffic Accident (RTA)	M	M	M	M	Personnel are vulnerable in the taxi pick up point.
Drug Use	H	H	H	H	
Civil Unrest	L	L	L	H	Tottenham has been the seat of major civil unrest in the past. Many of the perceived social injustices are still present today.

The above can be added to and reduced this is a starting point and again will change from the normal bar to a Music events.

ANNEX D:

DISPERSAL STRATEGY – NORMAL TRADING HOURS (GROUND FLOOR/ROOFTOP BAR)

THE ARCHIVES – FULL STEAM TRADING
Unit 10, Fountayne Road, Tottenham, N15 4BE

Full Steam Trading acknowledges the importance of ensuring as far as possible that customers leave as quietly as possible. It is also aware of the importance of managing the outside space (both carpark and rooftop) during trading times where amplified noise will be limited and design will support avoidance of noise spread.

Full Steam Trading will ensure that at peak trading times which are likely to be after 5pm on Fri-Sun evenings a manager who holds a Personal Licence is on duty together with sufficient staff (and door staff when events require) to adequately manage and control customers when arriving, during their stay and when leaving.

It is anticipated that during the early part of the week (Monday to Thursday) there is likely to be a drift away in keeping with many licensed premises in central London but if the space is busy then towards closing time gradual dispersal will be encouraged in the following ways.

- Calling last orders such that there is adequate “drinking-up time”.
- Staff encouraging customers to finish their drinks, use the bathrooms and prepare to leave in plenty of time.
- Adequate signage.

Customers will be directed by staff and signage towards the main exits and toward Seven Sisters or Tottenham Hale tube stations or bus terminal, or alternatively to external black cab rank, serviced post 9pm (TBC)

Sufficient staff will be present both at the roof top entrance to that lift and staircase and at the bottom of the staircase where it meets the exit and access to Fountayne Road.

At that point staff (and door staff where appropriate) will encourage customers to disperse towards Broad Lane and the waiting transport options available as quickly and quietly as possible.

Staff and Door Supervisors roles will include the following:

- To encourage customers to leave the premises in a quiet and orderly manner.
- Not to allow any drinks to be taken away from the premises
- If a group of customers are found to be loitering near the building then they will be politely asked to move on as quickly as possible.

General Manager’s role:

It is ultimately the responsibility of the General Manager on duty to ensure that:

- Door supervisors and other managers and staff act effectively and responsibly to comply with this policy and are aware of the importance of customers leaving as safely and quietly as possible.
- Customers do not cause any disturbance or nuisance to any local residents or businesses within the vicinity of the premises.
- To prioritise and assist wherever possible in ensuring that customers leave as safely, quietly and in an orderly manner as possible.

ANNEX E:

CONSULTATION AND COMMUNICATION

THE ARCHIVES – FULL STEAM TRADING
Unit 10, Fountayne Road, Tottenham, N15 4BE

The Operations Manager acts as stakeholder liaison and travel plan coordinator and shares relevant event information to stakeholders including local residents, Transport for London and London Borough of Haringey, and will attend planning group meetings to discuss forthcoming events when required.

This liaison includes ensuring that proposed events at The Archives are planned to minimise any potential impact on other events in the local area (such as at Tottenham Football Stadium), and transport infrastructure (such as the Victoria Line).

A review of impact to local area and transport network will take place after six months of operations, based upon any communications received from local borough and feedback and complaints received.

Duty Managers will be present during large events and monitor any complaints or concerns which may be raised by local residents or other interested parties in real time, and act as a point of contact.

Onsite communication takes place via radio, monitoring CCTV and recording and responding to incidents as required.

Though every effort will be taken to minimise impact, invariably events spaces are from time to time expected to receive complaints. We will ensure that a delegated phone number and email address is provided to local residents, through which all feedback is dealt with in a timely manner. All complaints to be logged.

Alternate methods of notification of events to consider:

- Regular mail shots to local area
- Info posters provided to the local buildings to display in communal areas
- Use of social media to engage with residents groups
- (In future the appointment of a community manager)

Hertford East and Broxbourne to London Liverpool Street

Saturdays

Table with columns for station names and train numbers. Includes stations like Wince, St Margarets, Rye House, Broxbourne, and London Liverpool St.



Hertford East end Broxbourne to London Liverpool Street

Sundays

Table with columns for station names and train numbers. Includes stations like Hertford East, Wince, St Margarets, Rye House, Broxbourne, and London Liverpool St.

Table with columns for station names and train numbers. Includes stations like Hertford East, Wince, St Margarets, Rye House, Broxbourne, and London Liverpool St.

London Liverpool Street to Broxbourne and Hertford East

Mondays to Fridays

Large table with columns for station names and train numbers. Includes stations like London Liverpool St, Hertford East, Wince, St Margarets, Rye House, Broxbourne, and Hertford East.

London Liverpool Street to Broxbourne and Hertford East

Saturdays

	B	B	D	B	B	B	B	B	D	B	D	B	D	B	D	B	D	B	D	B	
London Liverpool St @ d	0648	0610	0620	0640	0642	0651	0658	0616	0612	0621	0628	0646	0642	0658	0710	0712	0728	0740	0742	0758	0810
Hockney Downs d				0648				0616				0646			0710		0712		0740		0758
Beafield DLR @ d		0629		0648				0616		0630				0700		0712		0730		0748	0800
Lea Bridge d		0629		0648				0616		0630				0700		0712		0730		0748	0800
Seven Sisters @ d																					
Edmonton Green d																					
Tottenham Hale @ d	0642	0622	0640	0642	0655	0618	0613	0622	0625	0640	0643	0642	0655	0710	0713	0722	0728	0740	0743	0752	0758
Northumberland Park d						0615								0710							0810
Meridian Water d																					0810
Ponders End d						0659			0629				0659			0729					0759
Binsdown d						0602			0632				0602			0732					0802
Enfield Lock d						0604		0621	0634				0704		0721	0734					0804
Waltham Cross @ d						0607			0637				0707		0723	0737					0807
Cheabunt @ d	0500	0548	0609	0609	0618	0625	0639	0658	0648	0642	0709	0718	0723	0739	0748	0752	0809	0818	0825	0839	0845
Broxbourne @ a	0605	0653	0715	0721	0730	0745	0758	0815	0805	0818	0823	0839	0848	0853	0910	0915	0930	0940	0945	0955	1005
Broxbourne @ d						0615			0645				0715								0815
Rye House d						0618			0648				0718			0748					0818
St Margarets d						0621			0651				0721			0751					0821
Ways @ d						0623			0653				0723			0753					0823
Hertford East @ a						0621			0751				0721			0801					0821

	D	E	B	C	E	B	D	E	B	C	E	B	C	E			
London Liverpool St @ d	2112	2128	2140	2142	2158	2216	2212	2228	2246	2242	2258	2312	2326	2328	2342	2358	
Hockney Downs d	2118		2148			2218			2248			2318			2348		
Beafield DLR @ d		2130				2200			2230			2300			2330		
Lea Bridge d		2136				2206			2236			2306			2336		
Seven Sisters @ d																	
Edmonton Green d																	
Tottenham Hale @ d	2126	2140	2143	2152	2155	2210	2213	2222	2225	2240	2243	2252	2255	2310	2313	2325	
Northumberland Park d						2215								2315			
Meridian Water d																2315	
Ponders End d	2129				2159			2229			2259			2329			0002
Binsdown d	2132				2202			2232			2302			2332			0004
Enfield Lock d	2134				2204		2221	2234			2304			2321		2334	0007
Waltham Cross @ d	2137				2207			2237			2307			2337			0009
Cheabunt @ d	2139	2148	2152		2209	2218	2225	2239	2248	2252	2309	2318	2325	2339	2348	0010	0018
Broxbourne @ a	2145	2153	2158		2215	2223	2230	2245	2253	2258	2315	2323	2330	2345	2353	0017	0023
Broxbourne @ d					2215			2245			2315			2345			0017
Rye House d	2148				2218			2248			2318			2348			0021
St Margarets d	2151				2221			2251			2321			2351			0024
Ways @ d	2155				2225			2255			2325			2355			0028
Hertford East @ a	2201				2231			2301			2331			0001			0033

London Liverpool Street to Broxbourne and Hertford East

Sundays

	B	B	B	B	B	B	B	D	B	D	B	D	B	D	B	D	B	D	B	
London Liverpool St @ d	0648	0610	0620	0640	0642	0657	0707	0737	0742	0807	0828	0837	0857	0907	0916	0937	0957	1007	1028	1037
Hockney Downs d						0748					0815		0844		0914		0944		1014	1044
Beafield DLR @ d										0815		0844		0914		0944		1014		1044
Lea Bridge d										0815		0844		0914		0944		1014		1044
Seven Sisters @ d																				
Edmonton Green d																				
Tottenham Hale @ d	0642	0622	0640	0642	0650	0720	0750	0755	0820	0826	0840	0856	0905	0910	0920	0925	0940	0955	1010	1020
Northumberland Park d																				1050
Meridian Water d																				1050
Ponders End d								0759	0830		0900		0920		1000		1004		1030	1100
Binsdown d								0802	0833		0902		0932		1002		1032		1052	1102
Enfield Lock d								0804	0835		0905		0935		1005		1035		1055	1105
Waltham Cross @ d								0807	0838		0907		0937		1007		1037		1057	1107
Cheabunt @ d						0553	0653	0809	0840	0845	0910	0918	0940	0948	1010	1015	1040	1048	1110	1110
Broxbourne @ a						0654	0754	0815	0846	0853	0915	0923	0945	0953	1015	1023	1045	1053	1115	1115
Broxbourne @ d								0810	0846		0915	0945	1015	1045						1115
Rye House d								0815	0849		0919	0949	1019	1049						1119
St Margarets d								0816	0852		0922	0952	1022	1052						1122
Ways @ d								0826	0906		0936	1006	1036	1056						1126
Hertford East @ a								0827	0902		0931	1001	1031	1101						1131

	B	D	B	C	B	D	B	C	B	D	B	C	B	C	B	E
London Liverpool St @ d	1937	1937	2007	2028	2037	2057	2107	2128	2137	2157	2207	2228	2237	2257	2326	2358
Hockney Downs d			2003			2103				2203				2303		2358
Beafield DLR @ d		1944		2014		2044		2114		2144		2214		2244		2332
Lea Bridge d		1950		2020		2050		2120		2150		2220		2250		2338
Seven Sisters @ d																
Edmonton Green d																
Tottenham Hale @ d	1950	1956	2010	2020	2026	2040	2059	2055	2110	2120	2126	2140	2159	2156	2210	2228
Northumberland Park d																2225
Meridian Water d																2225
Ponders End d	2005					2100		2130		2200		2230		2300		2347
Binsdown d	2002					2102		2132		2202		2232		2302		2350
Enfield Lock d	2005					2105		2135		2205		2235		2305		2352
Waltham Cross @ d	2007					2107		2137		2207		2237		2307		2355
Cheabunt @ d	2010	2018	2040	2048		2110	2118	2140	2148	2210	2218	2240	2248	2310	2318	2340
Broxbourne @ a	2015	2023	2045	2053		2115	2123	2145	2153	2215	2223	2245	2253	2315	2323	2345
Broxbourne @ d						2115		2145		2215		2245		2315		0003
Rye House d	2018					2118		2148		2218		2248		2318		0006
St Margarets d	2022					2122		2152		2222		2252		2322		0009
Ways @ d	2026					2126		2156		2226		2256	</			

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PINNACLE PROTECTION

Introduction

It's acknowledged by Pin Pro Secure Ltd that there may be a conflict between the legitimate right of the Premises Licence holder to provide regulated entertainment and other licensable activities and equally legitimate right of neighbors to enjoy their homes and businesses without disturbance.

Pin Pro Secure Ltd also acknowledges that popular venues are potential sources of nuisance, antisocial behavior and crime which may create concern for the immediate neighborhood, its residents and the relevant authorities.

It is an established policy of Pin Pro Secure Ltd that for each venue a **Dispersal Procedure** (around the terminal hour) is prepared.

Definition

The Dispersal Procedure is not to be confused with **The Evacuation Procedure**, any design standard, any other operational policies or any agreed/enforced rules or guidelines.

The Dispersal Procedure (Around the terminal hour) is dedicated to make the maximum contribution by exercising proactive measures, towards and at the end of trading, to move customers from the venue and its immediate area in such a way as to cause minimum disturbance or nuisance to neighbors, both residential and businesses, and to make the maximum impact upon the rights of neighbor in relation to potential nuisance, antisocial behavior and crime.

The relevance of the time of venue closure is recognised as meriting this special attention and concern.

The procedure document is specific to this venue and its locality, but it includes a number of functions and tasks which are common to all Pin Pro Secure Ltd venues and/or to all venues of the same brand. The Dispersal Procedure has been formulated by the local management in conjunction with senior representatives / management of the venue.

The Dispersal Procedure is subject to review and will address problems and concerns as they are identified in order to establish a permanent reduction or elimination of any nuisance, anti-social behavior and crime

Dispersal Procedure Documents

1. Relevance of Licencing conditions:

We ensure that the conditions of the Premises Licence, around the terminal hour, are strictly adhered to. This will be operated to encourage the dispersal of patrons gradually; both during the last part of trading and following the end of bar service.

During the last 30 minutes of the night the point of service in each bar will be reduced and certain staff reallocated to collecting glasses or offering customer service in the cloakroom to assist customer departure. A series of measures will be implemented to assist dispersal throughout this period and the drinking-up time.

2. End of Evening Operational Policies

We use volume levels, type of music played and variation of lighting levels to encourage the gradual dispersal of patrons during the last part of trading and during the drinking-up period.

DJ announcements may be used to both encourage a gradual dispersal and to remind customers of consideration for neighbors.

The Security team splits into two, with one section staying inside the venue to encourage customers to drink up and leave the venue quietly as well as clearing all toilets of patrons and helping to manager pinch points like the cloak room which can become busy.

The second section of Door Supervisors will operate outside to encourage customers to keep the noise to a minimum, be considerate of the local resident and to move away from the area, whilst offering assistance where needed, directions to public transport hubs, taxi ranks and ensuring the safety of patrons within the immediate area of the venue.

Once the last customer has left the building and the toilets are cleared section one of the door team moves outside to join section two and assist.

They will actively encourage customers to leave the area quietly and peacefully. From that point on if further monitoring is necessary the Door Supervisors may move towards where congregations of people are occurring.

The Door Supervisors will remain in the vicinity of the premises until at least 15 minutes after closing time regardless of if the crowd is still present or not to show a presence and ensure a peaceful closing.

All barriers will then be taken inside the venue and the doors locked.

During the weekdays or lower attendance events the security team operates with lower staff numbers. The same process as above is repeated but with lesser guard numbers..

Literature is also available at the front door area, requesting customers to leave quickly and quietly respecting the local residents.

All customers will be directed towards our three routes of exit. 1. Taxi rank located directly outside the venue where marshalls will arrange transport home for the customers, 2. Down Fountayne Road and through the business park for transport hubs of Seven Sisters and

Tottenham Hale. Option 3 is the pedestrian foot path running along the side of the venue and onto Ferry Lane where customers can access Tottenham Hale Station. This route will have Door Supervisors positioned at pinch points to keep the flow of people moving safely and to ensure a safe exit for our customers. Private cctv and lighting will be present along this exit route.

3. Cloakroom

The cloakroom is situated in order to assist the swift return of coats. Management and operation of the cloakroom plays a big part in the dispersal process. (Staffing and control systems are increased in the period prior to the bar closure or for busier events.)

4. Notices at Exit

In line with company policies, highly visible notices are placed in the foyer & exit requesting customers to leave quietly and to respect neighbors and their property.

5. Door supervisors

We have developed practices which include:

- Encouraging customers to drink up and progress to the exit within a venue throughout the latter part of drinking-up time.
- Draw the attention of exiting customers to the notices in the foyer and ask them to be considerate of our neighbors.
- Ensure the removal of all bottles and glasses from any customer who attempts to leave the venue with drinks.
- Actively encourage customers not to assemble outside the venue.
- Direct customers to the nearest taxi ranks or other transportation away from the area. Or request they wait for Ubers/ Bolts away from the venue in well lit, safe areas.

We will also ensure that:

- We have free bottled water readily available at the front door for customers that may need it.
- Customers who have been refused entry will be politely directed to other outlets that may permit them entry or to the nearest food outlets and or public transport links.
- There will be no admission or re-admission after 02:00am
- A door supervisor will be deployed from 30mins prior to closing, in order to encourage our customers and any passing trade to keep its noise to a minimum and be considerate of the local residents.

6. Rubbish Patrols

The venue does send out a 'Rubbish Patrol' following the closure. They pick up bottles and food wrappings in a designated area of the premises (these are likely to be from sources other than our venue – but will be collected and disposed of.)

On rare occasions this patrol may be faced with the result of antisocial behavior such as vomiting and

urination. This will be washed down allowing it to be cleared /cleaned immediately.

7. Management

The Dispersal Policy will be overseen on an operational night by the Duty Manager or Personal Licence Holder on duty at the premises.

8. Staff

Consideration is given to procedures for staff departures.

9. Training

Training at all levels is conducted to ensure understanding and implementations of the venue's specific Dispersal Procedure.

Addendum to Noise Management Plan: Outdoor Events in Courtyard Area

Venue: Archives, High Cross Centre, Tottenham, London N15 4QN

Date: 26.07.24

Prepared by: M Hunter (venue), R Pellegrino (RS Audio), M Williams (InDepth Creative)

Document Version: 1.1

1. Introduction

This document serves as an updated extension to the existing Noise Management Plan (NMP) and addresses the management of outdoor events in the courtyard area. Based on feedback from recent events and consultations with sound experts, this addendum aims to further reduce noise impact on nearby residents while maintaining event quality.

2. Operational Guidelines

2.1 Event Timing

- Outdoor events will conclude by 10:00 PM, with no amplified sound permitted after this time.

2.2 Sound System Setup

- The sound system will be permanently situated under the stretch tent, directed away from residential areas to minimize sound escape.
- Sound levels for outdoor events will be restricted to 85 dB LAeq, 15 min at the courtyard boundary.
- Sound limiters will be installed on all amplifiers to prevent unauthorized volume increases, with a maximum limit of 100 dB(C) under the tent. (Level under review)

2.3 Speaker Orientation and Placement

- Speakers will be positioned to face the interior of the courtyard, with subwoofers facing away from the railway line to avoid sound propagation towards residential areas.

2.4 Testing

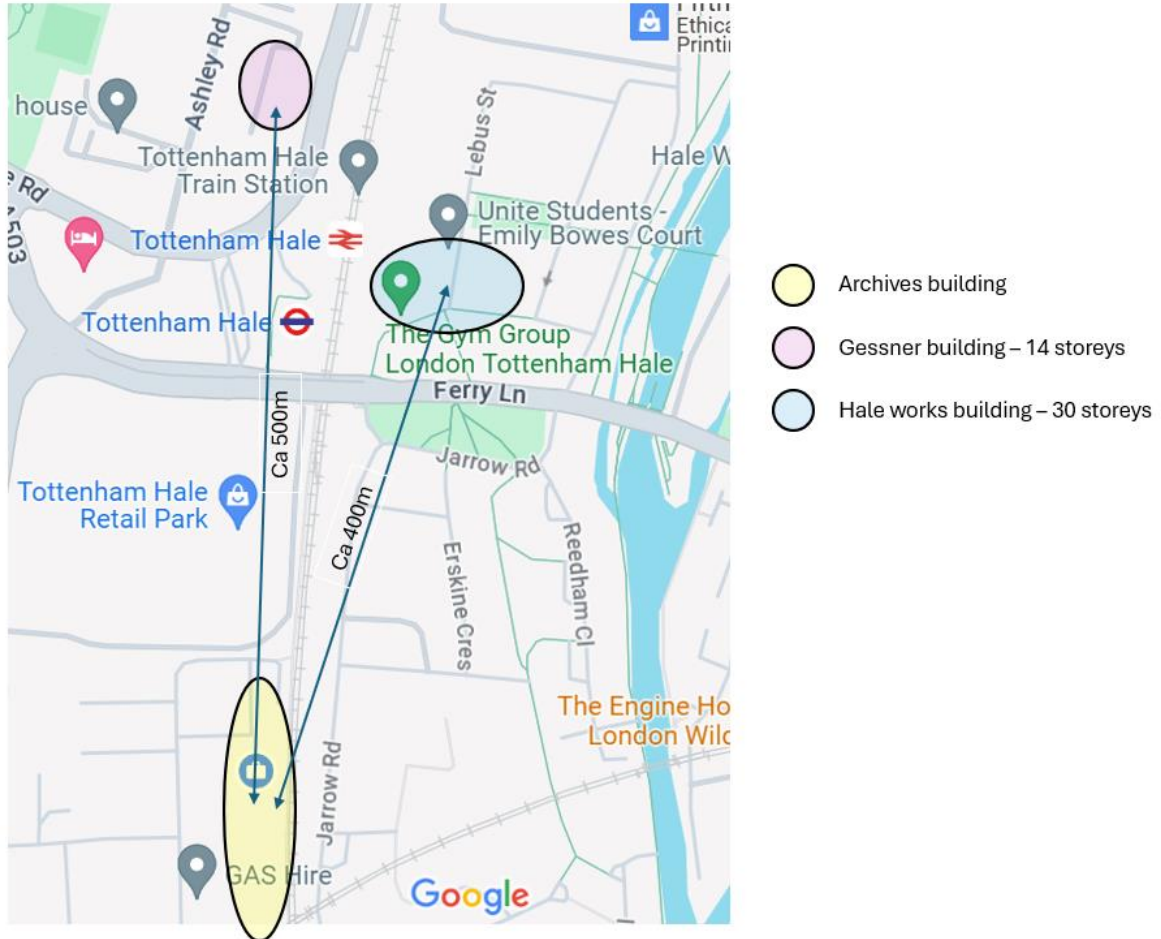
- Initial testing carried out on 19th June 2024.
- Test carried out using soundsystem located underneath stretch tent, in conjunction with our Technical partners InDepth Creative (Matt Williams, Director), also utilising tenants of Gessner building (new build, 13 storey high rise, ca 500m away) and Hale Works (tenant of 10th floor new build, with balcony facing Archives building, ca 400m away). MH to take positions on ferry lane and Jarrow road.
- Test carried out at 12pm 19th June, weather conditions still/sunny
- Ensure inaudible levels at key location points, note DBC rating at 3m in front of speaker position in middle of stretch tent.

Key locations:

1. Gessner building rooftop
2. Hale Works building 10th floor

3. Ferry lane bridge (ground level)
4. Jarrow Road residential

Results showed that at 105DBC in position in centre of stretch tent, levels were inaudible at both Hale Works and Gessner building key locations



3. Monitoring and Control Measures

3.1 Sound Level Monitoring

- Continuous real-time monitoring of sound levels will be conducted using calibrated sound meters at:
 - The center of the courtyard under the tent.
 - The northern boundary of the courtyard nearest to residential areas.
- A dedicated sound technician will monitor these levels, with authority to adjust the system in real-time if levels exceed the set limits.

3.2 Noise Patrols

- Security or designated staff will carry out periodic noise patrols in surrounding residential areas, especially at the bridge on Ferry Lane, and the adjacent street on opposite side of railway line.

- Feedback from local residents, especially those monitoring noise via the Hale Works WhatsApp group, will be actively sought during and after events.

3.3 Resident Communication

- A live event contact number will be listed online (Google & Instagram) which will be monitored continually throughout the event by the senior person on site or security supervisor. (Allows more than one person to be logged into phonenumber at all times)

4. Courtyard Management

4.1 Capacity Control

- The courtyard's capacity will be strictly controlled, with a maximum limit set to reduce overall noise levels from crowd interactions.
- Security staff will manage crowd behaviour to prevent excessive noise, especially near the boundary closest to residential areas.

4.2 Alcohol Consumption

- During events and to minimize late-night noise, alcohol sales in the courtyard will cease at 9:30 PM. The interior bar will remain open until min 15 minutes before event close.

5. Acoustic Treatments

5.1 Physical Barriers

- A double-skinned hay bale wall and water-filled barriers (IBC tanks) will be maintained along the northern boundary of the stretch tent to block sound from propagating towards residential buildings.
- Further acoustic insulation may be added based on feedback from additional testing.

5.2 Additional Testing

- Additional sound tests will be conducted at key residential locations, to verify that noise levels are within acceptable limits.
- Test results will be shared with local authorities and used to fine-tune the sound system setup.

6. Incident Reporting and Review

- All noise complaints and incidents will be logged and reviewed in post-event debriefings, with adjustments made to future events based on the findings.
- The Noise Management Plan will be updated regularly, incorporating feedback from residents, enforcement officers, and sound consultants.

7. Conclusion

The measures outlined in this addendum are designed to address past issues and prevent future noise complaints from outdoor events. The Archives Club is committed to being a responsible community partner while continuing to host high-quality events.

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Noise Management Plan and Report on Archives club, High Cross Centre, Tottenham, London N15.

Date of report	26th October 2023
Dates of main visits.	29 th /30 th September and 24 th October 2023.
Location.	Present: Adam Cohen, Mark Hunter, Scott, Jess, Shaun Murkett. Archives club, 10 High Cross Centre, Fountayne rd, Tottenham, London N15 4QN
Purpose.	To conduct a noise survey and investigation for premises licence.
Author of report.	Shaun Murkett BSc. C.Eng. MIEE. MIOA.

1 Executive summary

1.1 This is our second report on this venue. The first Noise Survey Report dated 23 July 23 addressed the initial concerns about noise breakout and gave professional advice about the noise issues from the main music room on the ground floor. There have been a few more visits recently and further recommendations have been given to resolve the noise issues. This report summarises all the work that has been done, and effectively forms the required Noise Management Plan, and should be read in conjunction with the Noise survey report.

1.2 The building has been investigated for its construction and potential noise problems; the building is substantially built and is certainly capable, with improvements as recommended, of operating without causing disturbance to residents. Sound levels have been monitored under typical operating conditions and general observations were made at various locations in and around the building and outside the nearest residents' homes.

1.3 Some noise break-out was observed at the alleyway from the side wall, and sound levels were measured. The main music room is now at acceptable music sound levels and the sound limiter has been set and calibrated. This will now enable the management to operate successfully without complaints at reasonable music sound levels for the main music room.

1.4 A scheme of building works and noise reduction measures was proposed to remedy the potential noise situation and these were all installed over a period of months. The improvements to the building will have long term benefits and enable the management to fulfil all the local authority noise planning criteria and licence conditions.

1.5 This late night sound test has now been performed, including the setting up and calibration of the sound limiters and inaudibility tests, and the the issue of calibration certificates by the Acoustic Consultant, which now forms part of the required Noise Management Plan. The licence conditions require regular noise monitoring, and calibration every year of the sound limiter and review of the Noise Management Plan

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Registered company no.3708245 VAT. reg. no. 778-2825-80

Noise Management Plan and Report on Archives club, High Cross Centre, Tottenham, London N15.

Contents List.

1	Executive summary
2	Noise Management Plan, summary
3	Staff and management procedure
4	Sound Limiter and Calibration
5	Security staff procedure
6	Smoking area
7	Deliveries and Bottling
8	Noise Measurements and Observations, works implemented.
Appendix 1	Location map showing venue and location of nearest residents Graph of profile of measured music sound levels dBC L_{Ceq} , , dBA L_{Aeq} , with monitoring comments. Graph of acceptable music sound level in main music room dBC L_{Ceq} , , dBA L_{Aeq}
Appendix 2	Calibration Certificate for the sound limiter. Dated 24 th October 2023

2 Noise Management Plan.

Summary

There is a general requirement of the Premises Licence as a condition of the licence to have a formal Noise and Management Plan in operation.

- This Noise Management Plan should be read in conjunction with our Noise Survey Report dated July 2023, where more details of the sound system and layout of the venue are described and also all the works undertaken to mitigate against noise breakout.
- The overall aim is to effectively, and safely, meet the four licensing objectives :-
 - the prevention of crime and disorder.
 - public safety.
 - the prevention of public nuisance.
 - the protection of children from harm

These issues are taken seriously by the venue management, and there is much experience of similar venues and event spaces at previous late night monitoring and observation surveys undertaken independently by Shaun Murkett Acoustic Consultants Ltd. These surveys indicated several areas where improvements can be made to the operating procedure of many premises. This plan should be read in conjunction with the detailed conditions on the premises licence, particularly concerning CCTV and security requirements.

- The recommendations in this Noise Management Plan are primarily to reduce all potential for noise disturbance to residents, and to ensure a safe working environment for staff and customers. The nearest noise sensitive resident's location has been identified as Erskine Crescent, at 50m away, on the other side of the railway lines. Any music noise or people noise reaching this area is critical.
- The aim of this Noise Management Plan is to adopt where possible the best practicable options to ensure that the conditions of the Premises License are met, and noise and disturbance are kept to a minimum. This is considered an active working document, and subject to regular updates, and as such any comments and consultation from other professional bodies is welcome to improve the effective working of this plan. This approach has been highlighted in the conditions of the Premises Licence where it is required to regularly review the Noise Management Plan and make proactive improvements as the venue continues to operate to the later hours and full capacity.
- This Noise Management Plan only details the internal main music rooms on the ground floor, and the smoking area to the north. It is understood that the roof terrace will be introduced into operation within six months and this will require a separate Noise Survey and Report from the Acoustic Consultant, and this Noise Management Plan will need to be revised to include this new outside area.

3 General operating procedure for staff to help to reduce noise levels

It is essential that all the staff are made aware of the noise implications to the business and the consequences of any noise complaints. A briefing is recommended to inform staff, with notices to remind staff placed around the building and staff rooms.

Lobby doors should be kept closed as much as possible as this forms a clear route for the music noise to break out; customers must be persuaded not to linger around near the doors and come in and out as quickly as possible.

The operation of the entrance lobby should be such that two or three people can come in at any one time with a door always closed between the building and the street. This needs to be impressed upon the door security staff and regularly monitored by the management to ensure the procedure is working effectively. All lobby doors to be kept closed when music is on. A set of notices posted on each side of the exit doors would remind customers of the noise situation and ask them to respect the neighbours and leave as quietly as possible.

It is further recommended that the duty manager regularly conducts inspections outside to ensure there is no noise breakout, and to monitor the effective operation. It is recommended that a car parking policy be considered and implemented to reduce the potential for complaints from residents and other users about parking access.

This Noise Management Plan should be read in conjunction with the Entry and egress and Dispersal Policy and also any general Management Policy for the venue. These comments below relate directly to reducing the likelihood of noise breakout to residents in a safe way.

- All Staff should pro-actively ask customers to refrain from shouting and any unruly behaviour, and for staff to tell them to be quiet and to respect the premises and the neighbours, and other customers in the premises.
- The DPS and managers to inform and train all staff in this respect. All staff to be given a copy and informed of this Noise Management Policy.
- All Lobby doors, and particularly at the front, are not to be held or fixed open; they are all fitted with return door closers and these should be used at all times. With a large door entrance lobby effectively containing all the people noise and music noise inside from affecting residents outside nearby there should be very little likelihood of any undue noise and disturbance from the building heard at the residents, especially when compared with the existing traffic noise and general activity already in the area.
- The front entrance door to be kept closed as much as reasonably practicable to allow entry and egress of customers; this front door not to be fixed open.
- Manager's mobile or contact phone number for the venue to be given to all nearby residents and displayed on notice clearly visible outside the bar windows.
- Any incident relating to noise or disturbance to be clearly written up in the diary or incident book; all staff informed and trained as to how to use this procedure.
- Staff to be instructed to ensure clients leave the building in an orderly and quiet fashion. Staff to clear any litter or flyers or anything associated with the venue.

4 Sound limiters and control of music sound levels in the premises.

- The music sound levels in all the rooms are all effectively controlled through the sound limiter and zone control volumes. The sound limiter has been carefully set and calibrated to enable a reasonable music sound level in the venue and yet be acceptable and almost inaudible at the nearest residents. This internal acceptable music sound level, is the loudest the music level should reach, and should remain at that level.
- The sound limiter has been carefully calibrated, and the certificate issued by the Acoustic Consultant should be clearly displayed together with the Premises Licence summary behind the bar where it can be clearly seen by any visiting Police or Local Authority officers.
- There should be no additional sound systems or loudspeakers of any kind in use, unless for particular events and then they should be separately limited and calibrated by the Acoustic Consultant.
- The sound limiter is on display, in a locked rack, and should not be accessible to any staff other than the DPS and sound engineer.
- The sound limiter will be regularly checked and calibrated each year by the Acoustic Consultant, and the calibration certificates sent to the noise team. In the first few months of operation with additional recommendations still being implemented this may require more monitoring and calibration. With such a large venue a check and recalibration after 3 months is advised.
- In the event of any noise complaints about music noise, from either residents or the Local Authority, or any concern about a change in music sound level, the venue management will contact the Acoustic Consultant to arrange a check on the music sound levels and calibration of the sound limiter as a matter of urgency.
- The acceptable music sound levels have been determined to be at
- 109 dBC $L_{Ceq\ 1\ min.}$, 93 dB $L_{Aeq\ 1\ min}$ at 10m from the main stage loudspeakers.
- There is a full sound limiter calibration certificate shown in the appendix.

5 Security staff and operations

- At least 20 SIA security staff to be employed, if working at full capacity of 1600, including both male and female staff, with supporting stewarding staff as necessary, to keep noise to a minimum on exit and egress of customers, particularly on Friday and Saturday nights, in line with Premises Licence Conditions, and on other nights on an assessment basis.
- All door supervisors are required to carry an SIA license when working. To register for this security staff, need a BIIAB (British Institute of Innkeepers Awarding Body) national certificate for door supervisors. Without SIA approval door supervisors would not be able to work as security operatives. Security staff are required to wear their badges, and high visibility jackets and armbands for ease of identification.
- On all other nights the management and staff to manage the egress of customers effectively in line with this noise management policy, ie in a controlled and quiet manner.
- All SIA staff and street marshals or stewards will be trained on site, and regularly supervised by the management to confirm effective operation. Stewards to wear high visibility waistcoats and clearly identified as Archives staff.
- All customers are to be pro-actively asked by SIA and stewards to keep quiet and respect the neighbours as they leave.
- Staff to point to notices depicting the message "Please Leave Quietly" and usher customers in the exit direction.
- All music to start steadily decreasing in volume twenty minutes before last orders, and to stop completely at least half an hour before final closing time. Lights to be turned up slowly at twenty minutes before last orders to assist with customers leaving.
- SIA and staff to ensure **all** customers have left and the street is clear in both directions, and to actively discourage any loitering outside the premises.
- The nearest noise sensitive residents location has been identified as on the other side of the railway lines at Erskine Crescent.
- An indication of any noise reaching that area can be easily indicated by walking outside up the alleyway from the stage end of the venue up to the north end of the venue next to the railway lines and next to the side wall. Any doors left open will readily indicate music noise breakout along this area.
- It is recommended that at least one security staff be positioned throughout any late night event after 11 pm, outside the residents, and equipped with a walky talkie who can access the duty manager and front of house mixing desk urgently if there is any music noise breakout clearly heard at the residents.
- The Duty manager should regularly patrol outside the premises to ensure that there is no music noise breakout, at the areas to the north, the side wall and also regularly at the residents near Erskine Crescent, the other side of the railway lines.

6 Smoking and seating area at front of premises to the north.

The smoking laws now prevent smoking inside the building, and an outside area has been designated for smoking. It is recommended a general smoking policy be devised and fully implemented, with a suggested maximum number of 5% of capacity customers outside at any one time, supervised effectively by security staff, to prevent noisy behaviour. It is considered that this number of people talking quietly, with effective supervision, will be comparable to the general ambient background noise of traffic, and will not be a nuisance, or unduly disturb residents.

- This outside seating area to the north will be critical for “people noise” which will easily reach the residents if not carefully managed and controlled by security staff.
- Notices should be put up in smoking area “ Please talk quietly, and respect our neighbours”
- No drinks allowed outside after 11 pm ; all outside tables and chairs empty by 11pm; (except maybe for under the sheltered smoking area with strict supervision by security, to be carefully assessed initially for any people noise breakout)
- Numbers restricted to 100 customers at any one time in seating and smoking area to the north.
- Four SIA security plus at least one street marshal or steward to be outside to ensure customers talk quietly and no shouting as necessary, particularly at weekends. After 11 pm this may be able to be reduced to one or two security staff to work in the covered smoking area.
- Bar staff to pro- actively tell customers to be quiet when using the smoking area outside.
- If any new smoking area to be set up then the Noise Management Plan to be reviewed accordingly.

7 Deliveries and Bottling with refuse noise

- Staff to keep any bottling noise with refuse bags to a minimum and to adhere to the permissible times if specified for this operation in any detailed conditions.
- Unless otherwise specified, generally there should be no deliveries or bottling or dumping of refuse bags with bottles outside, between the hours of 8 pm and 8 am.

8 Results of recent Sound measurement and Analysis.

Visit of Friday 29th and Saturday 30th September 2023 11 pm to 2 am.
(see graphs and octave spectra in the appendix at end of report)

8.1 Music sound levels inside music room .

This was a calm dry night and with little background noise so considered a representative night for an accurate assessment of any music noise breakout.

The sound system was set up playing music at typical loud evening music sound level, and measured at a distance of around 10 m from the loudspeakers in the middle of the room, at Location A. The sound level meter was set in octave band logging mode gave a result in terms of music sound level in dB L_{eq} 1 min. (linear), and dB L_{Aeq} 1 min

8.2 Initial and final acceptable music sound levels in main music room. 30th September 2023

The music was set playing in the main music room, whilst monitoring was conducted at the residents, and by phone communication the music sound level was gradually reduced in volume until virtually inaudible at the residents, and acceptable, at around 1 am.

Monitor position A,	
initial music sound level	122 dBC L _{Ceq} 1 min. , 106 dB L _{Aeq} 1 min
Acceptable music sound level	109 dBC L _{Ceq} 1 min. , 93dB L _{Aeq} 1 min

The octave frequency spectrum of the sound of acceptable music measured in the room is shown in the graph at the end of the report, and also the final graph of the calibration.

8.3 Reducing the amount of sub bass.

At the visit of the 29th September, and as seen on the graph there was a disproportionate amount of sub bass around 32 and 40Hz and this caused the structure of the building to vibrate excessively at very high music levels. This was noticed on the side wall vibrating and also the ventilation grilles buzzing and rattling. The ventilation grilles were very effective in reducing the amount of low and mid and high frequency noise breakout that was previously identified.

The ventilation grilles will be treated with anti-vibration damping pads to eliminate the rattling and buzzing of the metal louvres.

It is recommended that this low frequency around 32 – 40 Hz is substantially reduced by the time the calibration of the limiters is set with the sound company. For a general purpose venue like the Archives, this high amount of sub bass is unnecessary, and would be more effectively aimed at a pure drum and bass nightclub.

8.4 Sound limiter calibration, October 24th 2023.

The frequency content of the music sound in the sound system was adjusted to reduce the very low frequency content around 30 and 40 Hz , and the system then tuned to give the best quality sound, and the sound limiter calibrated to the acceptable music sound level that was determined at the monitoring near the residents late at night on 30th September.

A slight safety margin was incorporated and the sound limiter set at just below the monitored acceptable music sound level determined by late night listening on a calm night outside the residents.

The calibration certificate and graph can be seen in the Appendix 2 at the end of this Noise Management Plan report.

8.5 Works implemented to mitigate noise breakout since our first visit in March 2023.

On our first visit many recommendations were made for building works to reduce the noise breakout and these were all summarised in our first Noise Report. These included installing many acoustic lobbies, filling gaps in the side wall, large acoustic enclosures around all ventilation grilles and ducts, both internally and externally, improving walls and enclosures around heating plant, improving mass and sealing of all fire exit doors, location of sound system and need for sound limiter and effective sound level control, and many internal absorption panels to improve internal acoustic character.

These have all been implemented successfully, and the improvements confirmed in the substantial reduction in music noise breakout. Further minor improvements have been recommended to the side wall to further improve the situation and these are currently being considered by the management.

8.6 Final late night sound test when club is in full operation after a few weeks.

The local authority premises licence requires regular review of the noise management plan, and as part of this requirement, if more additional recommended works are carried out to further improve the reduction in noise breakout, (and possibly gain a slight increase in music sound level), then a further inaudibility listening test could be carried out after a few weeks.

In any case it is recommended that when the club has been in full operation for a few weeks, with all the final recommendations in place, and the sound system tuned if necessary, to sound the best with the most effective balance of bass and midrange that a final sound test be conducted at around 1 am with monitoring at the residents. This test should be undertaken on a quiet weekday, on a calm night, to represent accurately the typical working operation. Then maybe a slight increase in acceptable music sound level may be successfully achieved, if this is desired.

For acceptance and compliance this final sound test could of course be carried out in liaison with the local authority noise team, if this is convenient to the noise team. They could then witness the final acceptable music sound levels and the setting of the sound limiters. The sound limiters could then be re-set to the slightly higher levels, if these were found to be acceptable, and the sound limiters re-calibrated, and a fresh calibration certificate by the Acoustic Consultant given to the local authority for compliance for the next 12 months of operation.

Shaun Murkett 26th October 2023

More residents

Nearest Residents

Monitoring location



Key

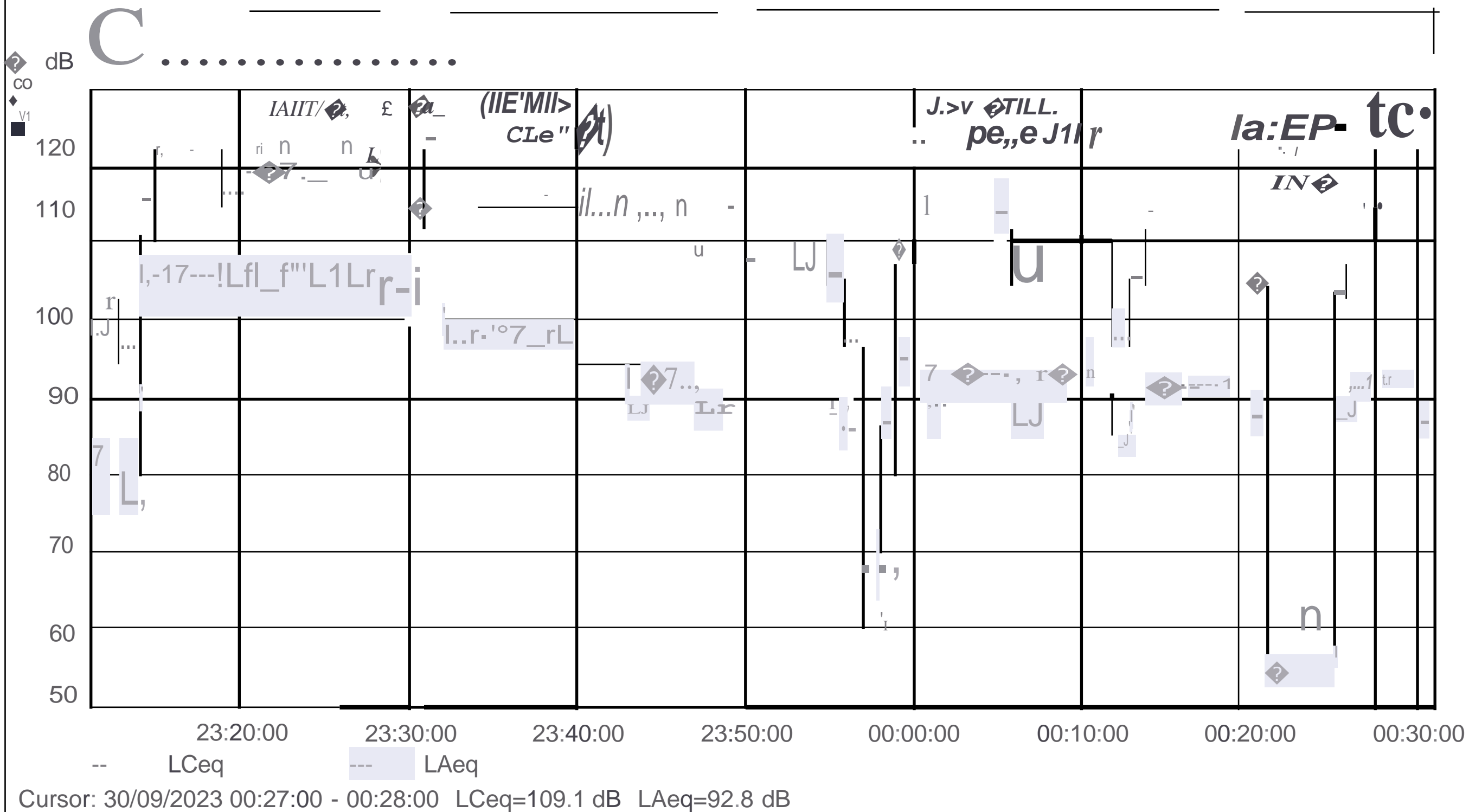
Sound level monitor point and monitoring locations ○

Location map of Archives Tottenham, showing location of venue and nearest residents.

© Shaun Murkett
Acoustic Consultants Ltd

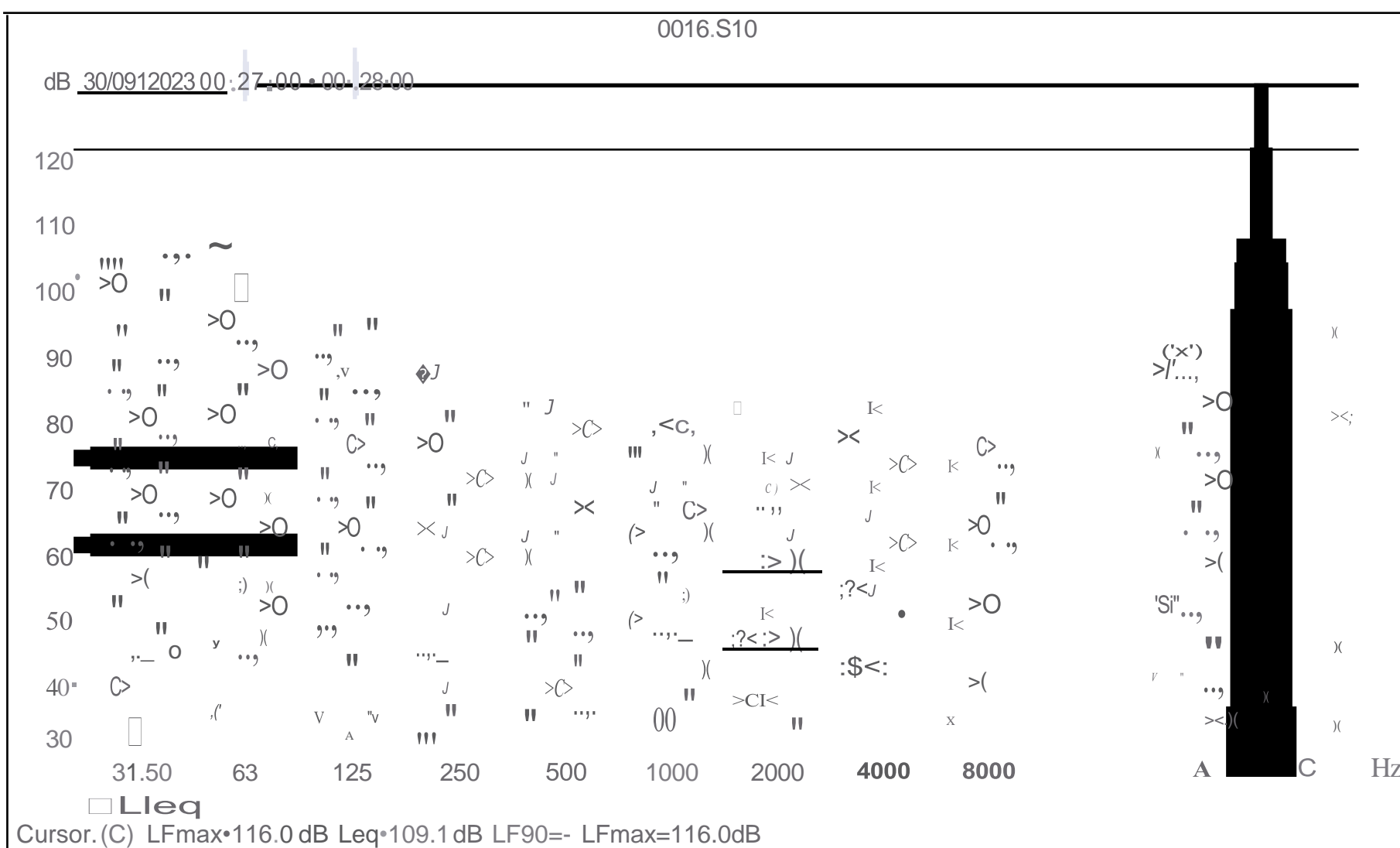
September 2023

tel. 020 7923 7275



Sound profile log of music sound level level dBC Leq 1 min.dBA LAeq1min measured in the main music room at Archives, High Cross Centre, Tottenham, London, N15 4QN with monitoring comments. 30 September 2023. Acceptable Music Sound level in main room, whilst monitoring outside residents= 109 dBC eq, 93 dBA LAeq.

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I Acoustic Consultants Ltd.



Octave frequency spectrum of sound of music measured in dB L eq 1min
 at Location A, in main music room, at 10m from the main loudspeakers
 Archives, High Cross Centre, Tottenham, London N15 4QN
 at around 12.30 am Early Saturday morning 30th September 2023
 whilst monitoring at residents opposite railway lines.

Acceptable music sound level = 109 dBC Lceq1 min 93 dBA IAeq1min.



Certificate of sound limiter calibration. Oct 2023

This is a certificate of calibration for the sound controlling equipment for live and Dj music, installed in the Archives Club, Highcross Centre, Tottenham, London N15 4QN, under the management of Mark Hunter. The noise limiting device installed is part of the Sound Web controller as part of the sound system, to control internal sound levels in the ground floor main music room.

The sound system comprised CDJ players and live mixer inputs and a digital mixer, then connected to the Sound Web controller and sound limiter, then to the three L acoustics type LA8 amplifiers, then to the 6 off A15 mid high speakers, 4 off SP28 sub bass units and also 4 off delay line speakers of type Arc Wifo .

To fulfill the conditions of the local authority premises licence for this establishment, and to keep external noise breakout to a minimum, with inaudibility at the residents, a limit on the internal music sound level from amplified music has been agreed.

The sound limiter has been set to an internal music sound level limit of:-
107 dBC Leq _{1 min}, 92 dBA LAeq _{1 min}, 106 dB at 63 Hz; 97 dB at 125 Hz.

Measured at around centre of rear main music room, at about 10 m from the nearest main loudspeakers, near the live mixer position.

This calibration was made with a Bruel and Kjaer 2260 type 1 sound level meter in accordance with relevant British Standards, at around 8 pm on 24th October 2023, witnessed by the manager and Shaun Murkett, and to be confirmed by the Local Authority noise team when convenient. The octave frequency graph forms part of this certificate. Inaudibility at the nearest residents was confirmed on this visit, and also on a previous visit at around 2 am on 30th September 2023

This calibration is valid only for the equipment as specified above, and for one year only. It is part of the licence conditions to inspect and re-calibrate the limiters annually by a professionally qualified consultant accredited by the Institute of Acoustics to satisfy local authority requirements.

Shaun Murkett 24th October 2023

1 Clissold Road, Stoke Newington, London N16 9EX

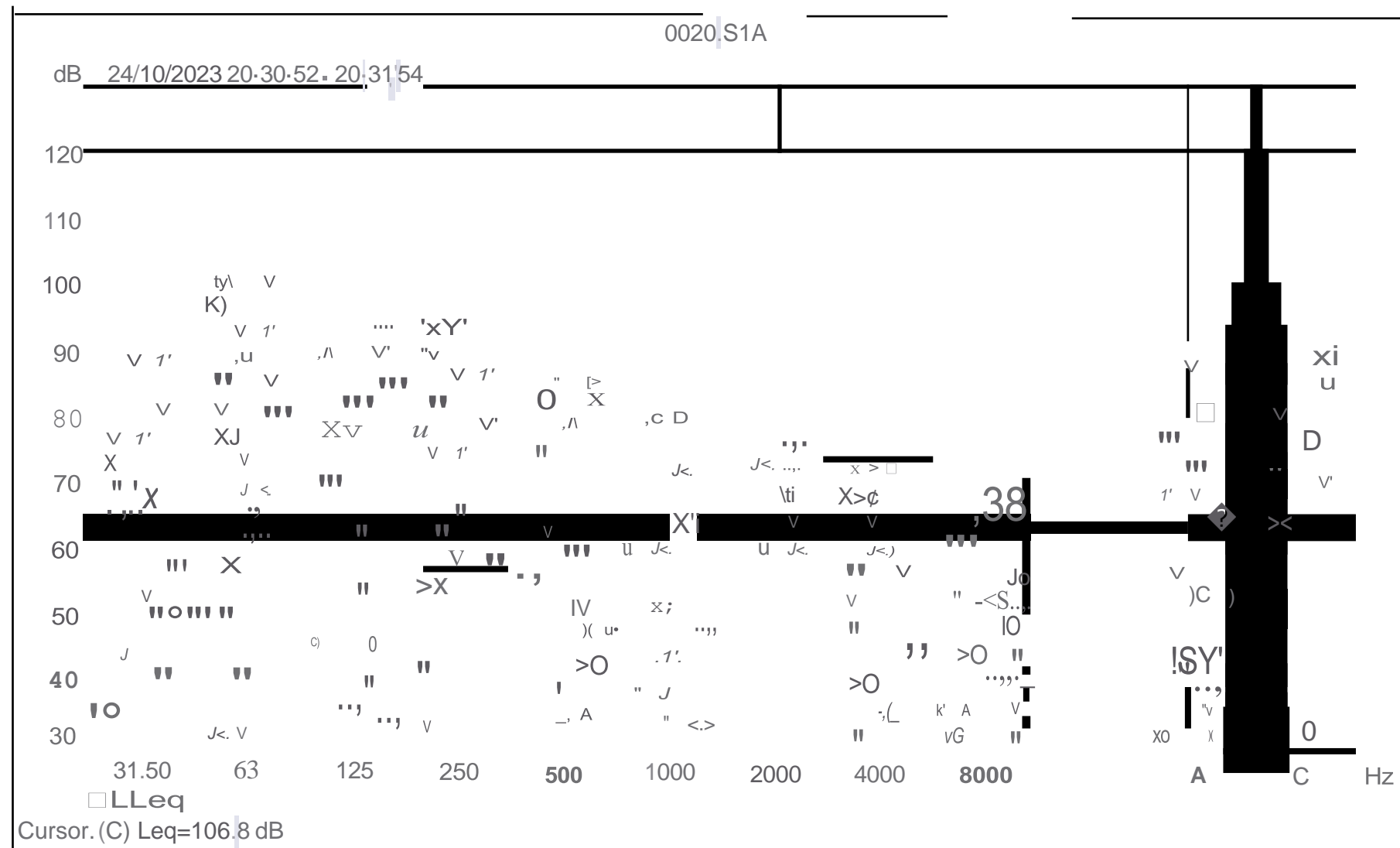
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Octave frequency Spectrum of sound of music in dB L eq measured at 10 m from main loudspeakers in centre of main music room.

Archives Club, Highcross Centre ,Tottenham, London N15 4QN

Sound Limiter Calibration Tuesday 24th October 2023

Calibrated music sound level - 107 dB L Ceq 1 min , (92 dBA L Aeq 1 min)

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www.sh Shaunmurkett-acoustics.co.uk

From: XXXXXX

Sent: 19 May 2026 14:27

To: Daliah Barrett <Daliah.Barrett@haringey.gov.uk>; XXXXXX Licensing <Licensing@haringey.gov.uk>

Cc: XXXXXX

Subject: RE: The Archives-Licencing LICENSING AUTHORITY WARNING - THE ARCHIVES & 360 CLUB!

Dear Daliah,

Apologies for the delay in getting back to you, I thought it best to send a single consolidated response:

1. The 10am Teams call is confirmed and I'll circulate an invite shortly.
2. We have appointed Mr Will Wintour (cc'd) as Director of Event Management to replace the recently dismissed General Manager, Robson Dunn. He will join the call tomorrow. I should note that Mr Wintour was on site on both Saturday and Sunday in an observational capacity only and did immediately flag the noise concerns when reporting to us. It is unfortunate that he was not appointed prior to the weekend.
3. Rest assured that all imminent outdoor events have been placed on hold pending satisfactory noise management measures being implemented to ensure sound does not carry into the surrounding residential areas. As an initial step, a sound engineer from Sound Services is attending site today.
4. The licence review is noted.
5. The event and noise management plans are attached. The reviewed copy of the sound management plan would be with Mr Dunn, who is presently not engaging following the circumstances of his dismissal. However, as I understand it, there were no substantive changes to the plans. In any event, these will now be reviewed by Mr Wintour.
6. I can confirm sound testing similar to 2.4 of the Noise Management Plan- Additional Courtyard, was carried out on Friday the 15th May by Sound Services Limited. Including a member of the team (Maxim Crowshaw) measuring sound leakage in the surrounding areas and from the sky garden of Hale works. We're still looking into what changed from Friday that resulted in the issues we had at the weekend.
7. The variation application requirement is also noted. As the current changes are relatively minor in nature, result only in a reduction of usable space within the existing licensed area, and with layouts almost certainly to evolve further following these discussions, my feeling is that this may be best addressed once

an agreed solution has been reached. Please do let me know if you are comfortable with that approach.

Many thanks

XXXXXX

Westbury Group

XXXXXX

XXXXXX

XXXXXX

Telephone: XXXXXX

E-mail: [XXXXXX](#)

PREMISES LICENCE

Receipt: ELMS00009382

Premises Licence Number: LN/000025014

This Premises Licence has been issued by:

**The Licensing Authority, London Borough of Haringey,
4th Floor Alexandra House, 10 Station Road,
Wood Green, London N22 7TR**

Signature:

Date: 30th November 2021
DPS Variation: 18th June 2026

Part 1 – PREMISES DETAILS

Postal Address of Premises or, if none, Ordnance Survey map reference or description:

**THE ARCHIVE
UNIT 10 HIGH CROSS CENTRE
1 FOUNTAYNE ROAD
TOTTENHAM
LONDON N15 4QL**

Telephone:

Where the Licence is time limited, the dates:

Not applicable

Licensable activities authorised by the Licence:

Supply of Alcohol

Regulated Entertainment: Plays, Films, Live Music, Recorded Music, Dance, anything of a similar description

Late Night Refreshment

The times the Licence authorises the carrying out of licensable activities:

Ground Floor

Monday to Sunday

- Sale of Alcohol 1000 to 0600
- Provision of Regulated Entertainment 1000 to 0600
- Late Night Refreshment 2300 to 0500

5th Floor

Monday to Sunday

- Sale of Alcohol 1000 to 0200
- Provision of Regulated Entertainment 1000 to 0200
- Late Night Refreshment 2300 to 0230

Roof Terrace

Monday to Sunday

- Sale of Alcohol 1000 to 2230
- Provision of Regulated Entertainment 1000 to 2230

LICENSING ACT 2003
Sec 24

The opening hours of the premises:

Monday to Sunday 0800 to 0630

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

Supply of alcohol for consumption both **ON** and **OFF** the premises.

Part 2

Name, (registered) address, telephone number and e-mail (where relevant) of holder of Premises Licence:

Full Steam Trading Ltd
The Archives
Unit 10
High Cross Centre
London N15 4QL

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

12960814

Name, address and telephone number of designated premises supervisor where the Premises Licence authorises the supply of alcohol:

Spencer Wyatt

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

Personal Licence 1801
Issued by: London Borough of Havering

Annex 1 –Mandatory Conditions

Supply of alcohol.

1. No supply of alcohol may be made under the premises licence;

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

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

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

5. (1) The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

6. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

Annex 1 –Mandatory Conditions

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7. Prohibition on Sale of Alcohol below Cost of Duty plus VAT.

(1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2) For the purposes of the condition set out in paragraph (1) —

(a) —duty^{ll} is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(6);

(b) —permitted price^{ll} is the price found by applying the formula —

$$P = D + (D \times V)$$

Where —

(i) P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol

(c) —relevant person^{ll} means, in relation to premises in respect of which there is in force a premises licence —

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence,

or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) —relevant person^{ll} means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) —value added tax^{ll} means value added tax charged in accordance with the Value Added Tax Act 1994

(3) Where the permitted price given by Paragraph (b) of paragraph (2) would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

(4) (a) Sub-paragraph (b) below applies where the permitted price given by Paragraph (b) of paragraph (2) on a day (—the first day^{ll}) would be different from the permitted price on the next day (—the second day^{ll}) as a result of a change to the rate of duty or value added tax.

(b) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Exhibition of films.

1. Admission of children to the exhibition of any film is to be restricted in accordance with the recommendations made by the specified film classification body.

2. Where —

(a) the film classification body is not specified in the licence, or

(b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

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

Annex 1 –Mandatory Conditions

3. In this section –

—childrenll means persons aged under 18; and —film classification bodyll means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Door supervision.

1. Any person(s) required to be on the premises to carry out a security activity must be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001 or be entitled to carry out that activity by virtue of Section 4 of that Act.

Annex 2 – Conditions consistent with the Operating Schedule

THE PREVENTION OF CRIME AND DISORDER

The premises shall operate as a licensed cafe bar, café and multi-purpose event space.

The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.

The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.

The licensee shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer:

- (a) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition
- (b) The CCTV system shall as a minimum continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises
- (c) All recordings shall be stored for a minimum period of 31 days with date and time stamping
- (d) Recordings shall be provided immediately upon the request of Police or authorised officer throughout the preceding 31-day period.

No less than one member of staff who is able to operate the CCTV system shall be on the premises at all times.

The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and does not cause a nuisance or disturbance.

An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will as a minimum record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

A record shall be kept detailing all refused sales of alcohol.

The refusals book will be maintained at the premises and will be available for immediate inspection upon request by a representative of the statutory authorities upon request.

Such refusals book to is to be inspected and signed by the DPS or, in the absence of the DPS, by an alternative member of the premises management at intervals not exceeding seven days.

All occasions when persons have been refused service shall be recorded and kept at the premises for not less than 12 months after the last entry recorded.

Alcohol may be sold from permanent bars as shown on the deposited plans and from temporary pop up bars.

The positioning of any temporary bar shall be within the licensed area as shown on the deposited plan.

The positioning of any temporary bar will be risked assessed by the licence holder and their location will be in such a place/places so as not to impede/hinder or prevent access/egress to or from the premises or through escape routes.

Annex 2 – Conditions consistent with the Operating Schedule

A copy of the risk assessment shall be kept on site and made available to authorised representatives of the police and licensing authority on request

Any sales of alcohol for consumption off the premises shall be in sealed containers only

No entertainment, performance, service or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment as defined in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Police and Crime Act 2009, shall be provided.

Where a person appears to be under the age of 25 identification in the form of a passport, photo driving licence or a proof of age card bearing the PASS hologram will be sought and if not provided service of alcohol shall be refused.

Prominent, clear notices shall be displayed at the point of entry to the premises and in a suitable location at any points of sale indicating that where a person appears to be under the age of 25 identification will be sought and if not provided service of alcohol will be refused.

The provision of door supervisors at the premises shall be risk assessed. Such risk assessment shall include, but not be limited to proposed numbers attending; start and end time of event; anticipated demographic of attendees; consideration of any events taking place at the Tottenham Hotspur Stadium; such other relevant information as may be provided to the premises licence holder by the responsible authorities

A copy of the risk assessment shall be kept on the premises and made available to the police and representatives of the responsible authorities on request

Where door supervisors are employed, the licensee/management shall record the following details of each door supervisor;

- (a) full name,
- (b) home address and contact telephone number,
- (c) SIA registration number, and
- (d) the time/date of employment of any door supervisor(s) employed at the premises.

Where door supervisor(s) are provided by an agency the name, business address and contact telephone number will also be recorded. These records are to be maintained for no less than 6 months.

The mobile bars highlighted blue on the plans attached to the licence may be repositioned within the café and/or event space at any time, subject to compliance with the conditions attached to this licence.

Any alcohol sold for consumption off the premises, in the external area as shown on the approved plans that attach to the licence, shall be in plastic/poly carb/or such other alternative container as may be notified to the Police and Licensing Authority.

The premises licence holder will devise, record and implement a dispersal strategy a copy of which will be kept on the premises and made available to the any member of a responsible authority on request.

The dispersal policy will be reviewed, updated and amended as appropriate at least once every 12 months and a copy of the revised dispersal policy shall be provided to any of the responsible authorities on request.

The provision of licensable activities on the 5th floor shall cease at 0200 and the 5th floor shall be cleared of customers by no later than 0230.

The provision of licensable activities on the roof terrace shall cease at 2230 and the roof terrace shall be cleared of customers by no later than 2300.

Annex 2 – Conditions consistent with the Operating Schedule

Save for those patrons already on the premises who wish to leave for the purposes of smoking there shall be no entry or re-entry to the premises after 0200.

The area to be used of smokers post 2300 shall be in the area highlighted green on the plan deposited with the licensing authority.

A member of door security will be position in the smoking area post 2300.

The external seating area cross hatched red on plan deposited with the licensing authority shall be cleared of patrons by no later than 2300.

Customers must not be permitted to remove from the premises late night refreshment provided at the premises.

All off sales of alcohol shall be in sealed containers.

PUBLIC SAFETY

The premises licence holder will devise, record and implement a Crowd and Event Management Plan (CEMP), a copy of which will be kept on the premises and made available to any member of the responsible authorities on request.

The CEMP will be reviewed, updated and amended as appropriate at least once every 12 months and a copy of the CEMP shall be provided to any of the responsible authorities on request.

The Premises Licence holder shall create a specific event risk assessment for each event (being activities involving regulated entertainment), to be kept on the premises and made available to any member of the responsible authorities on request.

The premises licence holder will attend the SAG of the licensing authority on request.

PREVENTION OF PUBLIC NUISANCE

All external doors and windows shall be kept closed, other than for access and egress, when regulated entertainment is taking place on the premises.

Clear and prominent notices shall be displayed and maintained at all exits in a place where they can be seen and easily read by customers requiring customers to leave the premises and the area quietly.

The premises licence holder will devise, record and implement a noise management plan, a copy of which will be kept on the premises and made available to any member of the responsible authorities on request.

The noise management plan will be reviewed, updated and amended as appropriate at least once every 12 months and a copy of the revised noise management plan shall be provided to any of the responsible authorities on request.

The premises licence holder will develop and maintain a safeguarding policy to include safeguarding training for new starters and existing staff, to be refreshed not less than once every 3 years.

The premises licence holder shall identify a named safeguarding lead, who has knowledge of local reporting procedure and support services available.

The outside area as shown on the deposited plan shall be kept clean and cleared of rubbish on a daily basis

Designated staff should be trained in Mental Health First Aid.

PREVENTION OF CHILDREN FROM HARM

Annex 2 – Conditions consistent with the Operating Schedule

All staff shall be trained commensurate with their duties and responsibilities in the premises in the law about the sale of alcohol. This shall include, but not be limited to:

- (a) conditions on the premise licence
- (b) recognising signs of drunkenness
- (c) how to refuse service
- (d) age verification policy
- (e) spiking of drinks
- (f) vulnerable persons

Training shall be regularly refreshed and at no greater than 12 monthly intervals and shall be logged. Training records shall be made available for inspection upon request by a police officer or an authorised officer of the Council.

Annex 3 – Conditions attached after a hearing by the licensing authority

Not applicable

Annex 4 – Plans



Project: The Archives, Tottenham
Drawing: Ground Floor Masterplan
Drawing No: PG_PL_03
Date: 16.08.2021
Status: Planning
Drawn By: Purpose Group Ltd
Scale: 1:500 @ A3



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Appendix 3

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Date: 02/06/2026

PREMISES LICENCE REVIEW APPLICATION - The Archives, Unit 10, High Cross Centre, Fountayne Road, Tottenham, London, N15 4QN

As the Responsible Authority the Noise and Nuisance Team we have reviewed the Application for a Review of the Premise Licence - **The Archives, Unit 10, High Cross Centre, Fountayne Road, Tottenham, London, N15 4QN**

A licencing review has been initiated by residents who were affected by loud music from The Archives.

The Noise team has a long history with the premise with a number of meetings with the management and reports of loud music from the venue by residents in the locality of the venue.

Since 09/06/2024 we have had 15 reports of loud music. Which isn't a huge number, but it's always concentrated within the summer months when the venue uses the outside area to hold functions. Letters were sent to the premises on the 11/07/2024 and 19/07/2024.

I have attached as Appendix 1 emails with Mark Hunter and Rob Dunn

An Abatement Notice was issued to the venue on the 27/08/2025 after officers witnessed a nuisance from a resident's property.

It's quite clear that venue cannot control the volume within the outside areas where residents have been affected. There is a high likelihood that public nuisance will continue if the roof terrace remains in use for licensable activities

Throughout my interactions with the management the warnings and abatement notice haven't had any meaningful action by the management to reduce levels of noise.

The incident that has triggered the review in my opinion would have been a statutory nuisance if officers were there to witness and would be a breach of the notice issued to premise. This undermines the licensing objective of the prevention of public nuisance under the Licensing Act 2003

Below are proposed conditions and we also consider a reduction in hours may be necessary that we feel are proportionate in this case to protect residents.

Proposed Hours

The times the Licence authorises the carrying out of licensable activities:

Ground Floor

Monday to Sunday

Sale of Alcohol	1000 to 0200
Provision of Regulated Entertainment	1000 to 0200
Late Night Refreshment	2300 to 0200

5th Floor

Monday to Sunday

Sale of Alcohol	1000 to 0200
Provision of Regulated Entertainment	1000 to 0200
Late Night Refreshment	2300 to 0200

The opening hours of the premises:

Monday to Sunday	0800 to 0230
-------------------------	---------------------

As from the above I feel removing the outside area (referred to as roof terrace) to be removed so no licensable activities can take place as this is where all the complaints about noise generate from.

Below are conditions I would like to propose

THE PREVENTION OF PUBLIC NUISANCE

No speakers to be situated in the Roof Terrace.

No music to be played in the Roof Terrace.

Given the history of complaints, the service of an Abatement Notice confirming statutory nuisance, and the ongoing inability of the premises to control noise from the roof terrace, it is considered that the current operation undermines the licensing objective of the prevention of public nuisance.

The proposed conditions, including the removal of licensable activities from the roof terrace and prohibition of amplified music in that area, are considered appropriate and proportionate to prevent further nuisance to nearby residents

Regards



Craig Bellringer
Noise, Nuisance and Licencing Enforcement Team Leader

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Hi Craig

Thanks for the call last week. Pleased our Noise Management plan is satisfactory for the time being, with the improvements and restrictions we put in place.

As discussed, if you could let me know the location/time of the third complaint that was received on the 30th June (referenced in the attached letter), it would help us greatly to identify 'weak points' that we can look to address in time for next summer when we look to carry out more events outside.

Feel free to get in touch with any other queries.

Many thanks

Mark Hunter

Archives London



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From: Craig Bellringer <Craig.Bellringer@haringey.gov.uk>

Sent: 19 September 2024 19:43

To: Mark Hunter <mark@archivesldn.com>

Subject: RE: Archives, Tottenham Hale Noise overview

Hi Mark,

I did call you a number of weeks ago, when you get a chance can you give me a call?

Craig Bellringer

Noise and Nuisance Officer

Neighbourhoods & Environments



1st Floor, New River House, 225 High Road, London, N22 7TR

T.

M 07971367858

Craig.Bellringer@haringey.gov.uk

www.haringey.gov.uk

twitter@haringeycouncil

facebook.com/haringeycouncil

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From: Mark Hunter <mark@archivesldn.com>
Sent: Tuesday, August 13, 2024 4:12 PM
To: Craig Bellringer <Craig.Bellringer@haringey.gov.uk>
Subject: Re: Archives, Tottenham Hale Noise overview

Hi Craig

Hope you're well and had a great weekend.

Just wondered if you've had a chance to go through or look into the previous comms, and can offer any advice or guidance further to the steps we're taking.

I've since had an enquiry for a brand launch event to run this weekend from 2pm - 8pm in our bar and courtyard area. Not a music led event as is something to do with promoting cycling and is therefore alcohol free (described as a "cook-out" by the agency) however they were looking to utilise a DJ outside. Also got those September dates pressing me for responses.

Any thoughts or feedback welcome. Also happy to chat over phone if better

Many thanks

Mark Hunter

07817559936

Archives London



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From: Mark Hunter <mark@archivesldn.com>
Sent: 09 August 2024 15:54
To: Craig Bellringer <Craig.Bellringer@haringey.gov.uk>
Subject: Re: Archives, Tottenham Hale Noise overview

Hey Craig

Thanks for coming back to me. See attached Noise Management Plan. We've included the attached addition for courtyard, since we had your visit, outlining the steps taken so far.

I've reached out to our acoustic consultants (original ones we utilised for the plans and also some others - Shaun Murkett, F1 Acoustics and Sustainable Acoustics) around further understanding of the vertical travel of noise/sound (specifically around the

challenges we seem to be having at the top of the high rises), to get advice and aid with further testing on top of what we've carried out so far.

As mentioned, I have the rest of this month where we're able to carry out further testing and make any additional improvements, however I have bookings at the start of September, for the courtyard also, that ideally I'd like to be able to fulfil on (as they're chasing me on contracts and I've outlined we have some challenges ref noise control that I first need clarification on). Would you see any reason why we wouldn't be able to go ahead with these, with further testing and controls in place? Or is there any immediate guidance or advice you can provide, that I can jump on asap?

Cheers

Mark Hunter

07817559936

Archives London



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From: Craig Bellringer <Craig.Bellringer@haringey.gov.uk>

Sent: 09 August 2024 13:42

To: Mark Hunter <mark@archivesldn.com>

Subject: RE: Archives, Tottenham Hale Noise overview

Hi Mark,

Can you send me your noise management plan please?

Regards

Craig

From: Mark Hunter <mark@archivesldn.com>
Sent: Tuesday, August 6, 2024 1:56 PM
To: Craig Bellringer <Craig.Bellringer@haringey.gov.uk>
Subject: Re: Archives, Tottenham Hale Noise overview

Thanks Craig

Attached are some of the videos collected from while we were completing the residential checks during the event on the 30th.

Cheers

Mark Hunter

Archives London



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From: Craig Bellringer <Craig.Bellringer@haringey.gov.uk>
Sent: 06 August 2024 13:17
To: mark@archivesldn.com <mark@archivesldn.com>
Subject: FW: Archives, Tottenham Hale Noise overview

Hi Mark,

Just a holding email I will come back to you on Friday regarding this.

Thanks

Craig

From: Mark Hunter <mark@archivesldn.com>
Sent: Tuesday, August 6, 2024 9:57 AM
To: Daliah Barrett <Daliah.Barrett@haringey.gov.uk>
Subject: Archives, Tottenham Hale Noise overview

E&N / ENF WK 000602996

Hi Daliah

Thanks for taking the time yesterday. As we discussed, would be good to get any other feedback/support you mentioned.

Attached is the summary I mentioned that I'd pulled together to give a bit of a timeline to events/actions.

On a separate note, I wondered if you'd come across any local community groups you may feel would be worth an intro to our venue, as I've been reaching out to the guys at Made By Tottenham and the likes, around any opportunities to utilise the space for various uses (we already have the regular pottery classes here). Met with Film Tottenham the other day, and Manor House based comedy club Scramble, and some of our staff are scheduling open mic nights etc. but was thinking anything from networking events or exercise classes. If anyone springs to mind or you come across anything in the future, would be grateful to receive.

Many thanks

Mark Hunter

Archives London



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communications sent to or from external third party organisations may be subject to recording and/or monitoring in accordance with relevant legislation.

EMAILS FROM ROB DUNN

Hi Craig,

Shall we do 2pm on Wednesday?

Let me know if that works for you and I'll make sure myself and the GM is available to go through everything.

Kind regards,

Rob Dunn

Operations

Archives

> On 28 Aug 2025, at 15:07, Craig Bellringer <Craig.Bellringer@haringey.gov.uk> wrote:

>

> Hi Rob,

>

> Unfortunately, I'm away all next week, my next day in the office that I could come to your venue would be Wednesday 10th September.

>

> If that's ok with you, send me a time and I'll put it in my diary.

>

> Regards

>

>

> Craig Bellringer

> Senior Noise and Nuisance Officer

> Neighbourhoods & Environments

>

>

>

> 1st Floor, New River House, 225 High Road, London, N22 7TR

>

> T.

> M 07971367858

> Craig.Bellringer@haringey.gov.uk

> www.haringey.gov.uk

> [twitter@haringeycouncil](https://twitter.com/haringeycouncil)

> facebook.com/haringeycouncil

>

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> -----Original Message-----

> From: Rob Dunn <rob@archivesldn.com>

> Sent: 28 August 2025 14:46

> To: Craig Bellringer <Craig.Bellringer@haringey.gov.uk>

> Subject: Abatement Notice - Archives London

>

> Hi Craig,

>

> Reaching out as I've just received the Abatement Notice for Archives (Full Steam Traders).

>

> Are you available in the upcoming week to have a sit down in the venue and see where we can improve on reducing noise pollution.

>

> We have already taken a number of measures, at great expense, however clearly more need to be taken.

>

> Kind regards,

>

> Rob Dunn

> Operations

> Archives

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Appendix 4

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Licensing Authority
Level 4, Alexandra House
Station Road
London
N22 8HQ

Licensing Unit
Edmonton Police Station
462 Fore Street,
London
N9 0NR
mpslicensingsector1@met.police.uk
www.met.police.uk
Wednesday 10th June 2026

LICENSING ACT 2003
REPRESENTATION IN SUPPORT OF REVIEW APPLICATION
The Archives, Unit 10 High Cross Centre, Fountayne Road, Tottenham, London N15
4QN
Metropolitan Police Service Representation

I write on behalf of the Metropolitan Police Service in support of the review application submitted by the London Borough of Haringey in respect of the Premises Licence for The Archives, Unit 10 High Cross Centre, Fountayne Road, Tottenham, London N15 4QN.

The Metropolitan Police support this review on the grounds that the operation of the premises is undermining the licensing objectives of:

- Prevention of Crime and Disorder;
- Public Safety; and
- Prevention of Public Nuisance.

Prevention of Crime and Disorder

Police records reveal a number of incidents connected with the premises including allegations of violence, theft, disorder and drug-related activity.

These include:

- A GBH offence reported on 10 May 2026 whereby the victim was allegedly assaulted causing loss of consciousness.
- Allegations that venue staff failed to notify management and police of an assault occurring within the premises.
- Multiple reports of thefts and stolen property linked to events at the venue.
- Reports of stolen bank cards and fraudulent use.

- A report involving the possession/importation of a prohibited drug.
- Information received from staff raising concerns regarding management practices and incident handling.

Of particular concern is information indicating that venue security and management may not have appropriately responded to serious incidents occurring within the premises.

The Metropolitan Police consider that these matters demonstrate deficiencies in management control and oversight which undermine the licensing objective of the prevention of crime and disorder.

Public Safety

On 18 May 2026 Metropolitan Police Licensing Officers conducted a compliance inspection at the premises.

During this inspection officers identified licensing compliance failures including:

- Absence of a Door Supervisors Risk Assessment.
- Absence of alcohol sales training records.

As a result, a written warning was issued to the DPS regarding alleged offences under the Licensing Act 2003.

Further concerns have been raised regarding:

- Allegations that emergency exits were obstructed during events.
- Allegations that no suitably trained first aid provision was available.
- Failures to escalate incidents to management.
- Concerns regarding the overall safety management of events.

Whilst some issues were subsequently addressed following police intervention, the Metropolitan Police remain concerned that these failings existed in the first instance and are indicative of weaknesses in management control.

Prevention of Public Nuisance

The Metropolitan Police note and support the concerns raised by the London Borough of Haringey's Noise and Nuisance Team.

The evidence provided demonstrates a prolonged history of complaints relating to amplified music and noise breakout from the premises.

The service of an Abatement Notice, together with the continuing complaints received by the Local Authority, suggests that previous interventions have not been sufficient to prevent public nuisance affecting local residents.

The Metropolitan Police consider that effective management of licensed premises requires the prevention of nuisance alongside the prevention of crime and disorder and public safety.

Conclusion

Having considered:

- The pattern of crime and disorder associated with the premises;
- The compliance failures identified by licensing officers;
- The concerns regarding public safety;
- The evidence presented by the Local Authority regarding public nuisance; and
- The apparent deficiencies in management control,

the Metropolitan Police support the review application.

The Metropolitan Police invite the Licensing Sub-Committee to carefully consider whether the current Premises Licence Holder and management arrangements are capable of promoting the licensing objectives and whether it is appropriate and proportionate to modify the licence conditions, remove licensable activities, suspend the licence or revoke the licence in order to promote the licensing objectives.

Should any evidence be required it will be provided.

Kind regards,

PC Costache 1494CO – Strategic Delivery Unit – Central Licensing Team
North Area Licensing Police Officer

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Report for: Licensing Sub-Committee 9 July 2026

Item number: 7

Title: Application for a New Premises Licence at Thompson's Beer Shop, 26 Veryan Court, Park Road, Hornsey, London N8 8JR.

Authorised by: Daliah Barrett – Licensing Team Leader, Regulatory Services.
Crouch End.

Ward(s) affected:

Report for Key / Non-Key Decision: Not applicable.

1. Describe the issue under consideration

1.1 The application:

The application is submitted by Alexander Holbourn for Thompson's Beer Shop 26 Veryan Court, Park Road, Hornsey, London N8 8JR. A copy of the application is at Appendix A.

The application seeks a new premises licence authorising the following licensable activities and hours:

Regulated Entertainment: Recorded Music

Monday to Thursday	1300 to 2200 hours
Friday to Saturday	1200 to 2200 hours
Sunday	1300 to 2000 hours

Sale of Alcohol

Monday to Wednesday	1300 to 2200 hours
Thursday	1300 to 2300 hours
Friday to Saturday	1200 to 2300 hours
Sunday	1300 to 2000 hours

Supply of alcohol **ON** and **OFF** the premises.

Hours open to Public

Monday to Wednesday	1300 to 2200 hours
Thursday	1300 to 2300 hours
Friday to Saturday	1200 to 2300 hours
Sunday	1300 to 2000 hours

The designated premises supervisor named in the application is Mr Holbourne.

1.2 Application process

During the application process representations were received from the Met Police, and the Noise RA. Representations were also received from residents.

1.3 Representations have been received from:

- Representation from – Met Police – Conditions agreed and the representation is withdrawn. Appendix 2
- Representation from Noise & Nuisance Team – Conditions agreed and the representation is withdrawn. Appendix 3
- Representation from – Local Resident objecting to the application. Appendix 4.

1.4 Summary of the relevant representations

The following is a neutral summary provided for the assistance of the Sub-Committee. The full representations are appended and should be read in their entirety. Representations object to the application and engage all four licensing objectives. The principal matters raised in the various representations are:

Prevention of public nuisance

- Amplified music and bass noise from existing activity at the site is reported to be audible within neighbouring homes (including through double glazing) and at the adjoining allotments, on roads including Woodside Road and Maryland Road, N22.
- Concern that a permanent premises licence permitting frequent or potentially unlimited events would create a materially greater cumulative impact than occasional Temporary Event Notices, fundamentally altering the amenity of a residential area.
- Reference to planning permission HGY/2014/0053, Condition 14 (no amplified speech or music to be audible within adjoining residential premises) and reported breaches of that condition.
- Reported noise-officer intervention in connection with a two-day event on 16–17 August 2025, and reported weekend disturbance on numerous dates between late April and late May 2026, alongside concerns about late dispersal, vehicle movements and litter.

Public safety

- White Hart Lane and the surrounding streets are described as already congested, with a history of accidents at the White Hart Lane / High Road N22 junction and limited public transport, such that large events of up to 2,000 people would generate significant additional vehicle movements and pedestrian risk.
- Concern that car-parking capacity is insufficient for events of the scale proposed, increasing overspill parking, unsafe drop-offs and pressure on local roads.

Prevention of crime and disorder

- Reference to existing security difficulties at the site (including temporary fencing reportedly erected to deter unauthorised access) and concern about anti-social behaviour, street drinking and the management of large crowds where alcohol is sold.
- Concern that the application contains insufficient detail on stewarding, crowd management, dispersal and security arrangements.

Protection of children from harm

- The premises is reported to be opposite a secondary school and a special school and adjacent to a nursery, with concern about alcohol-led weekday evening events near children and the potential displacement of sporting and recreational use by young people and community groups.

2 Key policies and considerations – legal considerations

- 2.1 Hearings under the Licensing Act 2003 operate under the Licensing Act 2003 (Hearings) Regulations 2005.
- 2.2 New information – In accordance with Regulation 18 of the Licensing Act 2003 (Hearings) Regulations 2005, the authority may take into account documentary or other information produced by a party in support of their application, representations or notice either before the hearing or, with the consent of all parties, at the hearing.
- 2.3 Hearsay evidence – The Panel may accept hearsay evidence, and it will be a matter for the Panel to attach what weight to it that they consider appropriate. Hearsay evidence is evidence of something that a witness neither saw nor heard but has heard or read about.
- 2.4 The Secretary of State’s Guidance to the Licensing Act 2003 is provided for all parties involved in licensing. It is a key means for promoting best practice, ensuring consistent application of licensing powers and for promoting fairness, equal treatment and proportionality. Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must ‘have regard to’ guidance issued by the Secretary of State under section 182. The Guidance is therefore binding on all licensing authorities to that extent. However, the Guidance cannot anticipate every possible scenario or set of circumstances that may arise and, as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons. The Revised Guidance issued under section 182 by the Secretary of State in February 2026 states, at paragraph 1.18:

“When making licensing decisions, all licensing authorities should consider the need to promote growth and deliver economic benefits.”

Departure from the Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

- 2.5 National Licensing Policy Framework (‘on-trade’ premises only) – The section 182 Guidance is also now supplemented by the non-statutory National Licensing Policy Framework, which observes that licensing must support broader ambitions as well:
- investment in existing and new venues – providing a wide range of cultural and social experiences, from dining experiences to theatre and live music to family friendly experiences;
 - extended consumer choice – giving local communities and visitors greater freedom over where, when and how they enjoy leisure time;

- regeneration – unlocking the potential of day and night-time economies, helping drive investment, employment and vibrancy in the places and communities that need it most;
- better regulation – reducing unnecessary bureaucracy and enabling businesses to adapt quickly to changing consumer expectations.

2.6 The government wants to ensure that hospitality, leisure, cultural and night-life venues are supported to thrive in a safe way. The National Licensing Policy Framework therefore applies exclusively to on-trade premises – that is, premises authorised under the Licensing Act 2003 for on-sales of alcohol, regulated entertainment or late-night refreshment. This includes, but is not restricted to, pubs, bars, restaurants, cafés, and hotels as well as entertainment and cultural venues such as theatres, cinemas, concert halls, festivals and events.

3 Licensing policy

The objective of the licensing process is to allow for the carrying on of licensable activities whilst promoting and upholding the licensing objectives – the prevention of public nuisance, prevention of crime and disorder, public safety, and protection of children from harm. It is the Licensing Authority's wish to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents. In considering licence applications, where relevant representations are made, this Licensing Authority will consider the adequacy of measures proposed to deal with the potential for public nuisance and/or public disorder having regard to all the circumstances of the case.

- 3.1 Where relevant representations are made, this authority will demand stricter conditions regarding noise control in areas that have denser residential accommodation, but this will not limit opening hours without regard for the individual merits of any application. This authority will consider each application and work with the parties concerned to ensure that adequate noise control measures are in place. Any action taken to promote the licensing objectives will be appropriate and proportionate.
- 3.2 The Government has advised that conditions must be tailored to the individual type, location and characteristics of the premises and events concerned. Conditions cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff. The Council's Licensing Policy expects applicants to address the licensing objectives and discuss how to do this with the relevant responsible authorities.

4. Background

- 4.1 The premises is situated in a terrace of residential properties with retail units' underneath. The applicant describes the business as an independent beer shop and taproom specialising in the sale of craft beer, real ale, cider and related products for consumption both off and on the premises. The premises comprise a ground floor retail unit including customer sales area, refrigerated displays, shelving, bar/service counter, seating areas, storage and toilet. There is a small outdoor area at the front where the applicant wishes to place a bench for outdoor consumption.

5. Recommendation

- 5.1 A licensing authority must carry out its functions under this Act (“licensing functions”) with a view to promoting the licensing objectives:
- the prevention of crime and disorder;
 - public safety;
 - the prevention of public nuisance; and
 - the protection of children from harm.

5.2 In considering the matter, the Sub-Committee should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be. In reaching the decision, regard must also be had to relevant provisions of the national guidance and the Council’s licensing policy statement. Having regard to the representations, the Sub-Committee must take any of the steps set out below that it considers appropriate for the promotion of the licensing objectives:

- Grant the application as requested;
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule;
- Exclude any licensable activities to which the application relates;
- Reject the whole or part of the application.

Members of the Licensing Sub-Committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must be appropriate in order to promote the licensing objectives. All licensing determinations should be considered on the individual merits of the application. The Panel’s determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve. Findings on any issues of fact should be on the balance of probability. The Panel is asked to determine the application.

5.3 Powers of a licensing authority

5.4 The decision should be made having regard to the Secretary of State’s guidance and the Council’s Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the Policy, clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal / challenge is increased.

5.5 The licensing authority’s determination of this application is subject to a 21-day appeal period or, if the decision is appealed, the date the appeal is determined and/or disposed of.

6. Other considerations

6.1 **Section 17 of the Crime and Disorder Act 1998** states:

“Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various

functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.”

6.2 Human Rights

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- Article 8 – Right to respect for private and family life;
- Article 1 of the First Protocol – Protection of Property;
- Article 6(1) – Right to a fair hearing;
- Article 10 – Freedom of Expression.

7. Use of Appendices

- Appendix 1 – Application for a New Premises Licence and Event Management Plan;
- Appendix 2 – Representation from Police ;
- Appendix 3 – Representation from Noise & Nuisance.
- Appendix 4 – Residents representations

8. Background papers

Background documents (available for public inspection): The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. If you would like a copy, please contact the Licensing Team.

- Haringey Statement of Licensing Policy;
- Guidance issued under section 182 of the Licensing Act 2003;
- National Licensing Policy Framework for the hospitality and leisure sectors (November 2025);
- Licensing Act 2003 (Hearings) Regulations 2005;
- Any further documentary submissions by any party to the hearing.

Appendix 1

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Start

Are you an agent acting on behalf of the applicant?: No

Applicant: Applicant details

Full name: Alexander Holbourn

Email: XXXXXXXXXXXXXXXXX

Phone/mobile: XXXXXXXXXXXXXXXXX

Which legal structure are you applying as: A business or organisation including as a sole trader

Is your business registered in the UK: No

Is your business registered outside the UK: No

Commercial register:

Registration number:

Business name: Thompson's Beer Shop

Are you VAT registered?: No

VAT number:

Legal status: Sole Trader

What is your position in the business?: Sole Trader

Home country: England

Address: [REDACTED]

Premises details

Premises or Trading name: Thompson's Beer Shop

Please provide a postcode, OS Map Reference or description: Address

Premises OS Map reference:

Address Description:

Full address of the premises: 26 Veryan Court, Park Road, Hornsey, Haringey, London, N8 8JR

Premises phone number: XXXXXXXXXXXXX

Plan of the premises: sandbox-files://6a0f02a0e83fc818470327

Do you have a rateable value based on VOA?: Yes

What is the non-domestic rateable value band?: B (£4,301-£33,000)

Are you applying to only sell alcohol?:

NDR Fee to Pay: £190

Applicant 2: Application details

In what capacity are you applying for the premises licence? Individual or individuals **Confirm the following:** I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

Individual applicant details

Applicant full name: Alexander Holbourn

Is the applicant 18 years of age or older?: Yes

Applicant residential address: XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Applicant email: XXXXXXXXXXXXXXXX

Applicant phone or mobile number: XXXXXXXXXXXXX

Date of birth: XXXXXX

Nationality: British

Proof of right to work: sandbox-files://6a0f03174499e984346872

Operating Schedule

When do you want the premises licence to start?: 01/07/2026

When do you want the premises licence to end?:

Please give a general description of the premises: Independent beer shop and taproom specialising in the sale of craft beer, real ale, cider and related products for consumption both off and on the premises. The premises comprise a ground floor retail unit including customer sales area, refrigerated displays, shelving, bar/service counter, seating areas, storage and WC. There is also an small outdoor area at the front where I would like to place a bench for outdoor consumption, in line with other premises on the same row of shops.

Do you expect more than 5,000 or more people to attend the premises at any one time? No

How many people do you expect to attend the premises at any one time?

Additional fee to be paid for over 5,000 capacity: £

Regulated entertainment

This section covers regulated entertainment

Provision of plays

Will you be providing plays?: No

Provision of films

Will you be providing films?: No

Provision of indoor sporting events

Will you be providing indoor sporting events?: No

Provision of boxing or wrestling entertainments

Will you be providing boxing or wrestling entertainments?: No

Provision of live music

Will you be providing live music?: No

Provision of recorded music

Will you be providing recorded music?: Yes

Which days of the week do you intent the premises to be used for the activity?Monday,

Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.:

Monday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Tuesday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Wednesday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Thursday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Friday:

- Start 1: 12:00
- End 1: 22:00
- Start 2:
- End 2:

Saturday:

- Start 1: 12:00
- End 1: 22:00
- Start 2:
- End 2:

Sunday:

- Start 1: 13:00
- End 1: 20:00
- Start 2:

- End 2:

Will the playing of recorded music take place indoors or outdoors or both? Indoors
State type of activity to be authorised, if not already stated, and give relevant further details.: Low-level background recorded music only, played indoors through speakers at a modest volume to accompany the normal operation of the premises as a beer shop and small taproom.
State any seasonal variations for playing of recorded music:
Non standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below:

Provision of performance of dance

Will you be providing performance of dance? No

Provision of anything of a similar description to live music, recorded music or performances of dance

Will you be providing anything similar to live music, recorded music or performances of dance?: No

Late night refreshment

Will you be providing late night refreshment?: No

Supply of alcohol

Will you be selling or supplying alcohol?: Yes

Which days of the week do you intend the premises to be used for the activity? Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.:

Monday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Tuesday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Wednesday:

- Start 1: 13:00
- End 1: 22:00

- Start 2:
- End 2:

Thursday:

- Start 1: 13:00
- End 1: 23:00
- Start 2:
- End 2:

Friday:

- Start 1: 12:00
- End 1: 23:00
- Start 2:
- End 2:

Saturday:

- Start 1: 12:00
- End 1: 23:00
- Start 2:
- End 2:

Sunday:

- Start 1: 13:00
- End 1: 20:00
- Start 2:
- End 2:

Will the sale of alcohol be for consumption? Both

State any seasonal variations:

Non standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below:

Designated premises supervisor consent

Are you (as the applicant, the designated premises supervisor. Yes

How will the consent form of the proposed designated premises supervisor be supplied to the authority?:

Please upload the completed consent form for the designated premises supervisor

Do you know the reference number for the consent form

Please enter the reference number for the consent form: N/A

Name of designated supervisor: Alexander Holbourn

Address of designated supervisor: XXXXXXXXXXXXXXXXX

Date of birth of designated supervisor: XXXXXXXXX

Enter the personal licence number: LN/000030247

Issuing licensing authority: London Borough of Haringey

Adult entertainment

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises: N/A

Hours premises are open to the public

Which days of the week do you intend the premises to be used for the activity? Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.:

Monday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Tuesday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Wednesday:

- Start 1: 13:00
- End 1: 22:00
- Start 2:
- End 2:

Thursday:

- Start 1: 13:00
- End 1: 23:00
- Start 2:
- End 2:

Friday:

- Start 1: 12:00
- End 1: 23:00
- Start 2:
- End 2:

Saturday:

- Start 1: 12:00
- End 1: 23:00

- Start 2:
- End 2:

Sunday:

- Start 1: 13:00
- End 1: 20:00
- Start 2:
- End 2:

State any seasonal variations:

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below:

Licensing objectives

a) **General – all four licensing objectives (b,c,d,e):** The premises will operate as an independent beer shop and small taproom. Management and staff will actively promote the licensing objectives through responsible retailing, staff training, good management practices, appropriate supervision of customers and compliance with all licensing legislation and conditions attached to the licence.

b) **The prevention of crime and disorder:** A Challenge 25 age verification policy will be operated. Staff will receive training in responsible alcohol retailing and refusal of sales.

A refusals log will be maintained and made available to authorised officers on request.

Alcohol will not be sold to intoxicated persons.

CCTV covering key public areas and entry/exit points will be installed and maintained.

The premises will be appropriately supervised during trading hours.

c) **Public safety:** The premises will comply with all relevant fire safety, health and safety and food hygiene requirements where applicable.

Emergency exits will be clearly maintained and kept unobstructed.

The premises will be kept in a safe and clean condition.

Staff will be familiar with emergency procedures and incident management.

d) **The prevention of public nuisance:** Low-level background recorded music only will be played within the premises.

Noise will be managed to minimise disturbance to neighbouring properties.

Customers will be encouraged to leave the premises quietly and respect local residents.

Waste collection, deliveries and general operations will be managed responsibly.

No external loudspeakers will be used.

e) **The protection of children from harm:** A Challenge 25 policy will be operated.

Acceptable photographic identification (passport, driving licence or PASS-approved card) will be required from anyone appearing under 25 years of age.

Staff will be trained in age-restricted sales procedures.

Refusals of age-restricted sales will be recorded in a refusals log.

Declaration

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration yes I agree

Declaration

Full name: Alexander Holbourn

Capacity: Designated Premises Supervisor/Sole Trader

Date: 2026-05-21

Payment summary

Amount: £190.00

Payment status: successful

Receipt number: SMYAC00613533

ver2

Appendix 2

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Licensing Authority
Level 4, Alexandra House
Station Road
London
N22 8HQ

Licensing Unit
Edmonton Police Station
462 Fore Street,
London
N9 0NR
mpslicensingsector1@met.police.uk
www.met.police.uk
Wednesday 17th June 2026

POLICE REPRESENTATION

APPLICATION FOR A PREMISES LICENCE - THOMPSON'S BEER SHOP,

26 VERYAN COURT, PARK ROAD, HORNSEY, LONDON N8 8JR

Dear Licensing Team,

I write on behalf of the Commissioner of the Metropolitan Police. The application is submitted by Alexander Holbourn for a new premises licence. The premises will operate as a grocery market and off licence.

The Applicant is requesting the following operating schedule:

Regulated Entertainment: Recorded Music

Monday to Thursday	13:00 to 22:00 hours
Friday to Saturday	12:00 to 22:00 hours
Sunday	13:00 to 20:00 hours

Sale of Alcohol

Monday to Wednesday	13:00 to 22:00 hours
Thursday	13:00 to 23:00 hours
Friday to Saturday	12:00 to 23:00 hours
Sunday	13:00 to 20:00 hours

Supply of alcohol **ON** and **OFF** the premises.

Hours open to Public

Monday to Wednesday	13:00 to 22:00 hours
Thursday	13:00 to 23:00 hours
Friday to Saturday	12:00 to 23:00 hours
Sunday	13:00 to 20:00 hours

Police do not agree to the requested timings. It is recommended licensable activities are to finish at least 30 minutes before closing in order to allow customers 'drinking up' time.

Therefore, police suggest the following times:

Regulated Entertainment: Recorded Music

Monday to Wednesday	13:00 to 21:30 hours
Thursday	13:00 to 22:00 hours
Friday to Saturday	12:00 to 22:00 hours
Sunday	13:00 to 19:30 hours

Sale of Alcohol

Monday to Wednesday	13:00 to 21:30 hours
Thursday	13:00 to 22:30 hours
Friday to Saturday	12:00 to 22:30 hours
Sunday	13:00 to 19:30 hours

Supply of alcohol **ON** and **OFF** the premises.

Hours open to Public

Monday to Wednesday	13:00 to 22:00 hours
Thursday	13:00 to 23:00 hours
Friday to Saturday	12:00 to 23:00 hours
Sunday	13:00 to 20:00 hours

The applicant has stated how the licensing objectives will be upheld. Police suggest the following conditions in addition to be added to the operating schedule along with those suggested by the applicant:

THE PREVENTION OF CRIME AND DISORDER

CCTV shall be installed, operated, and maintained, to function all times that the premises is open for licensable activities. Said CCTV will comply with the following criteria:

- (a) The premises will ensure that the system is checked on a regular basis to ensure that the system is working properly and that the date and time are correct.
- (b) There will be a camera on the entrance to the premises, to capture a clear image of anyone entering.
- (c) The system will provide coverage of the interior of the premises accessible to the public:
- (d) The system will record in real time and recordings will be date and time stamped:
- (e) At all times during operating hours, there will be at least 1 member of staff on the premises who can operate the system sufficiently to allow Police or authorised Council officers to view footage on request.
- (f) Recordings will be kept for a minimum of 31 days and downloaded footage will be provided to the police or other authorised officers on request (subject to the Data Protection Act 2018) within 24 hours of any request.
- (g) Signage stating that CCTV is in operation will be clearly and prominently displayed at the premises.

An incident and refusal log [whether kept in written or electronic form] shall be kept at the premises, and made available on request to the police or an authorised officer, which will record:

- (a) Any and all allegations of crime or disorder reported at the venue
- (b) Any and all complaints received by any party
- (c) Any faults in the CCTV system
- (d) Any visit by a relevant authority or emergency service
- (e) Any refused sales of alcohol
- (f) Any and all ejections of patrons

All staff involved in the sale of alcohol shall receive induction and refresher training (every 6 months) relating to the sale of alcohol and the times and conditions of the premises licence.

All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year from the date of the last entry.

PUBLIC SAFETY

There shall be no vertical drinking at the premises.

All emergency exits shall be always kept free from obstruction.

Suitable beverages other than alcohol (including drinking water) shall be equally available for consumption.

The maximum number of people on the premises at any one time shall not exceed the capacity limit.

All emergency exits shall be always kept free from obstruction.

The premises license holder shall ensure that the area immediately outside the premises is kept clean and free from smoking-related litter at all material times to the satisfaction of the Licensing Authority.

THE PREVENTION OF PUBLIC NUISANCE

The premises will not sell alcohol to any person or on the behalf of any person, who appears to be drunk.

A personal licence holder is to be present on the premises and supervise the sale of alcohol, or a trained member of staff nominated in writing by the DPS shall always be on duty throughout the permitted hours for the sale of alcohol and when the premises are open to the public.

Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of residents and leave the premises area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

All refuse and bottles shall be disposed of in bins quietly so as not to disturb neighbours or residents.

PROTECTION OF CHILDREN FROM HARM

The premises will operate the 'Challenge 25' proof of age scheme.

- (a) All staff will be fully trained in its operation and responsible alcohol sales and a record of this be kept on site and made available to police or an authorised officer.
- (b) Relevant material shall be displayed at the premises.

Only suitable forms of photographic identification, such as passport or UK driving licence, or a holographic marked PASS scheme cards, will be accepted and any other ID approved by the Home Office.

If agreed by the applicant, we would **withdraw** our representations contingent upon that agreement.

Kind regards,

PC Costache 1494CO – Central Licensing Strategic Delivery Unit
North Area Licensing Police Officer

Appendix 3

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Date: 1st June 2026

Premises Application for a Premises Licence- THOMPSON'S BEER SHOP,
26 VERYAN COURT, PARK ROAD, HORNSEY, LONDON N8 8JR

Type of application: **New Application**

As the Responsible Authority the Noise and Nuisance Team we have reviewed the Application for a New Premises Licence - THOMPSON'S BEER SHOP, 26 VERYAN COURT, PARK ROAD, HORNSEY, LONDON N8 8JR

The licensable activities proposed are;

Regulated Entertainment: Recorded Music

Monday to Thursday	1300 to 2200 hours
Friday to Saturday	1200 to 2200 hours
Sunday	1300 to 2000 hours

Sale of Alcohol

Monday to Wednesday	1300 to 2200 hours
Thursday	1300 to 2300 hours
Friday to Saturday	1200 to 2300 hours
Sunday	1300 to 2000 hours

Supply of alcohol **ON** and **OFF** the premises.

Hours open to Public

Monday to Wednesday	1300 to 2200 hours
Thursday	1300 to 2300 hours
Friday to Saturday	1200 to 2300 hours
Sunday	1300 to 2000 hours

We agree with the proposed hours. But have a number of conditions we would like to add.

THE PREVENTION OF CRIME AND DISORDER

CCTV shall be installed, operated, and maintained, to function all times that the premises is open for licensable activities. Said CCTV will comply with the following criteria:



- (a) The premises will ensure that the system is checked on a regular basis to ensure that the system is working properly and that the date and time are correct.
- (b) There will be a camera on the entrance to the premises, to capture a clear image of anyone entering;
- (c) The system will provide coverage of the interior of the premises accessible to the public:
- (d) The system will record in real time and recordings will be date and time stamped:
- (e) At all times during operating hours, there will be at least 1 member of staff on the premises who can operate the system sufficiently to allow Police or authorised Council officers to view footage on request;
- (f) Recordings will be kept for a minimum of 31 days and downloaded footage will be provided to the police or other authorised officers on request (subject to the Data Protection Act 2018) within 24 hours of any request.
- (g) Signage stating that CCTV is in operation will be clearly and prominently displayed at the premises.

An incident and refusal log [whether kept in written or electronic form] shall be kept at the premises, and made available on request to the police or an authorised officer, which will record:

- (a) Any and all allegations of crime or disorder reported at the venue
- (b) Any and all complaints received by any party
- (c) Any faults in the CCTV system
- (d) Any visit by a relevant authority or emergency service
- (e) Any refused sales of alcohol
- (f) Any and all ejections of patrons

All staff involved in the sale of alcohol shall receive induction and refresher training (every 6 months) relating to the sale of alcohol and the times and conditions of the premises licence.

All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request.

THE PREVENTION OF PUBLIC NUISANCE

All music to be at background level at all times.



No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises, nor vibration be transmitted through the structure of the premises which gives rise to nuisance.

No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.

Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 21:00 hours and 07:00 hours.

PUBLIC SAFETY

The DPS, a personal licence holder or a trained member of staff nominated in writing by the DPS shall be on duty at all times the premises are open to the public.

PROTECTION OF CHILDREN FROM HARM

The premises will operate the 'Challenge 25' proof of age scheme.

- (a) All staff will be fully trained in its operation and responsible alcohol sales and a record of this be kept on site and made available to police or an authorised officer.
- (b) Relevant material shall be displayed at the premises.

Only suitable forms of photographic identification, such as passport or UK driving licence, or a holographic marked PASS scheme cards, will be accepted and any other ID approved by the Home Office.

If agreed by the applicant, we would **withdraw** our representations contingent upon that agreement.

Regards

David Wood

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Appendix 4

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For these reasons, we collectively urge the Licensing Sub-Committee to refuse this application.

Should the committee choose to grant the licence despite these severe concerns, we request that the following strict conditions be legally attached to the licence to protect our community:

- 1 All recorded music must be restricted to background levels only, with a strict decibel limiter installed.
- 2 No consumption of alcohol is to be permitted outside the shop front on the pavement at any time.
- 3 Operating hours for the sale of alcohol and music must be cut back to a maximum closing time of 9:00 PM seven days a week to protect the residents living upstairs.

Local Residents & Businesses Opposition Signatures

By signing below, I confirm that I live or work in the immediate vicinity of 26 Verian Court and fully support the objections raised in this letter.

Name	Address	Contact E-Mail/Phone
LUKASZ	WPPSR	[REDACTED]
Tracey	[REDACTED]	[REDACTED]
KIERAN	[REDACTED]	[REDACTED]
Deniz	[REDACTED]	[REDACTED]
Harim	[REDACTED]	[REDACTED]

For these reasons, we collectively urge the Licensing Sub-Committee to refuse this application.

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Local Residents & Businesses Opposition Signatures

By signing below, I confirm that I live or work in the immediate vicinity of 26 Veyan Court and fully support the objections raised in this letter.

Name	Address	Contact E-Mail/Phone
Hazel	[REDACTED]	[REDACTED]
STUART	[REDACTED]	[REDACTED]
Helen	[REDACTED]	[REDACTED]
CELE	[REDACTED]	[REDACTED]
LEE	[REDACTED]	[REDACTED]
NACIA	[REDACTED]	[REDACTED]
JULIA	[REDACTED]	[REDACTED]
SUSANNE	[REDACTED]	[REDACTED]

For these reasons, we collectively urge the Licensing Sub-Committee to refuse this application.

Should the committee choose to grant the licence despite these severe concerns, we request that the following strict conditions be legally attached to the licence to protect our community:

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Local Residents & Businesses Opposition Signatures

By signing below, I confirm that I live or work in the immediate vicinity of 26 Varyan Court and fully support the objections raised in this letter.

Name	Address	Contact E-Mail/Phone
Esther	[REDACTED]	[REDACTED]
NICOLE	[REDACTED]	[REDACTED]
RAE	[REDACTED]	[REDACTED]
LAURE	[REDACTED]	[REDACTED]
PHARMACIA	[REDACTED]	[REDACTED]
Michael	[REDACTED]	[REDACTED]
KIVAN	[REDACTED]	[REDACTED]
RUHAM	[REDACTED]	[REDACTED]

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