

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

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Full Steam Trading Ltd

(Insert name(s) of applicant)

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

#### Part 1 – Premises details

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

Telephone number at premises (if any)	n/a
Non-domestic rateable value of premises	£116,946 (Band D)

#### Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate

Please tick as

- |  |                          |                             |
|--|--------------------------|-----------------------------|
| a) an individual or individuals *                    | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual *               |                          |                             |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability)   | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or              | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation)       | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club                                 | <input type="checkbox"/> | please complete section (B) |

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

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

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

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over			I am 18 years old or <input type="checkbox"/> Please tick yes		
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

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

<b>Name</b> Full Steam Trading Ltd
<b>Address</b> The Archives Unit 10 High Cross Centre London United Kingdom N15 4BE
<b>Registered number (where applicable)</b> 12960814

Description of applicant (for example, partnership, company, unincorporated association etc.) Company
Telephone number (if any) +44(0) 2081 757583
E-mail address (optional) [REDACTED]

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
A	S	A P

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)  
A licensed cafe bar, café and multi-purpose event space.

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

n/a

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- |  |                                     |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)                             | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)                             | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)            | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)                        | <input checked="" type="checkbox"/> |

- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☒
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☒

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

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

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon		06:00	<b><u>Please give further details here</u></b> (please read guidance note 4) On the Ground floor from 1000 to 0600 the following morning. On the 5 <sup>th</sup> floor from 1000 to 0200 the following morning On the Roof Terrace from 1000 to 2230.		
	10:00				
Tue		06:00			
	10:00				
Wed		06:00	<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
	10:00				
Thur		06:00			
	10:00				
Fri		06:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
	10:00				
Sat		06:00			
	10:00				
Sun		06:00			
	10:00				

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) On the Ground floor from 1000 to 0600 the following morning. On the 5 <sup>th</sup> floor from 1000 to 0200 the following morning On the Roof Terrance from 1000 to 2230.					
Mon		06:00						
	10:00							
Tue		06:00						
	10:00							
Wed		06:00				<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
	10:00							
Thur		06:00						
	10:00							
Fri		06:00						
	10:00							
Sat		06:00						
	10:00							
Sun		06:00						
	10:00							

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)	
Day	Start	Finish		
Mon				
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)	
Wed				
Thur				<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri				
Sat				
Sun				

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					



## E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon		06:00	<b>Please give further details here (please read guidance note 4)</b> Live music on the Ground floor from 1000 to 0600 the following morning. Live music on the 5 <sup>th</sup> floor from 1000 to 0200 the following morning Live music on the Roof Terrance from 1000 to 2230.		
	10:00				
Tue		06:00			
	10:00				
Wed		06:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
	10:00				
Thur		06:00			
	10:00				
Fri		06:00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
	10:00				
Sat		06:00			
	10:00				
Sun		06:00			
	10:00				

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) Recorded music on the Ground floor from 1000 to 0600 the following morning. Recorded music on the 5 <sup>th</sup> floor from 1000 to 0200 the following morning Recorded music on the Roof Terrace from 1000 to 2230.					
Mon		06:00						
	10:00							
Tue		06:00						
	10:00							
Wed		06:00				<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
	10:00							
Thur		06:00						
	10:00							
Fri		06:00						
	10:00							
Sat		06:00						
	10:00							
Sun		06:00						
	10:00							

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon		06:00	<b>Please give further details here</b> (please read guidance note 4) Performance of Dance on the Ground floor from 1000 to 0600 the following morning. Performance of Dance on the 5 <sup>th</sup> floor from 1000 to 0200 the following morning Performance of Dance on the Roof Terrance from 1000 to 2230.		
	10:00				
Tue		06:00			
	10:00				
Wed		06:00	<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
	10:00				
Thur		06:00			
	10:00				
Fri		06:00	<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
	10:00				
Sat		06:00			
	10:00				
Sun		06:00			
	10:00				

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon		06:00		Outdoors	<input type="checkbox"/>
	10:00			Both	<input checked="" type="checkbox"/>
Tue		06:00	<b><u>Please give further details here</u></b> (please read guidance note 4) On the Ground floor from 1000 to 0600 the following morning. On the 5 <sup>th</sup> floor from 1000 to 0200 the following morning On the Roof Terrance from 1000 to 2230.		
	10:00				
Wed		06:00			
	10:00				
Thur		06:00	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
	10:00				
Fri		06:00			
	10:00				
Sat		06:00	<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
	10:00				
Sun		06:00			
	10:00				

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon		05:00	<b>Please give further details here</b> (please read guidance note 4) Late Night Refreshment on the Ground floor from 2300 to 0500 the following morning. Late Night Refreshment on the 5 <sup>th</sup> floor from 2300 to 0230 the following morning		
	23:00				
Tue		05:00			
	23:00				
Wed		05:00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)		
	23:00				
Thur		05:00			
	23:00				
Fri		05:00	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 6)		
	23:00				
Sat		05:00			
	23:00				
Sun		05:00			
	23:00				

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5) Sale of alcohol on the Ground floor from 1000 to 0600 the following morning. Sale of alcohol on the 5 <sup>th</sup> floor from 1000 to 0200 the following morning Sale of alcohol on the Roof Terrance from 1000 to 2230.		
Mon		06:00			
	10:00				
Tue		06:00			
	10:00				
Wed		06:00			
	10:00				
Thur		06:00			
	10:00				
Fri		06:00			
	10:00				
Sat		06:00			
	10:00				
Sun		06:00			
	10:00				
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

<b>Name</b> Mark Geoffrey Hunter	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED] [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> [REDACTED]	
<b>Issuing licensing authority (if known)</b> Sunderland City Council	

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

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.

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)
Mon		06:30	
	08:00		
Tue		06:30	
	08:00		
Wed		06:30	
	08:00		
Thur		06:30	
	08:00		
Fri		06:30	
	08:00		
Sat		06:30	
	08:00		
Sun		06:30	
	08:00		

## **M**

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

Please see attached.

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

Please see attached.

**c) Public safety**

Please see attached.

**d) The prevention of public nuisance**

Please see attached.

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

Please see attached.



**Checklist:****Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable – ONLINE APPLICATION ☐
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- ~~[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).~~ ☐



**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.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)





**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"><li>• <del>[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).</del></li><li>• 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li></ul>
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Signature	
	13 / 10 / 21
Capacity	DIRECTOR

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Paul Uren TLT Solicitors One Redcliff Street			
Post town	Bristol	Postcode	
Telephone number (if any)	+ 		
 your e-mail address (optional)			
			

THE ARCHIVES  
Unit 10  
High Cross Centre  
1 Fountayne Road  
London N15 4QL

Draft Operating Schedule and Proposed Hours of Operation

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**Proposed opening hours**

- Monday to Sunday – 0800 to 0630

**Hours for the provision of licensable activities**

- Ground floor
  - Sale of alcohol – 1000 to 0600
  - Provision of regulated entertainment – 1000 to 0600
  - Late night refreshment – 2300 to 0500
- 5<sup>th</sup> Floor
  - Sale of alcohol – 1000 to 0200
  - Provision of regulated entertainment – 1000 to 0200
  - Late night refreshment – 2300 to 0230
- Roof terrace
  - Sale of alcohol 1000 to 2230
  - Provision of regulated entertainment – 1000 to 2230

### **Schedule of propose conditions**

1. The premises shall operate as a licensed cafe bar, café and multi-purpose event space
2. 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.
3. 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.
4. 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 31day period.
5. No less than one member of staff who is able to operate the CCTV system shall be on the premises at all times.
6. 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
7. 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.

8. A record shall be kept detailing all refused sales of alcohol.
9. 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.
10. 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 store management at intervals not exceeding seven days.
11. 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.
12. Alcohol may be sold from permanent bars as shown on the deposited plans and from temporary pop up bars.
13. The positioning of any temporary bar shall be within the licensed area as shown on the deposited plan.
14. 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.
15. 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
16. Any sales of alcohol for consumption off the premises shall be in sealed containers only
17. 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.
18. All external doors and windows shall be kept closed, other than for access and egress, when regulated entertainment is taking place on the premises
19. 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.

20. 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.
21. 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.
22. The provision of door supervisors at the premises shall be risk assessed.
23. 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
24. 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.
25. 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
26. 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
27. 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
28. 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

29. 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
30. 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.
31. 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
32. The provision of licensable activities on the 5<sup>th</sup> floor shall cease at 0200 and the 5th floor shall be cleared of customers by no later than 0230
33. 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
34. 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
35. The area to be used of smokers post 2300 shall be in the area highlighted green on the plan deposited with the licensing authority.
36. A member of door security will be position in the smoking area post 2300
37. The external seating area cross hatched red on plan deposited with the licensing authority shall be cleared of patrons by no later than 2300
38. Customers must not be permitted to remove from the premises late night refreshment provided at the premises.
39. All off sales of alcohol shall be in sealed containers.