

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

Draft Operating Schedule and Proposed Hours of Operation

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
- 5th 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 31 day 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 the premises 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. 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
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 5th 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.

Conditions discussed with, and offered to, the licensing authority

40. 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.
41. 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
42. 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.
43. The premises licence holder will attend the SAG of the licensing authority on request

Conditions discussed with, and offered to Public Health

44. 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.
45. The premises licence holder shall identify a named safeguarding lead, who has knowledge of local reporting procedure and support services available
46. Designated staff should be trained in Mental Health First Aid.
47. The outside area as shown on the deposited plan shall be kept clean and cleared of rubbish on a daily basis
48. 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

49. 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

Condition offered to Building Control

50. No licensable activities will take place in the premises, or any part of the premises, until a copy of the Building Control Completion Certificate for that part of the premises or a final certificate has been issued (with a copy being provided to the Licensing Authority and Building Control Officer of the Licensing Authority) as soon as reasonably practicable thereafter.