

## ADDITIONAL INFORMATION

# LICENSING SUB COMMITTEE

Monday, 8th August, 2022, 7.00 pm - Microsoft Teams (watch the live meeting [here](#), watch the recording [here](#))

**Members:** Councillors Sheila Peacock, Emine Ibrahim, and Nick da Costa

**6. APPLICATION FOR A NEW PREMISES LICENCE AT PRINCESS BANQUETING, 502-508 HIGH ROAD, LONDON, N17 (TOTTENHAM HALE) (PAGES 1 - 96)**

To consider an application for a new premises licence.

Nazyer Choudhury, Principal Committee Co-ordinator  
Tel – 020 8489 3321  
Email: nazyer.choudhury@haringey.gov.uk

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

Monday, 08 August 2022

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**From:** [Barrett Daliah](#)  
**To:**  
**Cc:** [Licensing](#)  
**Subject:** FW: Application for a Premises Licence- Princess Banqueting Hall, 502-508 High Road, Tottenham, London N17 9JF  
**Date:** 26 July 2022 15:13:00  
**Attachments:** [Additional Information re Representation for Princess Banqueting Hall, 502-508 High Road, Tottenham, N17 9JF.pdf](#)

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Dear Mr Stegariu

Please see an revised /updated rep from the Met Police.

Regards

Licensing Team



Licensing Officers,  
Environment & Operational Services  
Place Directorate  
Enfield Council  
Silver Street  
Enfield  
EN1 3XY

*C/O Licensing office*

Metropolitan Police Service  
North Area BCU  
Edmonton Police Station  
462 Fore Street  
London N9 0PW  
E-mail:

[www.met.police.uk](http://www.met.police.uk)

19<sup>th</sup> January 2021

**Additional Information to Support Police Representation**

**Princess Banqueting Hall, 502-508 High Road, Tottenham, London N17 9JF**

Dear Sir / Madam,

I write with regards to the above application, which is an application for a new premises licence in accordance the Licensing Act 2003.

**The Metropolitan Police hereby wish to provide additional information** to the New Premises License application should it be granted, under the Prevention of Crime and Disorder and Prevention of Public Nuisance licensing objectives

The application is submitted on behalf of a Mr Daniel Stegariu and is made with regards to a large first floor banqueting hall within the London Borough of Haringey.

The application is made with regards to a large first floor venue, which trades as a wedding banquet hall and is located off of Tottenham High Road, N17 in the borough of Haringey. The premises is seeking the sale of alcohol by retail, late night refreshment and regulated entertainment by way of live and recorded music.

The application is for the provision of licensable activities from 1100 hours to 0300 hours Monday to Sunday the activities requested are Regulated Entertainment, Late Night Refreshment and Supply of Alcohol on the premises. The hours the venue will be open to the public are 1100 to 0300 hours.

On 15<sup>th</sup> July 2022 I submitted representations to reject this application outright, as I did not have faith the applicant was able to run such a large capacity venue with little to no experience and the applicant had not appeared to have shown interest in reaching out to

the police and local authority in relation to his application.

However the applicant has recently consulted with the Local Authority via email in relation to his application and how the venue will be run and who by. The applicant states that his application is not dependant on that of Miss Cotloguts recent application. He has however confirmed that he does not have much experience of running such a venue or licensed premises and this will be done by a Mr Alex Piphiti who will act as the Designated Premises Supervisor and has over 30 years' experience within the field. I still do not hold much faith in Mr Stegariu's ability to run such a large capacity licensed premises, however propose the following should a premises license be granted.

**The Metropolitan Police hereby wish to make representations** on the following;

- Prevention of crime and disorder
- Prevention of public nuisance
- Public safety

1) Proposed operating hours:

**Regulated Entertainment: Live Music, Recorded Music & Performance of Dance**

Monday to Sunday      1100 to 2330 hours

**Late Night Refreshment**

Monday to Sunday      2300 to 2330 hours

**Supply of Alcohol**

Monday to Sunday      1100 to 2330 hours

Supply of alcohol **ON** the premises.

**Hours open to Public**

Monday to Sunday      1100 to 0000 hours

2) A digital CCTV system recommended to be installed in the premises and complied with the following;

- (a) Camera(s) must be sited to observe the entrance doors from both inside and outside.
- (b) Camera(s) on the entrance must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
- (c) Camera(s) must be sited to cover all areas to which the public have access,

excluding toilets if on site.

(d) Provide a linked record of the date, time of any image.

(e) Provide HD digital quality images in colour during opening times.

(f) Have a monitor to review images and recorded quality.

(g) Be regularly maintained to ensure continuous quality of image capture and retention.

(h) Member of staff trained in operating CCTV at venue during times open to the public.

(i) Digital images must be kept for 31 days. The equipment must have a suitable export method, e.g. CD/DVD writer so that Police can make an evidential copy of the data they require.

**3)** An incident log shall be kept at the premises, it will be in a hardback durable format handwritten at the time of the incident or as near to as is reasonable and made available on request to the Police, which will 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.

**4)** On any occasion that regulated entertainment is provided the premises are to have a minimum of 4 SIA licensed operatives employed.

**5)** Smoking to only be permitted at the front of the premises. No more than 3 patrons to be permitted to smoke outside the front of the premises at any one time. The number of smokers to be supervised by a member of staff when an SIA is not in operation.

If these conditions were accepted in full, I would withdraw my representation. I reserve the right to provide further information to support this representation.

Officer: Kayleigh Mitcham  
Licensing Officer Haringey & Enfield Police

[Kayleigh.Mitcham@met.police.uk](mailto:Kayleigh.Mitcham@met.police.uk)

Date: 26<sup>th</sup> July 2022

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**From:** [Barrett Daliah](#) on behalf of [Licensing](#)  
**To:**  
**Cc:** ; [Licensing](#)  
**Subject:** FW0000/1141 - Princess Banqueting Hall 502-508 High Road Tottenham  
**Date:** 05 August 2022 14:40:00  
**Attachments:** [1090935.pdf](#)

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Dear Mr Stegariu,

Please see a follow up to your email from Building Control clarifying matters for you.

Regards

Daliah Barrett

**Building Control**

Robert McIver Head of Building Control



Haringey Licensing Department  
River Park House  
225 High Road  
London  
N22 8HQ

**Your ref:**  
**Our ref** LL001/LL/0000/1141/  
**Date:** 4 August 2022  
**Contact Name:** Mr P Chenier  
**Direct Line:** 020 8489 5136

Dear Sir/Madam

**LICENSING ACT 2003**

**Location: Princess Banqueting Hall 502 508 High Road Tottenham London Haringey N17 9JF**

**Proposal: Application for premises Licence**

**Regulated Entertainment: Live Music, Recorded Music & Performance of Dance**

I refer to the revised details for the above application for a premises License received in this office 4<sup>th</sup> August 2022, in respect of the above premises.

This office's comments to the latest points are shown below in purple;

1. As being a banqueting Hall there no permanent resident on any floor. **No accommodation figure has been provided**
2. Second floor area can be used independently to first floor. **If the second area can be used independently from the first, then the fire separation indicated between the first floor and the stair enclosure is unsatisfactory.**
3. All furnishing and decoration is outsourced to external contractor (mainly hired by client) fire proofing of furnishing and decoration is clearly specified in Notes To External Contractor, which states any furnishing or decoration to be used has to be FIRE REDUNDANT. **The correct minimum standard required has not been demonstrated.**
4. According to Building Regulation 2000 adequate Separation wall are of Taper Edge. GTEC Fire Board is a plasterboard which provides superior fire resistance for stud partitions, wall lining and ceiling systems. Achieve 60 minutes fire resistance from a 15mm single layer partition system. **This matter deals with the surface spread of flame of the walls, and not the fire resistance if the walls which has been addressed.**
5. All decoration including drapers, fabrics and similar features are outsourced. **The minimum standard of fire resistance has not been specified.**



LL001MAUG2021

River Park House  
Level 6 - 225 High Road  
London N22 8HQ  
building.control@haringey.gov.uk  
T 020 8489 5504

6. Ventilation:

Positive Input Ventilation (PIV) is an energy efficient mechanical method of pushing out and replacing stale unhealthy air with drier fresh air by gently introducing filtered air into the premises and increasing the circulation of fresh air around the property and improving the indoor air quality. *The manufacturer's details of the proposed unit has not been provided. The ventilation rates, as specified in the Technical Standards for Places of Entertainment, have not shown to be provided.*

7. Each hall comprises of following

First Floor: 8 x Air Conditioning Inverter units

An inverter is energy saving technology that eliminates wasted operation in air conditioners by efficiently controlling motor speed. Air conditioners maintain set temperature by cooling when room temperature rises above the set temperature and heating when the room temperature falls below the set temperature. *The manufacturer's details of the proposed unit has not been provided to demonstrate adequacy.*

8. EICR ( electrical installation condition report (EICR) available on request.

identifies any damage, deterioration, defects and/or conditions which may give rise to danger along with observations for which improvement is recommended. *A higher standard of electrical cabling is required for places of entertainment. The type of wiring at the premises has not been provided to determine adequacy.*

9. Fire Lobby is created within the first floor area to achieve fire protection between stairs and first floor exist, the amended floor plans are available on request. *No revised floor plans have been provided.*

10. Exist signage are installed according to the UK Building Regulation requirements, there should be an exit sign placed on every doorway, escape or another route which provides an exit and means of escape from a fire or other emergency situation. The signs confirm to the BS 5499 Pt 4:2000 which meets the Building Regulations. They will also meet the requirements of the Health and Safety 1996 – Safety Signs & Signals Regulations. *A plan has not been provided with the location of the exit signage clearly marked upon it to determine the adequacy of their numbers and locations.*

*Point 11 of the points raised by this department appears not to have been addressed and the numbering appears incorrect from this point, due to its absence.*

11. Locks to the exist doors are replaced by BS3621 type Thumb turn sash locks. *Thumb turn locks are not suitable for public escape routes.*

12. External Exist Signage is placed with Fire Assembly Signs. *Exit signage leading to an external place of safety are to be shown on a floor plan to determine their adequacy of number and location.*

13. Call Points, Fire extinguisher locations are specified in the separate fire exist Floor Plan (available on request) *A floor plan has not been provided with these shown to determine adequacy of number and location.*

14. Door adjacent to bar on second floor is to access the terrace which is NOT a fire exist and is only to be used by authorized personnel only. *External edge protection from falling in this outside area not indicated.*

15. The store next to kitchen is been removed and whole area is part of a kitchen which is separated by Fire redundant door achieving minimum of 60 minutes fire rating. *A plan has not been provided to demonstrate the adequacy of what has been suggested.*

16. All door are replaced by fire rated doors. No floor plan has been provided to indicate the location of the proposed fire doors.
17. Update plans will be submitted including emergency lights, Exist signage, Fire Alarm and call points. No floor plans have been submitted to assess the adequacy of the proposal.

From the information which has been provided, it is not possible for this department to determine whether the proposal being made is suitably safe under the Licensing objective for the Protection of Public Safety.

Yours faithfully

A handwritten signature in blue ink, appearing to be 'P. Chenier', written in a cursive style.

**P. Chenier**  
**Principal Building Surveyor**

**From:** [Barrett Daliah](#)  
**To:**  
**Cc:** [Licensing](#)  
**Subject:** FW: 502-508 High Street, Tottenham London N17 9JF  
**Date:** 26 July 2022 15:15:00

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Dear Mr Stegariu

Please see below additional information that the Licensing Authority will be placing before the Licensing Sub Committee on 8<sup>th</sup> August at the hearing.

Regards

Licensing Team

FOR INFORMATION:

The Licensing Authority having had a little dialogue with Mr Stegariu by email have received clarity that Mr Stegariu does not have any experience of operating a licensed premises. The premises at 502-508 High Road has a capacity of potentially over 400 people. Granting a licence would mean the potential for a late night venue/club to be operated in this area which does have residential nearby and is also landlocked in that patrons would be parking in the residential roads and therefore the likelihood of noise and anti social behaviour will have a wider impact. Whilst it is noted that Mr Stegariu is employing Mr Piphiti to operate and manage the premises the fact remains that this is a large capacity venue and that is seeking the alcohol sales and therefore it is right that the Licensing Sub Committee ensure that safeguards are in place in a proportionate manner. The Licensing Authority RA propose the following measures:

**Proposed operating hours:**

**Regulated Entertainment: Live Music, Recorded Music & Performance of Dance**

Monday to Sunday 1100 to 23:30 hours

**Late Night Refreshment**

Monday to Sunday 2300 to 23:30 hours

**Supply of Alcohol**

Monday to Sunday 1100 to 23:30 hours

Supply of alcohol **ON** the premises.

**Hours open to Public**

Monday to Sunday 1100 to 0000 hours

The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.

An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the Haringey Council. The log will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of customers
- (c) any incidents of disorder (disturbance caused either by one person or a group of people)
- (d) seizures of drugs or offensive weapons
- (e) any faults in the CCTV system or searching equipment or scanning equipment
- (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it

### **Door Supervisors**

On any occasion that regulated entertainment is provided, not less than 4 SIA registered door supervisors shall be engaged to control entry.

Any designated queuing area shall be enclosed within appropriate barriers to ensure that the highway is kept clear.

There shall be no sales of alcohol for consumption off the premises.

No entertainment, performance, service, or exhibition involving nudity or sexual stimulation shall be permitted.

---

**From:** Daniel Stegariu <>  
**Sent:** 25 July 2022 18:04  
**To:** Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>  
**Cc:** Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>; [kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk); [NAMailbox-.Licensing@met.police.uk](mailto:NAMailbox-.Licensing@met.police.uk); \_\_\_\_\_  
**Subject:** Re: 502-508 High Street, Tottenham London N17 9JF

Dear Daliah

### **Can you clarify what the application by Ms Cotlogut has to do with your application?**

My application has nothing to do with hers and is completely separate from Ms Cotlogut's application.

At the start of the whole process of buying the business I was told that Ms Cotlogut had an application for a Premises Licence, we were told that there were some issues with her application, my agent and solicitor advised me to submit a new application as there were several

weeks of no communication and Ms Cotlogut could not tell us anything new.

If she had a licence granted a few months ago it would have been transferred to my company DMS Facilities Ltd.

If I cannot gain a licence for the premises, I will not continue with the purchase.

I negotiated a price and went forward with the lease based gaining the approved licence for the premises to run as a banqueting hall.

**You have submitted an application in your own right that is not dependant on what happens with Ms Cotloguts application is it?**

Correct my application is not dependant on Ms Cotlogut's application.

**Please advise what types of events you are seeking to operate at the venue/how you intend to manage the venue?**

Weddings

Christenings

Bar Mitzvah's

Birthdays

Family Celebrations and other such events.

Hopefully this clears up the matter.

Many thanks,

Daniel

On Mon, Jul 25, 2022 at 4:55 PM Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)> wrote:

Hello Daniel,

Can you clarify what the application by Ms Cotlogut has to do with your application?  
You have submitted an application in your own right that is not dependant on what happens with Ms Cotloguts application is it?

Please advise what types of events you are seeking to operate at the venue/how you intend to manage the venue?

Regards

Daliah Barrett

---

**From:** Daniel Stegariu <>

**Sent:** 25 July 2022 16:41

**To:** Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>; Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>; [kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk); [NAMailbox-.Licensing@met.police.uk](mailto:NAMailbox-.Licensing@met.police.uk)

**Cc:**

**Subject:** 502-508 High Street, Tottenham London N17 9JF

Dear Daliah

We are very happy to arrange a time and date any time from 25<sup>th</sup> July 2022 onwards for us to speak and/or to provide you with the relevant information.

In my previous emails I requested a meeting/communication with you/your department as this would have helped clear up all the confusion and we could provide the required information, my previous agent stopped providing me with updates on the licence application.

When the application is approved my manager Alex Paphiti would sign the relevant forms in order for him to be appointed as the DPS and start the dealing with the tasks of starting up and running the business.

Alex is employed as the proposed manager and the proposed DPS of the premises obviously he will start the job when the licence is granted by Haringey Council.

Before he was injured in a major car crash we have been in discussions about the business (business functions/ideas, daily operations, marketing, bookings etc). As requested I sent you/your department with confirmation about Alex acting on my behalf due to my agent not communicating & updating me with any information.

Alex has been recently released from hospital and as I am away out of the country he wanted to introduce himself to you and the other departments to get the process moving. Alex can sign the consent form/application in order to be listed as the proposed DPS if you want it to be at anytime you wish.

### **Current Licence Application**

Apologies if I missed any emails from you or your department as well as the Police, but I employed an agent to deal with the process and this relationship has broken down, that is why I sent an email into your department towards the end of time period as I wasn't being informed about anything from my agent. If you need any information please use my email and or the email address for Alex and it will be provided without delay.

I purchased the lease for the property with the intention of operating the business once the correct licences are granted by your department, we will then start to operate in accordance with the lease and the licence conditions.

My involvement at the venue is zero at this moment in time, no licence has been issued and I understand that Cornelia has applied for a temporary licence a little while ago, but again the council did not granted a licence to her. We can not do anything in the premises.

Alex will be the person in control and managing the premises. He holds a personal licence and has a large number of years in the hospitality industry, he



was personally recommended to me due to his knowledge and experience, I am confident that Mr Paphiti can speak with you directly and demonstrate his level of experience, expertise and answer questions to clear up this matter.

I have a lease for the property, & I will take control of the building and start operating once we have the application approved. After seeing the objections from the Building Control I have employed a company "Techsolutions" who have dealt with all these matters and are almost finished producing the required reports/information need.

**1. The venue is shown and advertised for hire, as Clasic Restaurant please provide details of upcoming dates and the details of any proposed event?**

*We weren't aware that the venue being advertised? Where is the advertisement being displayed? I am not part of any advertisement for "Clasic Restaurant", we have not started with any advertisements or marketing.*

*No upcoming dates at this present time, once Alex is fully fit (he was involved in a major car crash) he will be taking control of the marketing and events - but only after we have been granted a licence from the council.*

**2. Please clarify what your involvement has been with the day to operation of the venue to date?**

*My involvement day-to-day at the venue is zero at this moment in time, no licence has been issued to me, when you grant the licence, Alex will be the DPS running the day to day.*

**3. Please clarify your involvement with the operators of Clasic Restaurant?**

*My involvement with the operators of "Clasic Restaurant" basically has been negotiations and signing a lease for the property between Soffi & Co Ltd company number: 12393636 and my company DMS Facilities Ltd (company number: 14106826). You have been given a copy of this lease.*

*I was told that Cornelia Cotlogut (Director of Soffi & Co) would have the required licence granted by the council time the*

*The previous lease holder Soffi & Co Ltd and now we are waiting for the approval from the council before we can start to plan ahead and get the business running.*

**4. What is your understanding of the licensing objectives?**

The 4 licensing objectives are

- a) the prevention of crime and disorder;
- b) public safety;
- c) the prevention of public nuisance; and.
- d) the protection of children from harm.

**5. Have you been the Premises Licence holder elsewhere please provide**

**the address of any previous venues you have been the PLH for?**

No I have not been the premises licence holder elsewhere, my manager Alex is a very experienced individual in regards to this type of business.

**6. Have you had any training in hospitality management?**

I am a personal licence holder, Mr Paphiti has almost 30 years experience and training at every level in hospitality as well as a personal licence for almost 10 years and can speak with you directly and demonstrate his level of experience and expertise and answer questions clear up this matter.

I am away on a family matter until the end of August but please feel free to email or call me if Alex can not provide you with the relevant information.

Regards,

Daniel –

This email and any files transmitted with it are confidential, may be subject to legal privilege and are intended only for the person(s) or organisation(s) to whom this email is addressed. Any unauthorised use, retention, distribution, copying or disclosure is strictly prohibited. If you have received this email in error, please notify the system administrator at Haringey Council immediately and delete this e-mail from your system. Although this e-mail and any attachments are believed to be free of any virus or other defect which might affect any computer or system into which they are received and opened, it is the responsibility of the recipient to ensure they are virus free and no responsibility is accepted for any loss or damage from receipt or use thereof. All communications sent to or from external third party organisations may be subject to recording and/or monitoring in accordance with relevant legislation.

**From:** [Barrett Daliah](#) on behalf of [Licensing](#)  
**To:** [Barrett Daliah](#); [Licensing](#)  
**Cc:** [kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk); [NAMailbox-.Licensing@met.police.uk](mailto:NAMailbox-.Licensing@met.police.uk); \_  
**Subject:** RE: Princess Banqueting Hall 502-508 High Road Tottenham  
**Date:** 04 August 2022 17:20:00

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Dear Mr Stegariu,

I fully expect the Building Control Officer to come back to you on the matters listed below but I have inserted some queries in the meantime below that will need your attention.

Regards

Daliah Barrett

Licensing Team Leader

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**From:** Daniel Stegariu <>  
**Sent:** 04 August 2022 15:16  
**To:** Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>; Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>  
**Cc:** [kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk); [NAMailbox-.Licensing@met.police.uk](mailto:NAMailbox-.Licensing@met.police.uk); Alexander Paphiti <>  
**Subject:** Re: Princess Banqueting Hall 502-508 High Road Tottenham

Dear Daliah

Following on from the previous email, which addressed the issues raised in the attached letter from the council's building control officer, being dealt with by Tech Solution Ltd.

Are you/the licensing department able to provide your support to our application, you have asked us a lot of questions and we have provided you with all the answers, it is hoped that you can now fully support our business/application.

We still have not had any communication back from the Police Authority (PC Kayleigh Mitcham) despite sending them several emails (on a almost daily basis) or any other officer from the Police department.

Have you had any communication with the Kayleigh or the Police authority in relation to our application? Can you provide us with an alternative phone number for Kayleigh or the Police Authority.

Regards,

Daniel

On Thu, Aug 4, 2022 at 10:53 AM Daniel Stegariu <> wrote:

|

----- Forwarded message -----

From: <[info@tecsolution.co.uk](mailto:info@tecsolution.co.uk)>

Date: Wednesday, August 3, 2022

Subject: Princess Banqueting Hall 502-508 High Road Tottenham

To:

Hi Chenier,

Ref: LL001/LL/0001/1141

Location :Princess Banqueting Hall

Address: 502-508 High Road Tottenham London N17

I refer to the above application for a premises License, as per of the letter 31/05/2022 please find the detail of the remedial work which is carried out to get the building compliant to licensing objective for the Protection of Public safety.

List of remedial work as per of the list,

1. As being a banqueting Hall there no permanent resident on any floor. **This is not relating to accommodation as in residential it is meaning capacity figures for the two floors .Please advise on figures?**
2. Second floor area can be used independently to first floor. **What are the capacities and the means of escape from this area?**
3. All furnishing and decoration is outsourced to external contractor (mainly hired by client) fire proofing of furnishing and decoration is clearly specified in Notes To External Contractor, which states any furnishing or decoration to be used has to be FIRE REDUNDANT. **I think that should be Fire Retardant**
4. According to Building Regulation 2000 adequate Separation wall are of Taper Edge. GTEC Fire Board is a plasterboard which provides superior fire resistance for stud partitions, wall lining and ceiling systems. **Achieve 60 minutes fire resistance from a 15mm single layer partition system.**
5. All decoration including drapers, fabrics and similar features are outsourced.
6. Ventilation:

Positive Input Ventilation (PIV) is an energy efficient mechanical method of pushing out and replacing stale unhealthy air with drier fresh air by gently introducing filtered air into the premises and increasing the circulation of fresh air around the property and improving the indoor air quality.

7. Each hall comprises of following

First Floor: 8 x Air Conditioning Inverter units

**What about the 2<sup>nd</sup> Floor?**

An inverter is **energy saving technology that eliminates wasted operation in air conditioners by efficiently controlling motor speed.** Air conditioners maintain set temperature by cooling when room temperature rises above the set temperature and heating when the room temperature falls below the set temperature.

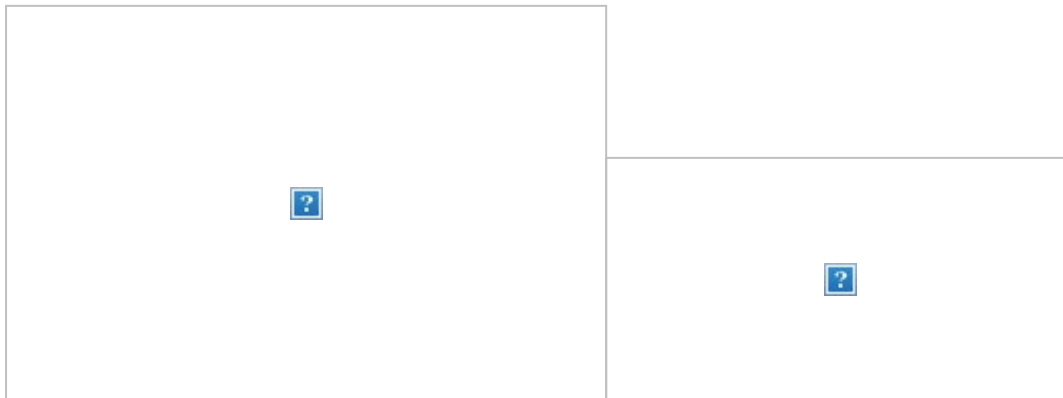
8. EICR ( electrical installation condition report (EICR) available on request.

**identifies any damage, deterioration, defects and/or conditions which may**

**give rise to danger along with observations for which improvement is recommended.**

9. Fire Lobby is created within the first floor area to achieve fire protection between stairs and first floor exist, the amended floor plans are available on request. **We need to see the amended floor plans**
10. Exist signage are installed according to the UK Building Regulation requirements, there should be an exit sign placed on every doorway, escape or another route which provides an exit and means of escape from a fire or other emergency situation. The signs confirm to the BS 5499 Pt 4:2000 which meets the Building Regulations. They will also meet the requirements of the Health and Safety 1996 – Safety Signs & Signals Regulations.
11. Locks to the exist doors are replaced by BS3621 type Thumb turn sash locks.
12. External Exist Signage is placed with Fire Assembly Signs.
13. Call Points, Fire extinguisher locations are specified in the separate fire exist Floor Plan (available on request) **Please submit plans**
14. Door adjacent to bar on second floor is to access the terrace which is NOT a fire exist and is only to be used by authorized personnel only. **The terrace is NOT to be used by the public at any time.**
15. The store next to kitchen is been removed and whole area is part of a kitchen which is separated by Fire redundant door achieving minimum of 60 minutes fire rating. **Has the plan been amended to reflect this**
16. All door are replaced by fire rated doors.
17. Update plans will be submitted including emergency lights, Exist signage, Fire Alarm and call points. **Submit plans please**

For any queries do not hesitate to contact us.



This page is intentionally left blank

**From:** [Barrett Daliah](#)  
**To:** ; [Licensing](#)  
**Cc:** [kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk); [NAMailbox-.Licensing@met.police.uk](mailto:NAMailbox-.Licensing@met.police.uk);  
**Subject:** Re: Princess Banqueting Hall 502-508 High Road Tottenham  
**Date:** 04 August 2022 16:26:55

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Dear Mr Stegariu ,

The matter is far from resolved and all communications will be placed before the LSC next week.

The Rep raised by the Building Control is also resolved.

If there are plans showing the corrected position then please send them through.

The Committee will have the task of looking at all the concerns raised and will ultimately be the ones to determine this matter as they see fit.  
They may grant or refuse the application.

Regards  
Daliah Barrett  
Licensing Team Leader

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**From:** Daniel Stegariu <>  
**Sent:** Thursday, August 4, 2022 3:16:12 PM  
**To:** Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>; Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>  
**Cc:** [kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk) <[kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk)>; [NAMailbox-.Licensing@met.police.uk](mailto:NAMailbox-.Licensing@met.police.uk) <[NAMailbox-.Licensing@met.police.uk](mailto:NAMailbox-.Licensing@met.police.uk)>; Alexander Paphiti <>  
**Subject:** Re: Princess Banqueting Hall 502-508 High Road Tottenham

Dear Daliah

Following on from the previous email, which addressed the issues raised in the attached letter from the council's building control officer, being dealt with by Tech Solution Ltd.

Are you/the licensing department able to provide your support to our application, you have asked us a lot of questions and we have provided you with all the answers, it is hoped that you can now fully support our business/application.

We still have not had any communication back from the Police Authority (PC Kayleigh Mitcham) despite sending them several emails (on a almost daily basis) or any other officer from the Police department.

Have you had any communication with the Kayleigh or the Police authority in relation to our application? Can you provide us with an alternative phone number for Kayleigh or the Police Authority.

Regards,

Daniel

On Thu, Aug 4, 2022 at 10:53 AM Daniel Stegariu <> wrote:

----- Forwarded message -----

From: <[info@tecsolution.co.uk](mailto:info@tecsolution.co.uk)>

Date: Wednesday, August 3, 2022

Subject: Princess Banqueting Hall 502-508 High Road Tottenham

To:

Hi Chenier,

Ref: LL001/LL/0001/1141

Location :Princess Banqueting Hall

Address: 502-508 High Road Tottenham London N17

I refer to the above application for a premises License, as per of the letter 31/05/2022 please find the detail of the remedial work which is carried out to get the building compliant to licensing objective for the Protection of Public safety.

List of remedial work as per of the list,

1. As being a banqueting Hall there no permanent resident on any floor.
2. Second floor area can be used independently to first floor.
3. All furnishing and decoration is outsourced to external contractor (mainly hired by client) fire proofing of furnishing and decoration is clearly specified in Notes To External Contractor, which states any furnishing or decoration to be used has to be FIRE REDUNDANT.
4. According to Building Regulation 2000 adequate Separation wall are of Taper Edge. GTEC Fire Board is a plasterboard which provides superior fire resistance for stud partitions, wall lining and ceiling systems. Achieve **60 minutes fire resistance from a 15mm single layer partition system.**
5. All decoration including drapers, fabrics and similar features are outsourced.
6. Ventilation:

Positive Input Ventilation (PIV) is an energy efficient mechanical method of pushing out and replacing stale unhealthy air with drier fresh air by gently introducing filtered air into the premises and increasing the circulation of fresh air around the property and improving the indoor air quality.

7. Each hall comprises of following

First Floor: 8 x Air Conditioning Inverter units

An inverter is **energy saving technology that eliminates wasted operation in air conditioners by efficiently controlling motor speed.** Air conditioners maintain set temperature by cooling when room temperature rises above the set temperature and heating when the room temperature falls below the set temperature.

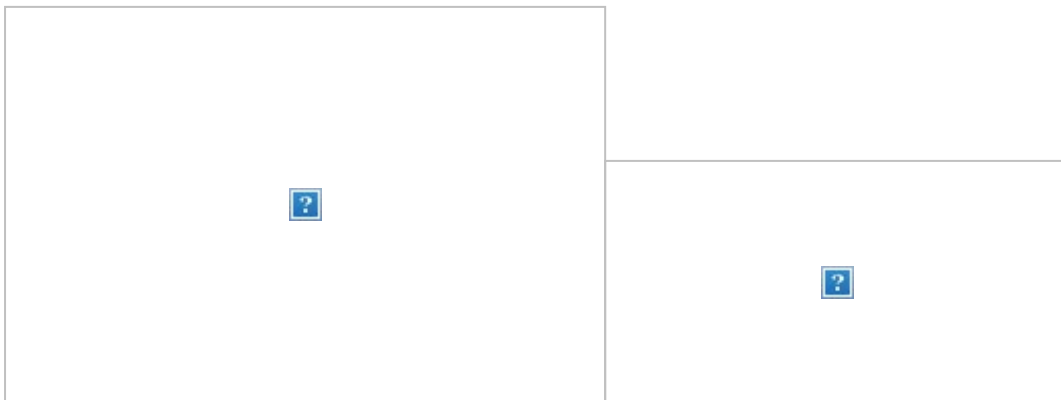


8. EICR ( electrical installation condition report (EICR) available on request.

**identifies any damage, deterioration, defects and/or conditions which may give rise to danger along with observations for which improvement is recommended.**

9. Fire Lobby is created within the first floor area to achieve fire protection between stairs and first floor exist, the amended floor plans are available on request.
10. Exist signage are installed according to the UK Building Regulation requirements, there should be an exit sign placed on every doorway, escape or another route which provides an exit and means of escape from a fire or other emergency situation. The signs confirm to the BS 5499 Pt 4:2000 which meets the Building Regulations. They will also meet the requirements of the Health and Safety 1996 – Safety Signs & Signals Regulations.
11. Locks to the exist doors are replaced by BS3621 type Thumb turn sash locks.
12. External Exist Signage is placed with Fire Assembly Signs.
13. Call Points, Fire extinguisher locations are specified in the separate fire exist Floor Plan (available on request)
14. Door adjacent to bar on second floor is to access the terrace which is NOT a fire exist and is only to be used by authorized personnel only.
15. The store next to kitchen is been removed and whole area is part of a kitchen which is separated by Fire redundant door achieving minimum of 60 minutes fire rating.
16. All door are replaced by fire rated doors.
17. Update plans will be submitted including emergency lights, Exist signage, Fire Alarm and call points.

For any queries do not hesitate to contact us.



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**From:** Ergun yurdagul <>  
**Sent:** 09 June 2022 15:04  
**To:** Barrett Daliah <Daliah.Barrett@haringey.gov.uk>  
**Subject:** Ynt: 502-508 High Road N17

Dear Mrs Barrett,

It's a bit confusing for me as well. Please ignore my previous email that I sent today.

Mr Daniel provided me a copy of sub-lease agreement. Please see enclosed document. I understand that he will take over the business on 25<sup>th</sup> June 2025.

Yours Sincerely,

E. Yurdagul

---

**Gönderen:** Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>  
**Gönderildi:** 6 Haziran 2022 Pazartesi 12:34  
**Kime:** 'ist@live.co.uk' <>; "[\\_\\_\\_\\_\\_](mailto:ist@live.co.uk)  
<>  
**Bilgi:** Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>  
**Konu:** RE: 502-508 High Road N17

Dear Sirs,

Please provide a response to this matter. We are advised by the current leaseholder that they are still in occupation of the premises and that they wish to proceed with their application for a Premises licence for the venue.

Regards  
Licensing Team

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**From:** Barrett Daliah  
**Sent:** 30 May 2022 08:43  
**To:** 'ist@live.co.uk' <>; "[\\_\\_\\_\\_\\_](mailto:ist@live.co.uk)  
**Cc:** Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>

**Subject:** 502-508 High Road N17

Dear Sirs,

Please advise the status of your occupancy for the premises. The current occupants have indicated that they will be continuing with their application for the Premises Licence.

How will the premises be operated between you both on potentially two different premises licence?

Regards  
Licensing Team

This email and any files transmitted with it are confidential, may be subject to legal privilege and are intended only for the person(s) or organisation(s) to whom this email is addressed. Any unauthorised use, retention, distribution, copying or disclosure is strictly prohibited. If you have received this email in error, please notify the system administrator at Haringey Council immediately and delete this e-mail from your system. Although this e-mail and any attachments are believed to be free of any virus or other defect which might affect any computer or system into which they are received and opened, it is the responsibility of the recipient to ensure they are virus free and no responsibility is accepted for any loss or damage from receipt or use thereof. All communications sent to or from external third party organisations may be subject to recording and/or monitoring in accordance with relevant legislation.

**COMMERCIAL SUBLEASE AGREEMENT**

**THIS SUBLEASE** dated this 18th day of May, 2022

**BETWEEN:**

Soffi & Co LTD  
(the "Sublandlord")

**OF THE FIRST PART**

**- AND -**

DMS FACILITIES LTD  
(the "Subtenant")

**OF THE SECOND PART**

**Background**

- A. This is an agreement (the "Sublease") to sublet real property according to the terms specified below.
- B. The master lease (the "Master Lease") is dated May 18, 2022 and is between Parck Way Estate (the "Landlord") and the Sublandlord with respect to the following lands and any improvements on those lands (the "Premises"): 502-508 High Road , London , N17 9JF.
- C. The Subtenant is willing to undertake certain obligations of the Master Lease.

**IN CONSIDERATION OF** the Sublandlord subletting and the Subtenant renting the Subleased Premises, both parties agree to keep, perform and fulfill the promises, conditions and agreements below:

**Subleased Premises**

- 1. The Sublandlord leases to the Subtenant all of the Premises (the "Subleased Premises").

**Term**

2. The term (the "Term") of this Sublease commences at 12:00 noon on June 25, 2022 and ends at 12:00 noon on June 26, 2027.
3. The provisions of this Sublease are subject to the terms and restrictions of the Master Lease.

**Rent**

4. The amount of rent and the conditions of payment are the same as under the Master Lease.
5. The Subtenant will deliver or send the rent to the Sublandlord at 13 Top House Rice E4 7EE.

**Use of Subleased Premises**

6. Except as otherwise provided in this Sublease, the Subtenant and the agents and employees of the Subtenant will only use the Subleased Premises for a purpose consistent with the permitted use allowed in the Master Lease. Further, the Subtenant agrees to comply with all other applicable provisions of the Master Lease, and will not do anything that would constitute a violation of any part or condition of the Master Lease.

**Utilities**

7. All payments for utilities and other charges connected with the Subleased Premises, which are to be paid by the Sublandlord under the Master Lease, will be paid by the Subtenant during the Term of this Sublease.

**Maintenance and Repairs**

8. The Subtenant agrees to surrender and deliver to the Sublandlord the Subleased Premises and all furniture and decorations within the Subleased Premises in as good a condition as they were at the beginning of the Term, reasonable wear and tear excepted. The Subtenant will be liable to the Sublandlord and the Landlord for any damages occurring to the Subleased Premises or the contents of the Subleased Premises or to the building which are done by the Subtenant or the Subtenant's guests.
9. The Subtenant will immediately report all general maintenance issues and needed repairs to the Sublandlord and the Landlord.

**Alterations and Improvements**

10. With the prior written consent of the Sublandlord, the Subtenant may make approved alterations and improvements to the Subleased Premises.
11. Any alterations and improvements must comply with all applicable construction laws and regulations regarding property improvements.

12. The Subtenant will ensure that the Subleased Premises remain free and clear of any and all liens arising out of the work performed or materials used in making such improvements to the Subleased Premises.

**Taxes**

13. The Subtenant will pay any privilege, excise and other taxes duly assessed against the business of the Subtenant, the Subleased Premises and any personal property on or about the Subleased Premises. The Subtenant will avoid the assessment of any late fees or penalties.

**Event of Default**

14. The Subtenant will default under this Sublease if any one or more of the following events (the "Event of Default") occurs:
  - a. The Subtenant fails to pay the Rent to the Sublandlord or any amount of it when due or within any grace period, if any.
  - b. The Subtenant fails to perform any of its obligations under this Sublease or any applicable obligation under the Master Lease.
  - c. The Subtenant becomes insolvent, commits an act of bankruptcy, becomes bankrupt, takes the benefit of any legislation that may be in force for bankrupt or insolvent debtors, becomes involved in a voluntary or involuntary winding up, dissolution or liquidation proceeding, or if a receiver will be appointed for the affairs of the Subtenant.
  - d. The Subtenant abandons the Subleased Premises or any part of the Subleased Premises.
  - e. The Subtenant uses the Subleased Premises for any unpermitted or illegal purposes.
  - f. The Subtenant fails to commence, diligently pursue, and complete the Subtenant's work to be performed pursuant to this Sublease pertaining to the Subleased Premises.
  - g. The Subleased Premises, or any part of the Subleased Premises is completely or partially damaged by fire or other casualty that is due to the Subtenant's negligence, wilful act, or that of the Subtenant's employee, family, agent, or guest.
  - h. Any other event of default provided in the Master Lease or the Act.

**Remedies**

15. Upon the occurrence of any Event of Default, the Sublandlord has any or all of the following remedies:
  - a. Terminate the Sublease upon the greater of any notice required in the Master Lease or the Act and the Term will then immediately become forfeited and void.
  - b. The Sublandlord may, but is not obligated to, perform on behalf of the Subtenant, any obligation of this Sublease or the Master Lease which the Subtenant has failed to perform. The Sublandlord may seek redress from the Subtenant for such performance.
  - c. The Sublandlord may reenter the Subleased Premises or any part of the Subleased Premises and in the name of the whole repossess and enjoy the same as of its former state anything contained within the Subleased Premises.
  - d. Any other remedy provided in the Master Lease or the Act.
16. No reference to or exercise of any specific right or remedy by the Sublandlord will prejudice or preclude the Sublandlord from any other remedy whether allowed at law or in equity or expressly provided for in this Sublease or the Master Lease. No such remedy will be exclusive or dependent upon any other such remedy, but the Sublandlord may from time to time exercise any one or more of such remedies independently or in combination.
17. Upon the expiration, termination or cancellation of the Master Lease or this Sublease, all obligations of the parties under this Sublease will be extinguished.
18. Any improvements remaining on the Subleased Premises upon termination will revert to the Sublandlord and will be free of any encumbrance at the time of such reversion.

**Surrender of Premises**

19. At the expiration of the Term of this Sublease, the Subtenant will quit and surrender the Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use and wear and damages by the elements excepted.

**Governing Law**

20. It is the intention of the parties to this Sublease that the tenancy created by this Sublease and the performance under this Sublease, and all suits and special proceedings under this Sublease, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of England, without regard to the jurisdiction in which any action or special proceeding may be instituted.



**Severability**

21. If there is a conflict between any provision of this Sublease and the applicable legislation of England (the "Act"), the Act will prevail and such provisions of the Sublease will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Sublease.
22. In the event that any of the provisions of this Sublease will be held to be invalid or unenforceable in whole or in part, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included in this Sublease and the remaining provisions had been executed by both parties subsequent to the expungement of the invalid provision.

**Assignment and Subletting**

23. The Subtenant will not assign, transfer or further sublet the Subleased Premises or any part of the Subleased Premises without the prior written consent of the Sublandlord and the Landlord.

**Notices**

24. Unless otherwise specifically provided in this Sublease, all notices from the Subtenant to the Sublandlord will be served or sent to the Sublandlord at the following address:  
13 Top house rice E4 8AH.
25. Unless otherwise specifically provided in this Sublease, all notices from the Sublandlord to the Subtenant will be served or sent to the Subtenant at the following address:  
187 Waltham Way E4 8AG.
26. All notices to be given under this Sublease will be in writing and will be served personally or sent by certified or registered mail.

**Master Lease**

27. Except as otherwise expressly provided in this Sublease, the Subtenant will perform all applicable duties and obligations of the Sublandlord under the Master Lease from June 25, 2022 until the end of the Term of this Sublease.
28. Except as otherwise expressly provided in this Sublease, the Sublandlord will have, as to the Subtenant, all applicable rights and remedies that the Landlord has with respect to the Sublandlord in the Master Lease.
29. This Sublease contains all of the conditions and terms made between the parties to this Sublease, and may not be modified orally or in any other manner other than by agreement in

writing signed by all parties to this Sublease or their respective successors in interest.

30. This Sublease incorporates and is subject to the Master Lease, a copy of which has been or will be later provided to the Subtenant, and which is incorporated as if it were set out in this Sublease.

**General Provisions**


31. In the event of any legal action concerning this Sublease, the losing party will pay to the prevailing party reasonable attorney's fees and court costs to be fixed by the court and such judgment will be entered.
32. The Sublandlord may enter the Subleased Premises upon 24 hours notice for any of the following reasons:
- a. to inspect the Subleased Premises;
  - b. to maintain the Subleased Premises; or
  - c. to make repairs that the Sublandlord is obligated to perform.
33. This Sublease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, as the case may be, of each party to this Sublease. All covenants are to be construed as conditions of this Sublease.
34. All sums payable by the Subtenant to the Sublandlord under any provision of this Sublease will be deemed to be Additional Rent and will be recovered by the Sublandlord as rental arrears.
35. Where there is more than one Subtenant executing this Sublease, all Subtenants are jointly and severally liable for each other's acts, omissions and liabilities under this Sublease.
36. The Subtenant will be charged an additional amount of £25.00 for each N.S.F. cheque or cheque returned by the Subtenant's financial institution.
37. All schedules to this Sublease are incorporated into and form an integral part of this Sublease.
38. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Sublease. Words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. The words "Sublandlord"

and "Subtenant" as used in this Sublease include the plural as well as the singular; no regard for gender is intended by the language in this Sublease.

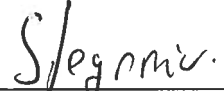
- 39. This Sublease may be executed in counterparts.
- 40. Time is of the essence in this Sublease.
- 41. The Sublandlord and the Subtenant have no interest or other rights of ownership in each other. The parties to this Sublease are not agents for each other. Under no circumstances will this Sublease be construed as creating a partnership or joint venture between the parties to this Sublease.
- 42. Each signatory to this Sublease acknowledges receipt of an executed copy of this Sublease.
- 43. This Sublease will not be valid and binding on the Sublandlord and Subtenant unless and until it has been completely executed by and delivered to both parties and the Landlord has consented to this Sublease.

**IN WITNESS WHEREOF** the Sublandlord and the Subtenant have duly affixed their signatures under hand and seal on this 18th day of May, 2022.

  
\_\_\_\_\_  
Witness

Soffi & Co LTD  
per:  (SEAL)

  
\_\_\_\_\_  
Witness

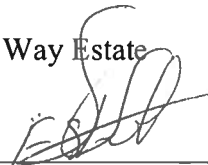
DMS FACILITIES LTD  
per:  (SEAL)

**Consent of Landlord to Sublease**

The undersigned, the landlord in the Master Lease of May 18, 2022, hereby acknowledges consent to the foregoing Sublease Agreement. The Landlord will provide both the Sublandlord and the Subtenant with notice of any breach by the Subtenant under the Master Lease.

Dated: 18 / 05, 2022.

  
\_\_\_\_\_  
Witness

Parck Way Estate  
per:  (SEAL)

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**From:** Daniel Stegariu <>  
**Sent:** 03 August 2022 16:48  
**To:** Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>  
**Cc:** [namailbox-.licensing@met.police.uk](mailto:namailbox-.licensing@met.police.uk); Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>;  
[kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk); Alexander Paphiti <>  
**Subject:** Re: Princess Banqueting

Dear Daliah

I have numbered your questions and provided the answer below each numbered question.

Generally going forwards in time during Mondays, Tuesday's, Wednesday's and Thursday's – we wish to utilise the sites kitchen facilities and offer a food led business (Pop Up Restaurant) to potential customers, this will help in making the premises and business viable and add a revenue stream in order to keep us on top of the rent and bills required to operate building.

**1. Whilst we appreciate the offer to reduce the hours for part of the week and the explanation of how weddings will be managed, the fact remains that the request if granted would allow for a 400 + capacity venue to be able to supply alcohol and regulated entertainment until 3am.**

Yes you are correct in the statement about being able to supply alcohol and regulated entertainment until 3am but this will only be in context of being booked as a banqueting hall in order to celebrate a wedding and or another life celebration event. We are only a small venue compared to other banqueting halls in London and we hope to have a high number of customers use our venue, but generally our customer numbers will be less than 400 in reality it would be in the range of 100 - 200 or even 300 people visiting the premises over the entire duration of a wedding event.

The Number of people on site will be managed and controlled with tailor made specific conditions for the premises all in the promotion of the 4 licensing objectives.

Prevention of Crime and Disorder

Public Safety

Prevention of Public Nuisance

Protection of Children from Harm

ACS (Approved Contractor Scheme) SIA Door Supervisors plus addition members of staff monitoring the customers and reporting any issues to the SIA staff for the appropriate action to be taken.

CCTV camera's at the moment we have 16 cameras covering all aspects of the premises and a further 8 more cameras can be added if required to cover any aspects raised by the responsible authorities.

The detailed dispersal policy, Site Action Plan, Point by Point requirements triggered by times during the operation of an event/booking. Staff training manuals and records.

**2. The activities have not been defined or restricted to only allow the premises to be used for weddings and other life celebrations.**

We are happy to define/restrict the premises to only allow it to be used for the functions associated with a banqueting hall. A condition which states we can not operate as a "Night Club" is completely acceptable. Do you require us to draft the wording for this condition? I can find a licensing profession to draft the required condition.

We wish to promote different cultures (Greek, Romanian, Polish, Albanian etc etc) these promotions/events will be in the form of a dinner and dance events, sit down table service offering live music famous signers etc from many different cultures and communities suitable for the whole family to attend.

We do not wish to operate as a nightclub as this type of venue brings several problems we do not want to be associated with our main function is a banqueting hall but these types of other events gives us the flexibility to generate revenue in the time periods when traditional banqueting hall events weddings etc are not operating in the season/time period.

**3. The LA representation offers a condition to not have DJ led events at the premises. You have responded to say that this would not suit the planned style of operation.**

Our events will have a DJ operating providing musical entertainment during the time period when live music signers are taking a break (no human being can sing constantly for hours on end without a break) but this will not mean we will attempt to operate as a night club. Some of our customers can not afford to hire a professional wedding group or singers and the low cost option would be a person i.e. a DJ play recorded music for the event.

**4. In effect if the licence is granted as requested you could operate a nightclub style operation for 400 people.**

We will not operate as a "Night Club" a condition which states this can be agreed.

**4.1 This would have a significant impact in the area as the premises is landlocked with no parking facilities of its own and customers would be parking in residential roads.**

Parking – all our customers will be told to park in the public car parking spaces of

“Stoneleigh Road Car Parks A, B & C” all of these car parks are a short walk away from the premises. We would also have car parking stewards patrolling the car parks giving directions for our customers.

**4.2 A nightclub crowd brings its own associated anti social behaviour issues.**

We agree with you and this is the reason why we state that we do not want to operate as a night club

**5. Also if the venue is for hire for life events the LA would not want under 21 birthday parties taking place onsite.**

Any hiring of the venue will be property risk assessed, we understand your concerns about parties holding events/bookings for persons under the age of 21 and any hire of this will undergo additional checks and only be allowed to go ahead we take if the booking it has to be taken with full service package of 3-4 course meals, seated table service and only the small dancing area used by customers the tables and chairs will remain in place during the entire duration of the event.

Additional ACS SIA Door Supervisors will be required from the standard 1 SIA person per 100 customers. The booking will only accepted by the parent (s) of anyone under the age of 21 and this person(s) will be held liable for any issues or incidents, the deposit requirements will be significantly higher than a normal/standard booking. We will also liaise with the Police authority in regards to such a book providing the relevant information about the booking in order to be checked for potential crime and disorder issues.

**6. The condition for no DJ led events would not impact on weddings, Bar mitzvahs etc etc.**

Yes you are correct about the impact upon our primary function/type of events, but our other events will have a DJ operating providing musical entertainment during the time period when live music signers are taking a break (no human being can sing constantly for hours on end without a break) but this will not mean we will attempt to operate as a night club.

**7. You have not mentioned how any of the works identified in the Building Control representation will be dealt with at this stage.**

Tech Solution Ltd -Fire Protection Association has been dealing with these matters since 20<sup>th</sup> July 2022 and have completed most of the works required, we can forward you the latest emails from Tech Solution Ltd to Haringey Building Control Officer Mr Chenier.

I hope that the above provides you with the required information.

Look forward to hearing from you shortly.

Regards,

Daniel

On Wed, Aug 3, 2022 at 6:51 AM Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)> wrote:

Dear Mr Stegariu,

Thank you for the email it will be placed before the LSC on 8th August.

Whilst we appreciate the offer to reduce the hours for part of the week and the explanation of how weddings will be managed, the fact remains that the request if granted would allow for a 400 + capacity venue to be able to supply alcohol and regulated entertainment until 3am.

The activities have not been defined or restricted to only allow the premises to be used for weddings and other life celebrations.

The LA representation offers a condition to not have DJ led events at the premises. You have responded to say that this would not suit the planned style of operation.

In effect if the licence is granted as requested you could operate a nightclub style operation for 400 people. This would have a significant impact in the area as the premises is landlocked with no parking facilities of its own and customers would be parking in residential roads. A nightclub crowd brings its own associated anti social behaviour issues.

Also if the venue is for hire for life events the LA would not want under 21 birthday parties taking place onsite.

The condition for no DJ led events would not impact on weddings, Bar mitzvahs etc etc.

You have not mentioned how any of the works identified in the Building Control representation will be dealt with at this stage.

The representations remain in place as does the LSC hearing on 8th August.

Regards

Daliah Barrett

Licensing Team Leader

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**From:** Daniel Stegariu <>

**Sent:** Tuesday, August 2, 2022 6:59:18 PM

**To:** [namailbox-.licensing@met.police.uk](mailto:namailbox-.licensing@met.police.uk) <[namailbox-.licensing@met.police.uk](mailto:namailbox-.licensing@met.police.uk)>; [kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk) <[kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk)>; Barrett Daliah <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>; Licensing <[Licensing.Licensing@haringey.gov.uk](mailto:Licensing.Licensing@haringey.gov.uk)>

**Cc:** Alexander Paphiti <>

**Subject:** Re: Princess Banqueting

Dear Daliah/Kayleigh

In order to avoid the need for a licensing hearing, our proposal is to reduce the terminal hours



of operation for the early part of the week - Monday, Tuesday, Wednesday concluding at midnight (00:00) and closure by 00:30.

This is a cumulated reduction of 12 hours from the proposed days and times. Following on from us proving to the Police and Licensing Authorities that the business can operate positively in the hands of competent, responsible, qualified and experienced people with the right team of staff behind them.

Looking into the future it would be our aim to reapply to the licensing authority in order to increase the hours of operation for the above days if there is sufficient demand/need from our customer established it. The hours of operation proposed by the Licensing & Police Authorities can not be used (especially for the main days of function - most people have wedding, family celebrations etc on Fridays, Saturdays and Sunday and the nature of these positive life changing events means people wish to celebrate for more than a few hours).

As you can imagine a typical wedding celebration event takes up the entire day from the time people wake up until late in the night/next morning - generally people will be arriving at our venue from roughly 6pm until 7:30pm and we offer customers a full package (catering for a large number of customers 300-400) age which includes a full 3-4 course meal.

Just to give you a brief summary of the timeline of an event -

The majority of the guests will need to be seated before we start the 3-4 course dinner service this takes a number of hours as there are several points during the evening when the guests will do speeches/toasts, the first dance as husband and wife, cutting the cake, the money dance, (kalamatiano) or pinning money on the bride's dress (different cultures call it different things), but generally its an upbeat and interactive part of the reception involving music, dancing and bills/notes of money being tossed at or handed to the newly married couple in order to help them start their married life in the best possible way.

After all of the above is done all of the guest interact and celebrate with each other with music etc being provided, during this time period people will be leaving the event but there will also be a large number of guest who wish to continue to celebrate the event and will leave a lot later. All of the above doesnt cause any issues in relation to the licensing objectives as we propose to have all the required control measures/conditions in place.

Therefore we are asking for you both to please consider the proposal in relation to the premises and the application, as some of the proposed conditions are clearly not tailored made for our application/venue e.g. you suggested the number of smokers to be limited to 3 patrons, when considering the various aspects of our premises and application - our proposed smoking area is not on the public highway and there is no immediate threat to causing noise pollution, nuisance, crime and disorder or issues with the promotion of the 4 licensing objectives.

A full package of information will be provided if you do not consider the above and the emails from Alex as being sufficient enough to withdraw your representation. I hope to hear from you shortly.

Regards,

Daniel

On Mon, Aug 1, 2022 at 9:49 PM Alexander Paphiti  
<> wrote:

----- Forwarded message -----

From: **Alexander Paphiti** <>

Date: Mon, 1 Aug 2022, 21:47

Subject: Princess Banqueting

To: <[Daliah.Barrett@haringey.gov.uk](mailto:Daliah.Barrett@haringey.gov.uk)>, <[kayleigh.mitcham@met.police.uk](mailto:kayleigh.mitcham@met.police.uk)>,

<>

Dear Daliah/ Kayleigh

I wanted to touch base with you and see if we can come to an amicable solution... I have tried to get in touch with you both via telephone but to no avail...not sure why its difficult to speak with you....nevertheless ... What we wanted to suggest was that we reduce our licensable activities during the week but keep the weekends as applied for and maybe adjust our late night refreshment hours... as this fits our business model.

I do feel a need to justify myself as we seem to be getting the short end of the stick due to others inappropriate activities .

We want to work with Haringey licencing and the Met to reduce crime and disorder and nuisance to the public and increase the safety for children and the public both our customers and other members of the public.

The adjustments we would request are so we can fit in with both the licencing objectives and our business model.

The only way we at Princess banqueting can help contribute in making Haringey a safer borough is to be able to implement our structure and put in place our safety measures...and for us to be able to work alongside you to show or even prove our ability and desire to make this work is for us to be granted the licence that our type of business needs even if minor adjustments need to be put in place...

I am really hoping to speak with you both prior to the hearing on the 8th August 2022 ....

Many thanks

Alexander Paphiti



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**From:** [Barrett Daliah](#)  
**To:** [Chenier Pierre](#)  
**Subject:** Fwd: Princess Hall Plan  
**Date:** 05 August 2022 11:05:22  
**Attachments:** [Call\\_point\\_plan.png](#)  
[Fire\\_exist.png](#)  
[Amended Plan.png](#)

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For info

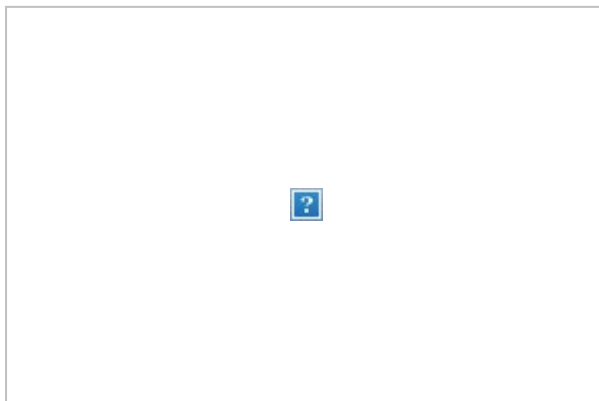
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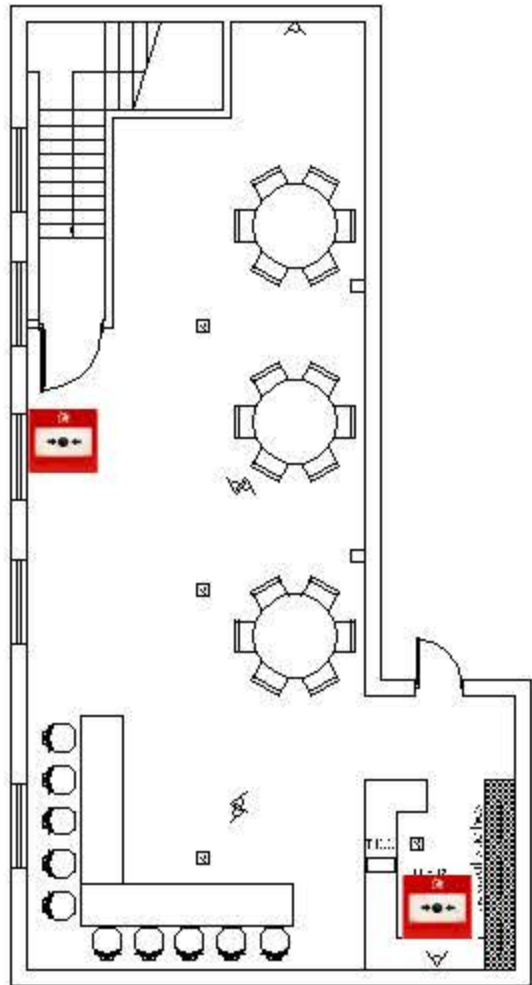
**From:** Daniel Stegariu <>  
**Sent:** Friday, 5 August 2022, 10:46  
**To:** Haringey Building Control <Control.HaringeyBuilding@haringey.gov.uk>; Barrett Daliah <Daliah.Barrett@haringey.gov.uk>  
**Subject:** Fwd: Princess Hall Plan

----- Forwarded message -----

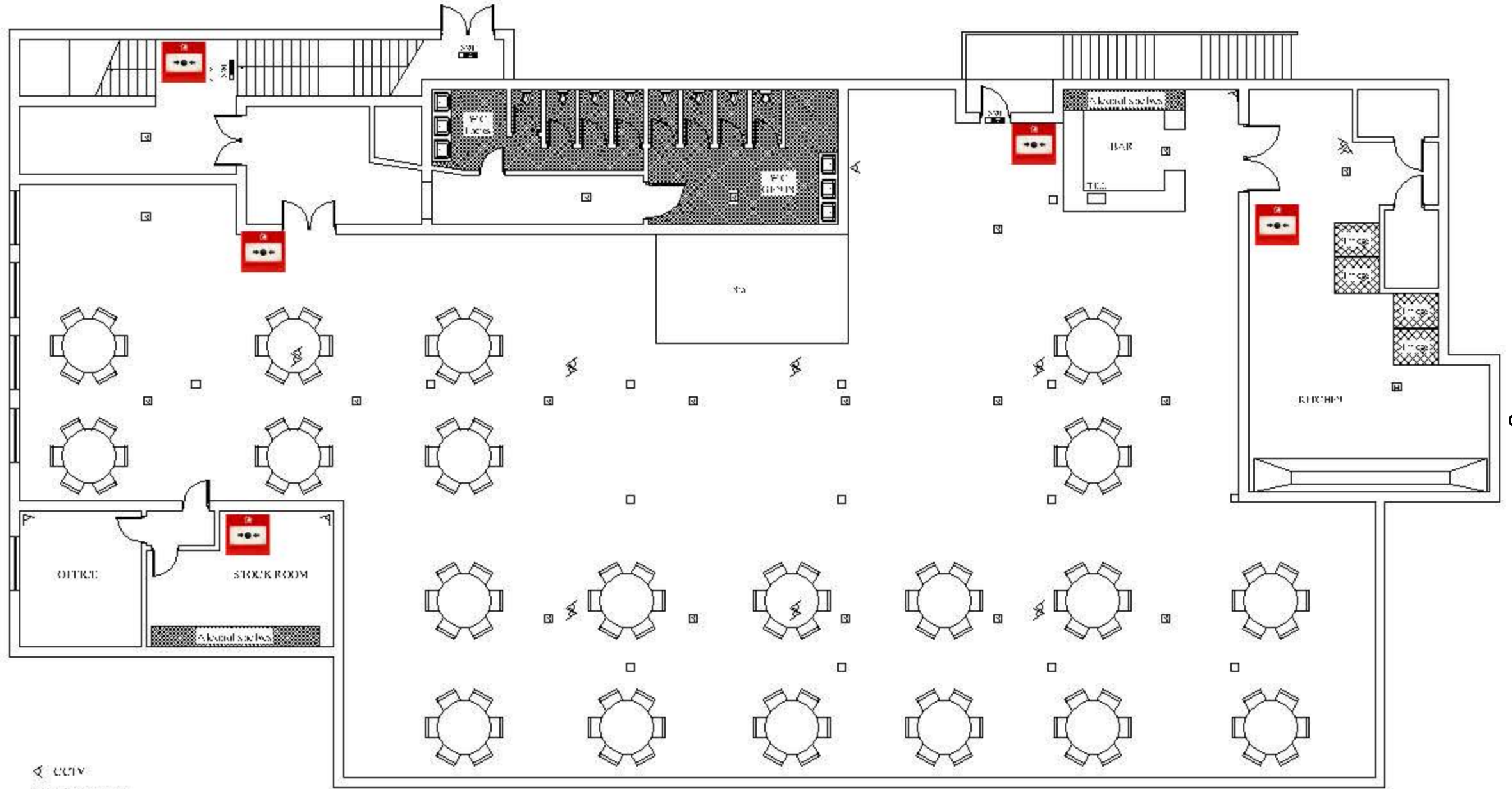
**From:** <[info@tecsolution.co.uk](mailto:info@tecsolution.co.uk)>  
**Date:** Friday, August 5, 2022  
**Subject:** Princess Hall Plan  
**To:**











SECOND FLOOR



FIRST FLOOR

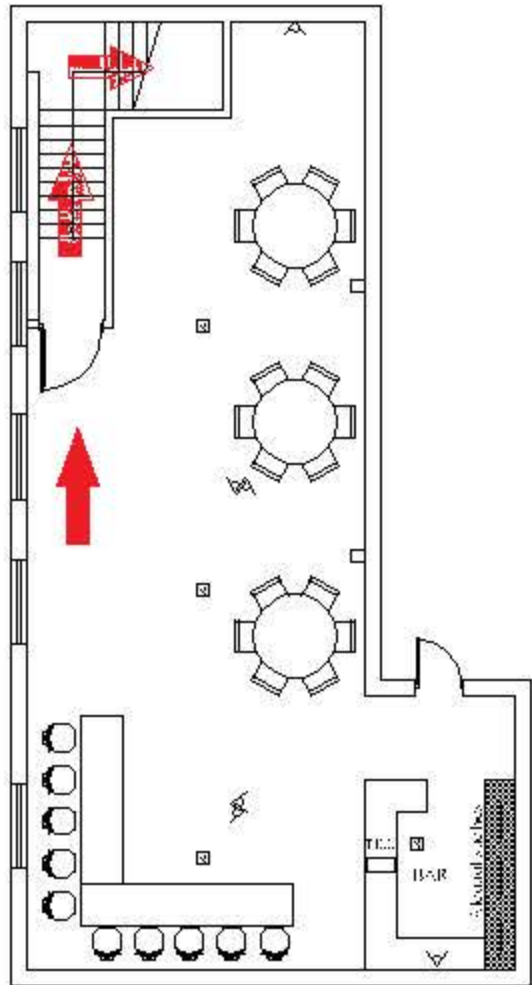


LEGEND

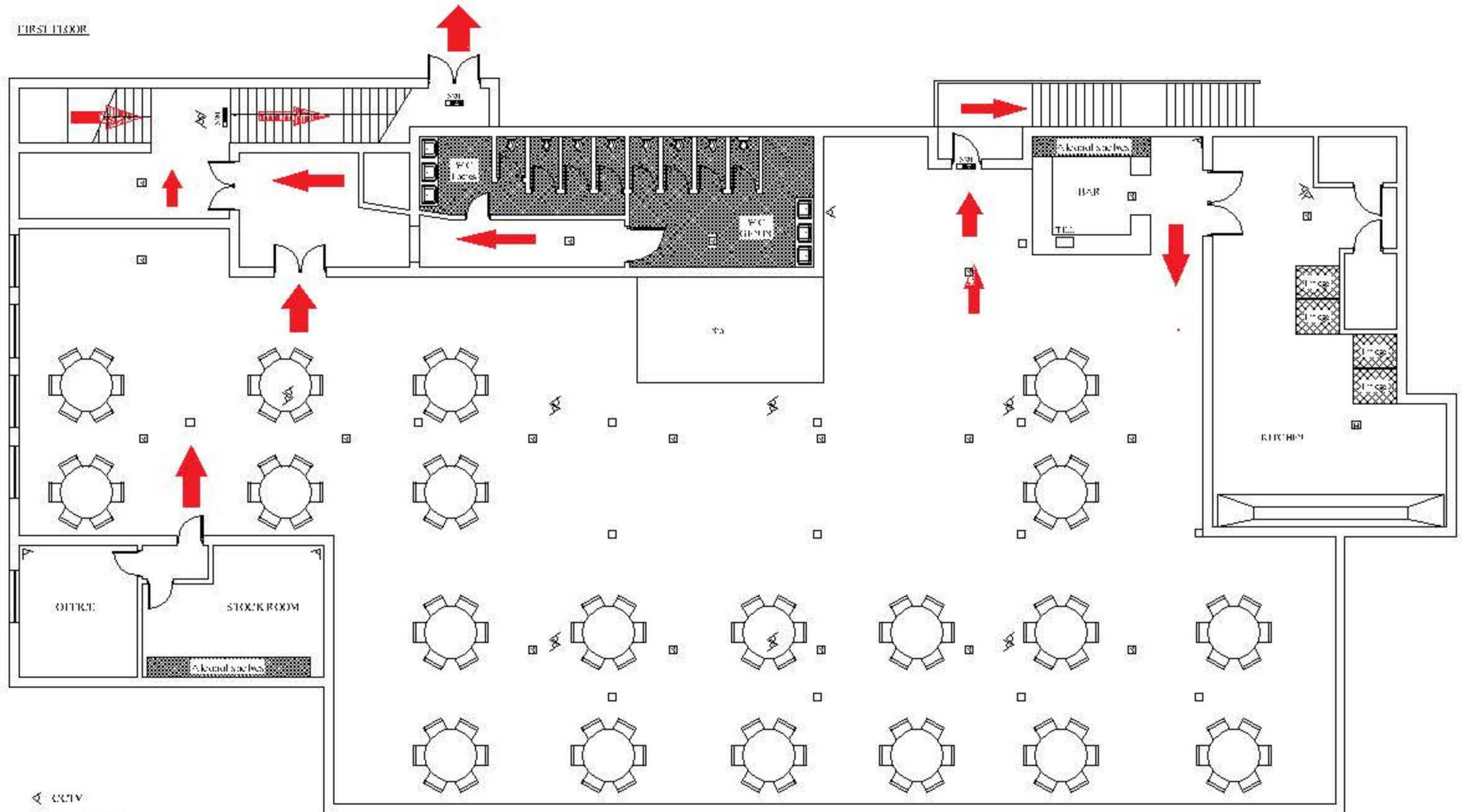
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|---|---------|---|-----------------|---|--|
|  | ALCOHOL |  | HEALTH DETECTOR |  | EXIT   |
|  | WC AREA |  | SMOKE DETECTOR  |  | 520 FIRE ESCAPE<br>KEEP CLEAR                        |
|  | FRIGES  |   |                 |  | INTERNALLY ILLUMINATED<br>FIRE ESCAPE SIGN (BS 5266) |

# FIRE ESCAPE ROUTE









SECOND FLOOR



FIRST FLOOR

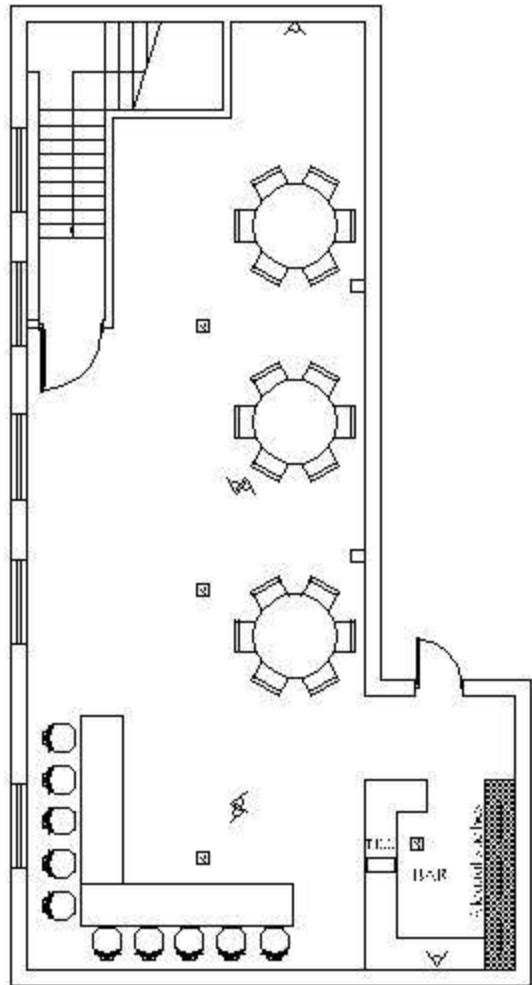


**LEGEND**

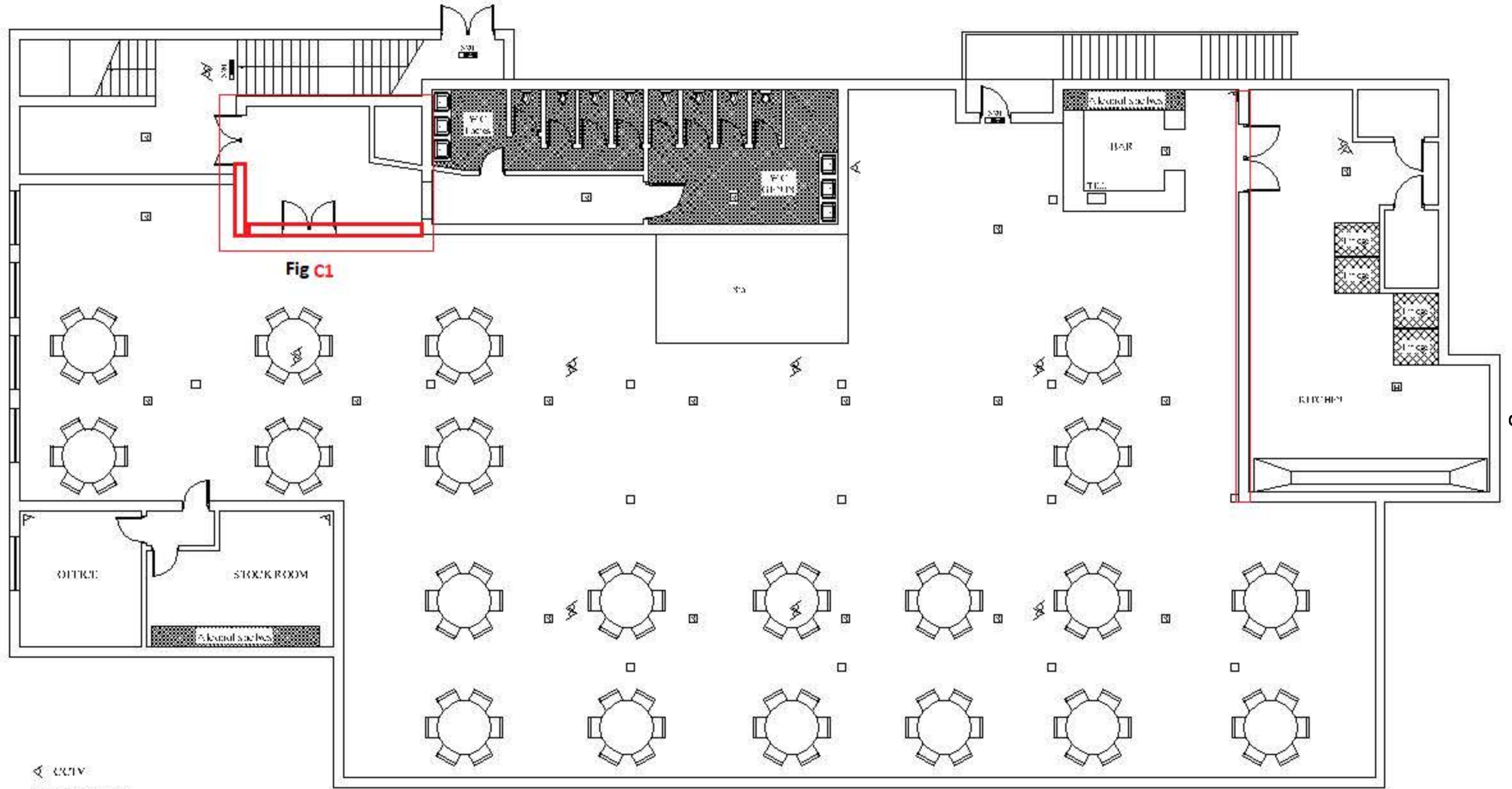
- |   |         |   |                 |   |  |
|---|---------|---|-----------------|---|--|
|  | ALCOHOL |  | HEALTH DETECTOR |  | EXIT   |
|  | WC AREA |  | SMOKE DETECTOR  |  | 520 FIRE ESCAPE<br>KEEP CLEAR                        |
|  | FRIGES  |   |                 |  | INTERNALLY ILLUMINATED<br>FIRE ESCAPE SIGN (BS 5266) |

In the event of fire, follow **RED Arrow**









SIXTH FLOOR



FIRST FLOOR



LEGEND

-  ALCOHOL
-  WC AREA
-  FRIGES
-  HEAT DETECTOR
-  SMOKE DETECTOR
-  EXIT
-  FIRE ESCAPE KEEP CLEAR
-  INTERNALLY ILLUMINATED FIRE ESCAPE SIGN (BS 5266)

**Notes:**

**Fig C1.** is fire compartmentation is the sub-division of main area into smaller sections to achieve 60 min fire rating with the use of fire resisting construction, preventing the spread of smoke and fire into stairs which is primary EXIST for second floor occupants



**From:** [licensing.fslconsultants.com](mailto:licensing.fslconsultants.com)  
**To:** [Rae Fiona](#)  
**Cc:** ; [Licensing](#)  
**Subject:** Licensing Sub-Committee 8th August 2022 - Incorrect Published Information & Applicant Additional Information  
**Date:** 08 August 2022 12:12:05  
**Attachments:** [Draft Dispersal Policy.pdf](#)  
[Licensing Staff Training Manual v2.pdf](#)  
[OS MAP 1.1250 v1.pdf](#)  
[Staff training checklist for Licensing Compliance.pdf](#)  
[Appendix A - Application.pdf](#)  
**Importance:** High

---

Dear Fiona

Following on from our earlier telephone call please find attached to this email the following items:

- OS MAP 1:1250
- Draft Licensing Staff Training Manual  
(Additional items maybe required depending upon the conditions imposed on the licence by the sub committee members)
- Draft Dispersal Policy  
(Additional items maybe required depending upon the conditions imposed on the licence by the sub committee members)
- Staff Training Checklist

In relation to the other point, I raised with you - The information published for tonight's hearing on the council's website, in relation to Appendix A is incorrect:

The application to be heard tonight relates to Mr Stegariu but the information in Appendix A relates to Ms Cornelia Catlogout -I have attached a copy of this appendix to this email.

- The Applicant Form is incorrect - It details a completely different person, with completely different proposed timings etc
- The internal Memo is incorrect - Again it details a completely different person's application.
- DPS Consent Form - Again it details a completely different person's application.

I have also been sent a copy of the email/report detailing the works listed in the representation from the building control officer/department have been completed as this email has a number of large attachments, I will send it across in another email.

Regards,

Fabien Simms  
FSL Business Consultants

*Princess Banqueting Hall  
502-508 High Road,  
London  
N17 9JF*

**DISPERSAL POLICY**

This Dispersal Policy has been implemented to assist in the promotion of the four licensing objectives.

This document is subject to change from time to time as it is a working best practices document that may change through discussions with interested parties and more specifically with our neighbours. Management are aware of the potential for neighbourhood noise and disturbance when customers leave at closing time.

Management have agreed to implement a written dispersal policy to move customers from the premises and the immediate vicinity in such a way so as to cause minimum disturbance or nuisance to neighbours. Every effort will be made to minimise any potential nuisance and it will be the responsibility of all members of staff to support this policy.

**Winding-down Period**

1. Management will put into place an effective “wind-down” procedure in order to facilitate prompt closure of the premises and orderly dispersal pattern by customers.
2. At closing key members of trained staff including SIA when applicable are directed to work in the customer areas near the front entrance and exit. Customers are informed that the premises are about to close and are directed towards the exit.
3. The premises will promote the gradual departure of customers and will ensure there will be a controlled of customers exiting the venue.
4. Internal lighting levels will be gradually increased during the last 30 minutes of trading.
5. Music will be played at a lower level steadily reducing until it can't be heard.
6. The winding down period outlined above ensures that customers disperse gradually prior to cessation of trade.
7. The Proposed Licence Holder staff members will endeavour to keep the area clean and attractive for our patrons and our neighbours. This means dealing with debris outside that may have nothing to do with the venue but in the interests of maintaining good standards in the area they will still clear it up.

Staff to assist with Dispersal during busy periods

8. Staff and SIA at the premises should have knowledge of the following;
  - a. Where the nearest mode of public transport is
  - b. Details of taxis and a number is available at the reception
  - c. General local knowledge so that if customers decide to move on the staff can help them with directions.
  - d. Where possible customers will be encouraged to head towards the High Street and away from local side street residential areas.
  - e. The staff and SIA are easily identifiable in uniforms and before each night there will be a team briefing to underline the importance of a quiet dispersal.
  - f. There is an end of night team meeting to discuss any ways that the premises may improve the dispersal of patrons and any action points are added into the following nights briefings.

### **Notices**

9. Notices shall be displayed at customer exits and in prominent positions requesting that patrons respect the needs of local residents and leave the premises and area quietly.
10. All employees are given appropriate instructions and training to encourage customers to leave the premises and the area quietly.

### **Incident Reports**

11. All incidents of crime or disorder or nuisance are to be reported by the designated premises supervisor or responsible member of staff.
12. The licence holder shall ensure that the details of all complaints are recorded in an occurrence book. Taxi Service
13. Staff and SIA will ensure taxis are available for customers so that they can wait inside the premises. Staff will politely request that car doors are not slammed and will ensure that taxi drivers collect and drop off customers in the dedicated car park locations "Stoneleigh Road Car Parks A, B or C and keep engines turned off while they are parked.
14. Arrangements will be made with all local taxi firms for taxis to collect patrons in the dedicated car park locations "Stoneleigh Road Car Parks A, B or C. A recommended list of local taxi companies is available to customers.
15. Staff and SIA are trained to be aware of the location of the dedicated car park locations, taxi ranks, bus stops and advise customers accordingly.
16. Taxi drivers will be asked to remain in their vehicles and radios should not be played at a volume likely to disturb the neighbourhood.

17. Staff and any SIA (when deployed) will be trained to look for any vulnerable persons leaving the venue, ensuring that anyone identified as vulnerable is offered and escorted to a licensed taxi or Uber.

18. At the end of the shift employees will say goodbye to each other inside the premises and arrange for lifts or taxis to collect them in the dedicated car park locations "Stoneleigh Road Car Parks A, B or C which is a convenient and safe stopping point away from residential properties.

### **Exit Strategy**

The exit strategy will be implemented each night.

- All staff members outside on exit must wear a high visibility jacket or other striking uniform.
- The priority of the staff and SIA is to ensure all customers leave in a quiet and controlled manner.
- All customers should be asked to leave quietly in a polite and friendly manner.
- Any persons seen loitering should be asked to move on whether they are the premises customers or not. They should be directed towards the nearest mode of public transport and as a default to the nearest bus station in a polite but firm manner.

### **Overall**

Staff and SIA shall be in place at the exits to wish customers farewell and ask them to leave quietly and shall answer any questions regarding transport availability. Staff and SIA will not tolerate departing customers congregating outside of the premises. Staff will at all times be aware of activity outside of the premises and endeavour by their presence to minimise bad behaviour. They should be aware of potential areas of difficulty and provide a presence in those places to minimise potential problems where possible. Whilst carrying out their legitimate duties outside of the premises all staff and SIA are trained not to behave in a manner likely to disturb the neighbourhood, conversation and laughter must be quiet and any communication is usually digital through an earpiece.

Staff will attach the utmost importance to the careful investigation and prompt resolution of any complaint made in respect of the running of the premises. Particular emphasis will be placed on building and maintaining close links with residents including hosting meetings on a quarterly basis to allow our neighbours to raise any issues and for those issues to be quickly resolved. The telephone number of the premises and the DPS will be provided to all our immediate residential neighbours and will be on display at the front of the premises.

Staff will constantly review our Dispersal Policy and respond quickly to the needs of our neighbours.

### **SMOKING POLICY**

This smoking policy has been created to assist in promoting the four licensing objectives. This smoking policy can be changed from time to time following best practice improvements and any recommendations that are approved by the Premises licence holder. All members of staff must make sure that they are familiar with the terms of this policy.

1. Smoking is not permitted within any part of the Premises except in the designated area which is to the front of the venue opposite the main entrance of the premises which is away from the high road in the alleyway.
2. Customers who are from within the premises and wish to smoke should be directed to the agreed designated smoking area. This area is to be known as the designated smoking area for the premises and is shown on the plans
3. The door attendant(s)/door supervisor(s) or staff on duty shall be in charge of monitoring the designated smoking area and any external area in general.
4. After 10pm, If the designated area is full (20 persons), a member of staff should ask the customer to wait within the premises until a space becomes available.
5. The smoking area should be cleaned regularly, and ashtrays emptied.
6. Customers will be reminded to respect the venue/the vicinity and to keep conversations to a minimum.
7. The staff on duty shall keep a log of any person causing any disturbance or nuisance whether that person is a customer or not.
8. The staff or SIA door supervisors on duty shall assist in trying to keep any noise disturbances/incidents from the designated smoking area as well as in the immediate vicinity of the premises to a minimum.

### **OUTSIDE MANAGEMENT PLAN**

This Outside Management Plan has been prepared to set out the strategy and approach to the operation of the outside area of the premises.

Its purpose is to give a clear overview of the proposed operation and the ethos and management strategy underpinning the use of the outside area.

In developing the Outside Management Plan, due regard has been given to best practices. We have carefully considered site-specific issues anticipating concerns likely to be raised by local consultees and stakeholders and built into this Outside Management Plan measures to address their concerns.

This Outside Management Plan is a fluid document that will be improved from time to time as it is a working best practices document that may change through discussions with interested parties and more specifically with our neighbours to ensure their concerns are addressed.

**Staffing of Outside Areas**

9. SIA door supervisors levels shall be assessed on a risk assessed basis, in the absence of deployed SIA door supervisor there shall be a dedicated member of staff overseeing the external area. They will ensure that the outside area, particularly at busy periods, will be adequately supervised where necessary and any required interaction will be undertaken by the appropriate member of staff.

10. Each member of staff and SIA will have received adequate training on this Management plan, and this will be documented appropriately, and records kept. The associated training record will be held in the Register (see below) on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police;

11. The management will ensure that all litter items are picked up from the designated smoking area on a regular basis, including throughout the operation.

12. There will be designated cleaners and collectors during the busy periods to ensure that the outside areas remain clean and tidy throughout the operation.

13. Customers will not be permitted to take open drinks away from the smoking area or the venue. After midnight no drinks or open containers will be permitted in the smoking area. Management of the Outside Area

14. The duty manager will ensure that there is effective management of customer behaviour while using the outside areas.

15. The management shall ensure that any noise will be kept to a minimum so as to minimise the risk of noise disturbance and prevent patrons from potentially talking too loudly. Noise levels will be monitored by the Staff and customers who are noisy will be politely asked to keep the noise down. Should a customer decline they will be asked to leave the premises and will be banned.

16. Responsible use of the outside areas shall be promoted to customers

17. Appropriate signage shall be in place on the outside to remind customers to respect our neighbours and to use the area quietly.

18. A 30 – 60 minute winding down time is incorporated so that dispersing customers outside the premises is more gradual.

19. The management will not tolerate any person congregating outside of the agreed area or making a noise, and if they do not comply with staff instructions, then they will be banned from using the premises.

**Outside Management Register**

21. The management will maintain an outside management register. The register will include:

- a. Contact details of staff that have been trained and that they understand the need to control the external area
- b. All persons who may make an observation regarding the use of the outside area will have their concerns logged with a record of the date and time and a description of the activities occurring which gave rise to the complaint
- c. Details of any action taken as a result of the complaint.

**Security Check List**

30 minute walk around, check toilets, back left and pool table area.

- No doubling up in toilet cubicles (common sense to be used re ladies toilets, male SIA to be accompanied when dealing with a doubling up in a female cubicle).

Age verification as per Challenge 25

- Search based on SIA judgement
- No glass ware outside the venue
- Maximum 20 in the smoking area
- Remind patrons to keep noise down when outside
- Politely request customers drink up and leave quietly.

Ensure a steady flow leaving the venue, consistently remind customers to respect the neighbourhood.

# Contents

---

## **INTRODUCTION**

## **ALCOHOL**

- Strength of intoxicating drinks
- Units of alcohol
- How alcohol affects the body
- Alcohol sales
- Underage customers
- Adults buying for minors
- Refusing sales
- Test purchasing and responsible retailing

## **LICENSING ACT 2003**

- Licensing Objectives
- Premises Licences
- The Designated Premises Supervisor
- Mandatory Conditions for Premises Licences
- Authority to Sell Alcohol
- Police Officers Right of Entry
- HM Revenue and Customs Right of Entry
- Review of Premises Licences
- Duties and Responsibilities of Premises Licence holder
- Additional Responsibilities of the DPS
- Personal Licences
- Duties and Responsibilities of Personal Licence holder
- Violent Crime Reduction Act

## **OTHER AGE RESTRICTED PRODUCTS**

- Penalties for supplying age restricted products

## **DUE DILIGENCE**

- Authority to sell
- Knowledge test



# Introduction

---

This manual has been produced and is designed to be a reference and training tool for the storeowner and all employees.

Please ensure that you have a good working knowledge of your responsibilities with regard to the responsible retailing of alcohol, promote best practice and ensure compliance with the law in relation to alcohol sales.

You must be extremely careful how and to whom you sell such products. Poor staff training and lack of knowledge are a major contributing factor in failed test purchases carried out by the police and trading standards. Remember if your premises are associated with underage drinking your trade can be adversely affected. You or a member of staff may face prosecution or even a review of your premises license which allows you to sell alcohol. A review hearing can result in your licence being suspended or even revoked. You and your staff also have an obligation towards your customers and people living in the vicinity to be a responsible retailer.

Make sure that you train your staff and also family members who may help you in the store from time to time. This package will be as useful to employees who have worked in the licensed trade for a number of years as it will be to new employees.

## **HOW TO USE THIS PACKAGE**

The manual contains a comprehensive overview of the basic information you and your staff should have and understand in order to sell alcohol and other age restricted products in a responsible fashion.

This staff training manual should readily available in your store to be referred to (if necessary) at a later date.

# Alcohol

---

Alcohol is classed as a drug. It alters the physical, mental and emotional state of the drinker. Moderate drinking can be part of a healthy lifestyle and often contributes to sociability and relaxation. However, drinking too much on one occasion (binge drinking) or drinking heavily on a regular basis can lead to anti-social behaviour and can damage health, in the long-term. Those in the licensed retail trade should have an understanding of the products they sell and should carry out their duties responsibly.

---

## Strength of intoxicating drinks

A drink is classed as intoxicating if it contains more than 0.5% abv.

The amount of alcohol in a product is expressed as a percentage of alcohol by volume, or **abv**. The label will state the strength of the product as alc % volume or %vol. For example, a wine labelled as 13% vol or alc 13% vol means that 13% of any given quantity is pure alcohol. Most spirits are around 40% and beers and ciders are typically range from 3% to 9% abv.

To be classed as alcohol free, a drink must contain no more than 0.05% abv, and to be classed as low alcohol, no more than 1.2% abv. It is most important that someone asking for alcohol free drink is not given a low alcohol product.

---

## Units of alcohol

The amount of alcohol in a drink can also be expressed by using the unit measurement. One unit of alcohol weighs 8 grammes (g) or measures 10 millilitres (ml) of liquid.

Half a pint of beer of strength 3.6% abv contains 8g of alcohol, therefore, is equal to one unit. One 25ml measure of whisky of strength 40% abv also contains 8g of alcohol. Therefore, in terms of alcohol intake, half a pint of beer is equivalent to one 25ml measure of whisky (a measure used in pubs).

The Department of Health issue the following recommended weekly alcohol consumption limits:

**Men – 21 units per week Women – 14 units per week**

The Government advises that men should not regularly drink more than three to four units a day and women not more than two to three. Consistently drinking four or more units for men, and three or more for women, isn't advisable

because of the progressive health risks it carries. After an episode of heavy drinking, it is advisable to refrain from drinking for 48 hours. And of course, in some situations like pregnancy, it is better to drink less and avoid intoxication.

## How alcohol affects the body

---

The effect alcohol has on the body depends on how much alcohol is in the bloodstream – the blood alcohol concentration (BAC).

BAC is measured in milligrams (mg) of alcohol in millilitres (ml) of blood. A BAC of 80mg of alcohol in 100ml of blood is the level above which it is an offence to drive.

The amount of alcohol, which gets in to the bloodstream is dependent on several factors:

- How many drinks the person has consumed and of what strength
- The size of the person. A small person has less blood than a large one, therefore the same amount of drinks will produce a larger concentration
- Gender – a drink will produce a higher concentration in women than men
- Food eaten – Food in the stomach slows the rate at which alcohol enters the bloodstream

There is no simple way of knowing how to stay within the legal limit for driving, or how the same amount of alcohol will affect different people.

It takes approximately one hour to eliminate one unit of alcohol from the body. There is no way of speeding the process up.

## Alcohol Sales

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- Selling an alcohol product to a person under the age of 18 years is unlawful. Most responsible retailers operate a **21 Policy** commonly known as **Challenge 21**. This means that anyone who appears to be under 21 must be challenged to produce valid proof of age. This must contain a photograph and date of birth and the only ID we can accept is a photographic driving licence, a passport or a PASS approved Proof of Age card. (Further details can be found on page12) Some retailers increasingly use a **25 Policy**.
- If you suspect somebody to be intoxicated (drunk or under the influence of drugs) it is illegal for you to serve them.
- Drinking of alcoholic products on the premises, whether bought in the shop or elsewhere is prohibited by law.
- Alcohol can only be sold during the hours permitted by your Premises Licence. Selling alcohol outside these times is unlawful. (The permitted hours for your store are stated on the Premises Licence Summary, **which must be prominently displayed in the premises where anyone can read it.**

The above are all criminal offences under the Licensing Act 2003.

The following is also valuable information

- No person under the age of 18 years should be employed to sell alcoholic products. This may also be a condition of your Premises Licence.
- Theft of alcoholic products by underage persons is a particular

problem. When young persons are in the shop be particularly vigilant that they do not steal. Apart from the loss of revenue the alcohol may fall into the hands of young children.

---

## Underage customers

You may find the following points useful in spotting those who are attempting to buy age restricted products whilst underage. Remember such people will be nervous, as they know they are committing a criminal offence. Please note that if you are subject to a test purchase, the minor may not exhibit these traits. A test purchase is different to a 'real life' situation because the child is doing something he or she has been instructed to do by a police officer or a trading standards officer. Therefore, he or she may not exhibit the following signs of nervousness.

- **Body Language**

Look out for signs of nervousness such as stuttering and becoming pale. Over confidence and giggling is sometimes a give away clue.

- **Physical Appearance**

In boys, ask yourself: Are they shaving? Look at how they are dressed. Do they have an adult hairstyle? With girls, look for evidence that they have tried to make themselves look older by using excessive make up, high heels to make them appear taller and wearing more mature clothing.

- **Product**

What is the person buying? If it is a product which is age restricted and is likely to be favoured by underage (e.g. – alco pops, cider etc), be particularly careful.

- **Payment Method**

Payment with large quantities of loose change can be an indication of an underage person as it may be the result of a collection. Money obtained from a wallet or purse is a more normal practice amongst adults. People who pay by credit or debt card are, perhaps, less likely to be underage but you cannot be certain.

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## Adults buying for minors (Proxy sales)

Adults buying alcohol for underage persons or proxy purchasing is a big problem as youths try to find ways to get around producing their ID.

You have a responsibility to refuse the sale if you suspect that an adult is buying alcohol to pass on to persons under 18.

Legislation does not prevent parents buying alcoholic products and then allowing their children over 5 years of age to drink them at home under supervision. In any other circumstances both the adult who buys an alcohol product and the person who serves them may commit a criminal offence. This is therefore a difficult area. There can be no doubt that the bulk of alcohol that falls into the hands of children is supplied to them by adults. You can only do the best you can to prevent it.

There have been occasions when parents have brought their children into the shop to choose which alcohol products they want. In such cases you cannot be sure that the alcohol will be consumed in the home, therefore you should refuse service. Likewise children have produced notes from their parents authorising the supply of alcohol and other age restricted products to the child.

These should be ignored and service refused. If you suspect that an adult is buying to give to a child the following course of action should be adopted:

- Question the person politely as to the eventual destination of the purchase
- Explain to them that they commit a criminal offence if they purchase the product with the intention of giving it to a person underage. (£80 fixed penalty notice or Maximum fine on conviction £5000)
- Tell them that if they are found to have supplied this alcohol to a person underage, they will be barred from the shop
- Let them know that they are on CCTV if your premises has it installed and that the footage can be supplied to the Police should they request it.

If you serve the customer and later find that the alcohol has been given to underage persons, speak to your employer about barring them so that the other staff can be given the information also.

The following may help if you are suspicious

- **Person and product**

Does the purchase match the person? If a 60-year-old man is buying alco-pops you may wish to ask him who he is buying it for.

- **Payment method**

If a person who is obviously an adult pays with loose change it may have been collected from a number of juveniles. If a receipt is asked for, it may be that the products are going to a number of young persons and he/she wishes to collect the money from them. Look at the type and quantity of product purchased to reinforce or allay your suspicions.

- **Follow on purchase**

If you refuse service to a person who you suspect to be underage and 10 minutes later an adult comes into the shop to make exactly the same purchase, this may lead you to suspect that the adult is buying the product to give to the underage person and you may consider refusing to serve them.

- **Product quantity**

If an adult asks to purchase six one-litre bottles of cider when two three-litre bottles are cheaper it may be that he/she is purchasing for six individual juveniles.

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## Refusing sales

### IF IN DOUBT, DON'T SELL

Take special care during busy periods. The standard procedure for age-restricted products must be followed no matter how busy you are. Be vigilant but remember to be calm and understanding. Be aware that if you break the law, you will be liable, as well as the management and any supervisor in the shop at the time you made the sale.

After the customer has chosen, but before they pay for the age-restricted product you must:

### LOOK AT THEM

Remember the 21 or 25 Policy, which ever your store has chosen to adopt. You should request ID from anyone who appears to be under 21 or 25. This should be easier to judge than whether they are under 18. If you are in any doubt about their age in relation to the age restriction of the product,

### DON'T ASK QUESTIONS

Once you have a doubt about their age you must not serve them until they have provided adequate identification. **DO NOT ASK THE PERSON'S AGE, SIMPLY ASK IF THEY HAVE ID.** When asking for proof of age documentation you may only accept those which contain a photograph and a date of birth, from which you can discover the person's age. This must **ONLY** be: -

- A passport
- A photocard driving licence
- A Proof of Age card with a PASS hologram logo (The PASS hologram has to our knowledge not been successfully forged. Therefore, only accept cards carrying the logo).

**If the identification is given and the sale is made, you may be able to log the fact that ID was checked on some tills by keying in a code.**

Do not just accept the ID given. Make sure that you check the details. Look at the photograph and check the date of birth to ensure that the holder is the correct age to purchase the product.

There are a number of different schemes in existence which makes forgery relatively easy. Many websites offer fake identity cards. However, if you are satisfied that the card is genuine, you are entitled to accept it (provided it is not an obvious forgery ie details crossed out and others written in).



Normally poor forgeries are easy to detect. If, after proof of age is provided, you are still unhappy about either the age of the person or the document provided, you are entitled to refuse service. You are, in fact not obliged to serve anybody, provided you can show that you have refused service for the right reasons.

If you have done all you can to establish the customer's age and you are still unhappy you must not serve them with an age-restricted product. Draw their attention to the notices in the shop, which govern the sale of that particular product. You should be polite but firm. You should, for example, say: -

**“If you are over 18, I apologise, but in my opinion you do not look 21 and I cannot serve you”**

Don't let yourself be drawn into an argument or into discussing your decisions. Your decision is final. It is your responsibility, not that of any other person in the shop. Once you have made the decision the shop manager, DPS (Designated Premises Supervisor) or any other supervisor should not interfere to overturn it.

If the customer queries your decision, inform them that your policy follows the recommendations of police and trading standards officers as well as the Home Office.

It shows that you are simply doing your job.

### **Drunk or intoxicated**

If a potential customer appears to be under the influence of drink or drugs you must refuse to serve without any further discussion. But please remember that some symptoms of drunkenness such as slurred speech can be a symptom of a medical condition. You need to establish also that they are unsteady on their feet, their eyes appear glazed and they smell of alcohol.

### **BE FIRM BUT POLITE**

Refusal in this situation can sometimes lead to conflict if handled incorrectly. Point out to them that you could lose your job by serving them in their present condition and advise them to return at another time. If they do claim a medical condition ask them to bring a letter from a doctor or pharmacist.

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## Refusals - General

When a refusal has taken place you should record this fact either by completing a refusal or incident book or by recording it on the till, if it has this facility. This is recognised as best practice; it shows that you are a responsible retailer and can be given in evidence at a later stage should you be accused of selling an age-restricted product to an underage person. This is, therefore, a very valuable system for you to use and affords both you and the store some protection. You can write a brief description of the incident in the book with the name or description of the person refused. If the shop is busy at the time the incident occurs, make the entry in the book as soon as you can.

### **You must ensure that the entry is always made**

Trading standards, police or council licensing officers will expect to see your incident book if they visit your store. It is a vital piece of due diligence to prove that you are upholding the law.

### **Test purchasing and responsible retailing**

Police and trading standards officers are authorised to send youths under 18 years of age into your store at any time in order to check that you are complying with the law. For anyone else to send in youths under age is an offence.

The youths will attempt to purchase an age restricted product from you and if it is an alcoholic product and the sale is made, the sales assistant can receive an £80 on the spot fine. The fine can be recorded as an offence relating to the Violent Crime Reduction Act. (See page 19)

The assistant, DPS and the premises licence holder may all be called for an interview to check that all steps to avoid such sales are taken – eg staff training, refused sales and accepted ID logged in the incident book etc.

Premises which fail more than one test purchase may have their premises licence reviewed by the local authority licensing committee. This could result in your licence being revoked or suspended and/or additional conditions being placed on your licence to prevent further incident of underage sales.

Reviews of licensed premises usually attract local press interest which will reflect badly on your business and may affect custom.

# Licensing Act 2003

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## Licensing Objectives

The implementation of the Licensing Act 2003 means that the licensing authority at the local Council deal with all licensing matters.

The Act has four principles, called the **Licensing Objectives**. These are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Anyone working in the licensed trade must promote these objectives.

## Licences

There are two types of licence – premises licences and personal licences.

A premises licence is required to sell alcohol from a particular site. A personal licence allows the holder to sell alcohol from premises covered by a premises licence.

## Premises Licence

- All licences are granted by the local council licensing authority instead of magistrates courts
- A premises licence is required to sell alcohol, however -
- The word 'licensee' is no longer used
- The designated premises supervisor is the point of contact for the authorities

Your shop premises must have a premises licence to enable you to sell alcohol. The owner of the business should apply for the premises licence either as an individual or a limited company. You must make the application to the council licensing authority and other relevant authorities such as the police, fire authority and child protection authority. Application forms and guidance notes are available from your council licensing department. Any of these authorities have the right to object to the licence being granted. The licence application must also be advertised on the premises and in a local newspaper, to give local residents the opportunity to raise their concerns. If relevant representations are made to the licensing authority, a hearing will be held to discuss the concerns, sometimes a hearing can be avoided through mediation with the interested parties. Once granted, the premises licence does not expire, but can be surrendered

by the licence holder if the business closes, or revoked by the licensing authority should concerns arise regarding the running of the premises.

An annual charge is made by the Council to cover the costs of their licensing functions under the 2003 Act.

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## Designated Premises Supervisor

The designated premises supervisor is the person who is in day-to-day control of the licensed premises. They must give their consent to taking on the role. Their name and address will be stated on the premises licence. It is a condition of every premises licence that NO sale of alcohol can be made unless there is a designated premises supervisor appointed in respect of the premises. **Remember if the DPS leaves, resigns or changes for any reason you MUST apply to the licensing authority to vary the licence a copy of your application must be given to the police. You will be unable to sell alcohol and may be liable to prosecution if you continue to sell without a DPS.** The DPS **must** hold a personal licence and is responsible for ensuring that staff are aware of their responsibilities relating to licensing law.

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## Mandatory Conditions

There are two mandatory conditions on all premises licences. These are:

- No supply of alcohol can be made unless there is a designated premises supervisor appointed in respect of the premises. The designated premises supervisor must hold a current personal licence
- Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence. This means that if an individual is not a personal licence holder, that person can only sell alcohol in licensed premises if permission to do so has been given by a personal licence holder.

There may be additional conditions on your premises licence, which are unique to your store; for example, a requirement for CCTV. These conditions are enforceable by law and must be adhered to at all times. Enforcement visits are carried out by police and local authority officers to ensure you are complying with your licence conditions.

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## Authority to Sell

So, how do you comply with the condition above which states that sales must be made **or authorised** by a personal licence holder?

If you do not hold a personal licence, any sales of alcohol that you make must be authorised by the DPS or another personal licence holder in order for you to serve alcohol. Best practice advises that the authority to sell should be recorded in writing. An example of this can be found in Appendix 1 of this manual. The form should then be kept on file as evidence of your on going authorisation. If you are asked by a police officer or local authority officer who has authorised a sale you have made you should be able to tell them who that person is.

## **Police Officers and Authorised Persons - Right of Entry**

Police officers and other authorised persons eg a local authority officer have the right to enter licensed premises:

- At any time if they suspect that an offence against the licensing law is being committed or is about to be committed
- During permitted hours for the purpose of preventing or detecting offences against licensing law even though there are no grounds to suspect that such offences are actually taking place or about to take place

An offence is committed by any person who intentionally obstructs a person exercising this power

If forced entry is to be gained then a warrant will be needed. Note also that these are only rights of entry for licensing purposes; if the police wish to search for any other reason then a normal search warrant is required.

## **Rights of Entry, Revenue and Customs**

HM Revenue and Customs officers have the right to enter licensed premises and remove goods liable to forfeiture, for example, in respect of fraudulent evasion of duty. If entry is demanded at night, the officers must be accompanied by a police officer.

## **Review of Premises Licences**

The Licensing Act 2003 allows for the conduct of licensed premises to be scrutinised when the licensing objectives are not being addressed.

Any responsible authority or interested party may apply for the review of a licence, for example if there have been failures during test purchase exercises. The applicant must give a notice containing details of the application to the holder of the premises licence and to each responsible authority.

The licensing authority must advertise the application and invite representations from authorities and interested parties. If the application does not relate to one of the licensing objectives or is repetitious, vexatious or frivolous, it can be rejected. If the licensing authority rejects the application, they must notify the applicant and give reasons for their decision.

If the application is not rejected, a hearing must be held. The licensing authority can:

- modify the conditions
- exclude a licensable activity from the licence
- remove the designated premises supervisor
- suspend the licence for up to 3 months
- revoke the licence

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## Duties and responsibilities of the Premises Licence holder

### As a premises licence holder you must:

- Inform the licensing authority of any change in your name or address
- Notify the licensing authority of any change in the name or address of your designated premises supervisor, if the DPS has not already done so.
- Notify the DPS if they are being replaced or that an application to replace them has been made and refused (i.e. the premises licence holder cannot change the DPS without their knowledge)
- Send the premises licence to the licensing authority within 14 days of your DPS giving notice that they wish to give up the role. This is so that the DPS details on the licence can be updated
- Notify the DPS of an application to transfer the premises licence
- Notify the DPS of the existence of an interim authority notice for the premises
- Produce the premises licence to the licensing authority for updating within 14 days of a requirement to do so
- Keep the premises licence or a certified copy at the premises
- Ensure that a summary of the licence or a certified copy is prominently displayed at the premises
- Produce the premises licence for inspection by a constable or authorised person upon request.

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## Personal Licences

A personal licence allows the holder to sell alcohol from any premises which has a premises licence. The licence does not relate to a particular store and is therefore portable. Once granted, the licence allows the individual to sell alcohol from on or off licensed premises. The process of applying for a personal licence should not require you to instruct a Solicitor, except in some circumstances.

In order to apply for a personal licence, the applicant must possess a recognised qualification. This is called the National Certificate for Personal Licence Holders. The application for a personal licence is made to the licensing authority for the area in which you live, **NOT** where you work unless they are the same. You are also required to notify the issuing authority of any change of address, failing to do so is an offence.

A personal licence lasts for 10 years. Personal licences can be suspended, or revoked, upon conviction of a relevant offence. If you are convicted of a relevant offence you must notify the issuing authority of this, you are also required to notify the court during the hearing that you are the holder of a personal licence. Failure to do this is an offence

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## Applying for a Personal Licence

To apply for a personal licence, the applicant must be over 18 and possess an accredited licensing qualification such as the BII National Certificate for Personal Licence Holders. You must also undergo a criminal record check.

## Qualification

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The qualification has been specially created by the BII for the trade. To get the qualification you'll need to go on a one or two day course and sit a multiple-choice exam. The questions are not designed to catch anyone out – it's a fairly straightforward exam and nothing to worry about.

Your local college and various companies who specialise in licensing hold regular courses and exams.

## Applying for a Criminal Records Bureau Certificate

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It is a requirement of the personal licence application that you obtain a Criminal Records Bureau certificate or the results of a Police National Computer search. These records must be submitted with the application as proof of your statement regarding your past record. Each applicant needs to apply to the CRB personally (for a BASIC check).

If the applicant has criminal convictions that are not 'spent', the council will inform the police and ask if they wish to object to the granting of the personal licence. If the police do not object, the licence will be granted. If they do object, a hearing must be held to determine the application.

**To qualify for the application, your certificate must not be more than one month old.**

## Submitting your application for a personal licence

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The application form is available from your local council's licensing unit who process the application and issue your licence. You can only apply for your licence to the licensing authority that covers the area where you reside.

You must provide two photographs with your application. The photographs shall:

- Be taken against a light background so that the applicant's features are distinguishable and contrast against the background
- Measure 45 millimetres by 35 millimetres
- Show full face, uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering
- on photographic paper, and
- one photograph shall be endorsed as a true likeness by –
  - i) the chief executive to the licensing justices for the relevant licensing authority
  - ii) a solicitor or notary
  - iii) a person of standing in the community (includes a bank or building society official, a police officer, a civil servant or a minister of religion)
  - iv) an individual with a professional qualification

The endorsement should read – 'I certify that this is a true likeness of ....., and the signatory should state their position.

Note - The NCPLH and Criminal Record Certificates submitted with the application **MUST** be the originals. Photocopies will not be accepted.

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## Why do I need a Personal Licence?

Every business – whether it's an off-licence, a pub, a club or a restaurant – will need a **premises licence** in order to trade.

To operate legally, some of the people operating in the business must hold a **personal licence**.

One of these personal licence holders must be the **designated premises supervisor (DPS)**.

We would suggest that, typically, the following people in your business should be personal licence holders:

- The owner;
- The manager of the store (ideally this person will also become the DPS);
- At least one other trusted member of staff.

Not all stores have a manager or manageress. In particular, if this is your first store, you will probably want to work in the store yourself; in which case, in the first instance, you may also want to personally operate as the DPS.

From a due diligence perspective, the more of your staff who are trained to NCPLH standard, and possess a licence, the more confident you can be that they are aware of their responsibilities. Also, as the DPS has to hold a personal licence, it is a good idea to have some staff who could step straight into the position if necessary. Remember, your store cannot operate without a DPS.

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## Duties and responsibilities of a Personal Licence holder

As a personal licence holder, you must:

- Notify the issuing licensing authority of convictions for any offences – even if they happen abroad - during the application period for grant or renewal of the licence
- Notify the issuing licensing authority of any change in name or address as soon as you can
- Notify the court that you hold a personal licence at your first court hearing, if you are charged with an offence.
- Inform the issuing licensing authority if you are convicted of a relevant or foreign offence
- Produce the personal licence to the licensing authority within 14 days of being required to do so for amendment
- Produce the personal licence to a constable or authorised officer for examination

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## Additional responsibilities of the DPS

When notifying the licensing authority of a change in name and/or address, a copy of the notification must also be given to the premises licence holder.



## Violent Crime Reduction Act

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This Act came into force on **6<sup>th</sup> April 2007**, and created the offence of persistently selling alcohol to children. The offence is now part of the Licensing Act 2003. This gives the police and trading standards officers additional powers when dealing with licensed premises that repeatedly sell alcohol to those under the age of 18.

Action will be taken against premises licence holders if they have been found guilty of committing three or more such offences within a period of three consecutive months.

In determining whether an offence has been committed, the person responsible for the premises must have received any three of the following in relation to the unlawful sale of alcohol to those under 18.

- A conviction
- A caution
- A fixed penalty notice

The person responsible for the premises at the time of the sale does not have to be the same person in every case.

If found guilty, the premises licence holder could be fined up to **£10,000** through the magistrates' court and the premises licence can be suspended for up to three months.

Alternatively, a closure notice could be issued which will allow for the premises to close for up to 48 hours for the sale of alcohol.

There is no defence for this offence. All that needs to be proved is that the three instances of underage sale took place. The issuing of a caution or fixed penalty notice is understood to be sufficient in establishing liability.

# Age Restricted Sales

If an age-restricted product is sold to a person underage it is not a defence to say that you did not know that the customer was underage. The law expects **you** to regulate the sale. The responsibility of knowing the Law is **yours** not that of the customer.

The following table should be memorised:

Product	Restriction	Penalty
Solvents Etc	18+	£5,000 and six months imprisonment
Lighter refills (Butane)	18+	£5,000 and six months imprisonment
Fireworks	18+	£5,000 and six months imprisonment
Party Poppers	16+	£5,000 and six months imprisonment
Videos/DVDs/Computer Games - Classification 12	12+	£5,000 and six months imprisonment
Videos/DVDs/Computer Games - Classification 15	15+	£5,000 and six months imprisonment
Videos/DVDs/Computer Games - Classification 18	18+	£5,000 and six months imprisonment
National Lottery Tickets	16+	£5,000 and two years imprisonment
National Lottery Instants	16+	£5,000 and two years imprisonment
Tobacco & Tobacco Products	18+	£2,500
Knives	18+	£5,000 and six months imprisonment
Liqueur Chocolates	16+	

## Solvents

Solvents include butane gas, lighter fuel/fluids, solvent based glues and adhesives, aerosols, nail varnish remover, and typewriting correcting fluid.

## Fireworks

This includes hand held sparklers. In all shops where fireworks are sold, notices stating that it is illegal to sell fireworks to persons under age of 18 years and that it is illegal for anyone under 18 to possess fireworks in a public place must be displayed. These must measure no less than 30 x 40 cm each.

## Party Poppers

Include caps, cracker snaps, novelty matches and throwdowns

## DVDs and Computer Games

DVD age restrictions are printed on the cover. On videos and DVDs, ages are printed on the spine and back of the cover. They are also printed on the tape or the disc itself.

## National Lottery Tickets

Under the National Lottery operator's licence, it is an offence for a person under 16 years to **sell** a ticket or instant, irrespective of the age of the person who buys it. It is also an offence for any person to sell a ticket to someone under 16 years of age. One or more notices must be displayed near to the lottery terminal stating that this is unlawful together with a telephone number, which members of public may call to report retailers who they suspect of offending. The lottery operator also carries out its own test purchase operations.

## Tobacco and Tobacco Products

These include cigarettes, cigars, tobacco products of all types, snuff and cigarette papers. Please note that normal matches are not included. Lighters are not included either, but may be restricted as a solvent if they use butane gas (see above). It is also an offence to sell cigarettes unless they are in quantities of ten or more and in their original packaging. This means that packets cannot be split to sell the cigarettes individually. In all shops where tobacco is sold, a notice stating that it is illegal to sell tobacco to persons under age of 16 years must be displayed. This must measure no less than 30 x 42 cm.

## Knives

This includes axes, Stanley knives, kitchen knives, cutlery knives, craft knives and razor blades. Exceptions are sealed safety razors with less than 2mm of the blade exposed and pen knives with blades less than 3ins long.

# Due Diligence

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## KNOWLEDGE TEST

- 1) When serving alcohol you should ask for ID from:
  - a. Anyone who looks under 16
  - b. Anyone who looks under 18
  - c. Anyone who looks under 21
- 2) Who must NOT be served with an alcohol product?
  - a. A person under 18 years
  - b. Somebody who is drunk
  - c. A person who you suspect is buying for persons underage
  - d. All of the above
- 3) How much alcohol by volume does a product need to have in it to be called an alcoholic drink?
  - a. 1%
  - b. 2%
  - c. 0.05%
  - d. More than 0.5%
- 4) What of the following forms of ID should you NOT accept?
  - a. Passport
  - b. Student Card
  - c. Photographic Driving Licence
  - d. Birth Certificate
- 5) What is the fixed penalty (on the spot fine) for serving alcohol to an under-age customer?
  - a. £30
  - b. £50
  - c. £80
  - d. £100
- 6) If a young person is buying an alcohol product, which method of payment could make you suspicious that they are underage?
  - a. Credit Card
  - b. Notes from a wallet
  - c. Loose change
  - d. Payment by cheque with cheque card
- 7) A Premises Licence may be suspended or revoked if the store fails more than one test purchase exercise.
 

**True or False**
- 8) A Personal Licence holder must inform the Council which issued their licence if:
  - h. They change their name
  - i. They change their place of work
  - j. They change their address
  - k. They are convicted of a relevant offence
- 9) Which of the following is not one of the licensing objectives
  - a. Protection of children from harm
  - b. Prevention of public nuisance

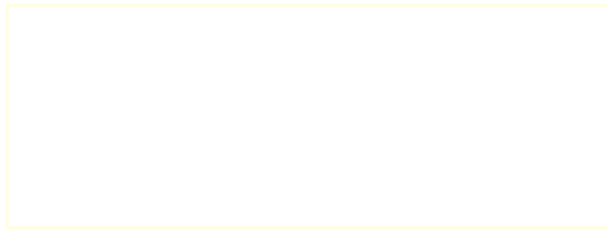
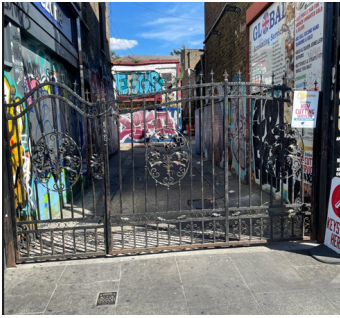
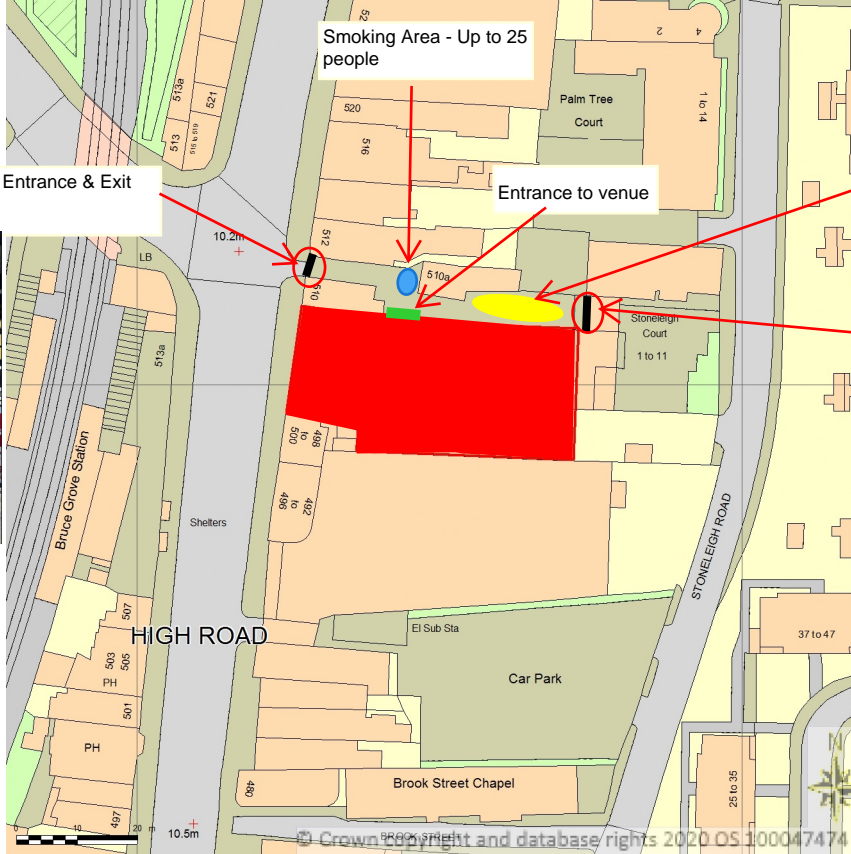
- c. Prevention of binge drinking
  - d. Prevention of crime and disorder
- 10) If you are trying to ascertain if a person is attempting to buy an age restricted product whilst underage which of the following would you look at?
- a. Their body language
  - b. Their physical appearance
  - c. The product they were buying
  - d. The payment method used
  - e. All of the above
- 11) If you suspect a person to be underage and they are attempting to buy an age restricted product , what is the first thing you must do?
- a. Ask them how old they are
  - b. Ask them their parents names
  - c. Ask them for identification
  - d. Ask them to return with their parents
- 12) Someone you suspect is underage produces a Proof of Age card. What details would you check?
- a. Photograph
  - b. Date of birth
  - c. PASS hologram
  - d. Signature of parent
- 13) The criminal record certificate required to apply for a personal licence cannot be:
- a. More than one month old
  - b. More than six months old
  - c. More than one year old
  - d. There is no expiry date
- 14) How should you refuse a person when you suspect they are drunk?
- a. Argue with them about how many drinks they have had
  - b. Be abusive to them
  - c. Be firm but polite
  - d. Direct them to another off licence
- 15) A personal licence is valid for?
- a. 15 years
  - b. The lifetime of the holder
  - c. Until the holder changes their place of work
  - d. 10 years

- |      |          |            |             |       |
|------|----------|------------|-------------|-------|
| 1. C | 4. B & D | 7. TRUE    | 10. E       | 13. A |
| 2. D | 5. C     | 8. A,C & D | 11. C       | 14. C |
| 3. D | 6. C     | 9. C       | 12. A,B & C | 15. D |

***The responsibility of  
knowing the Law is YOURS  
not the customers.***



CENTRE C 093





Staff training checklist for

The Sale of Alcohol/Compliance of Licensing Conditions

Staff member full name: .....Date.....

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the Premises Licence or new conditions/policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are complying with the specific requirements of your premises licence and the objectives of 2003 Licensing Act 2003, so this should be kept in a safe place.

We would recommend best practice is to keep completed checklists on site/premises in a clearly labelled and accessible 'Alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?
2. That the premises has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol or breach any aspect/condition(s) of the premises licence.
3. What the premises licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises.
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?
5. What's the premises policy/conditions for challenging customers relating to proof of age?
6. What's the premises policy is, for the types of proof of age (ID) staff should accept?
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?
8. What to do if they challenge someone using fake or someone else's ID?
9. How to operate any 'till prompt' system installed?
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?
12. What's the requirement/policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?

13. What to do if person they are serving is 'drunk' and what's the policy is as to what 'drunk' means?

14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?

15. Why it is important to record incidents/refusals to sell?

16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?

The above areas are a best practice minimum only.

This document is to be used in conjunction with the Staff Training Manual document and signed by the person (s) trained once they have read and understood the contents contained within the training manual.

Full name of person trained	Signature	Job Role/Position	Date (dd/mm yyyy)
Full name(s) of trainer(s)			
Full name of Designated Premises			
Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).			

**From:** [licensing@fslconsultants.com](mailto:licensing@fslconsultants.com)  
**To:** [Rae Fiona](mailto:Fiona.Rae@haringey.gov.uk)  
**Cc:** ; \_ ; [Licensing](mailto:licensing@haringey.gov.uk)  
**Subject:** Re: Licensing Sub-Committee 8th August 2022 - Incorrect Published Information & Applicant Additional Information  
**Date:** 08 August 2022 12:40:41  
**Attachments:** [Fire Alarm Commissioning Certificate.pdf](#)  
[EMERGENCY LIGHTING COMPLETION CERTIFICATE.pdf](#)  
[Fire exist.png](#)  
[EMERGENCY LIGHTING PLAN.png](#)  
[Call point plan.png](#)  
[Amended Plan.png](#)  
[Tec Solution Ltd Princess Banqueting Hall 502-508 High Road Tottenham.pdf](#)

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Dear Fiona

As promised please find attached to this email the 6 attachments certificates/plans relating to the points raised in the objection from the Building Control Officer.

I have also attached an additional PDF file - which is an email from Tec Solution Ltd - Confirming all the points raised in the email/letter from Mr Chenier (Haringey Building Control Department) on 4th August 2022 have been addressed and completed according to the building regulation requirements.

There is also confirmation on the number of customers for both floors in the premises -  
1st Floor - Up to 250 persons/customers (Two Hundred & Fifty)  
2nd Floor - Up to 70 persons/customers (Seventy)

The checks related to Fire safety have been carried out and are SATISFACTORY.

Regards,

Fabien Simms  
FSL Business Consultants

---

**From:** licensing@fslconsultants.com  
**Sent:** 08 August 2022 12:11  
**To:** fiona.rae@haringey.gov.uk <fiona.rae@haringey.gov.uk>  
**Cc:** Daniel Stegariu <>; <>; licensing@haringey.gov.uk <licensing@haringey.gov.uk> **Subject:** Licensing Sub-Committee 8th August 2022 - Incorrect Published Information & Applicant Additional Information

Dear Fiona

Following on from our earlier telephone call please find attached to this email the following items:

- OS MAP 1:1250
- Draft Licensing Staff Training Manual  
(Additional items maybe required depending upon the conditions imposed on the licence by the sub committee members)

- Draft Dispersal Policy  
(Additional items maybe required depending upon the conditions imposed on the licence by the sub committee members)
- Staff Training Checklist

In relation to the other point, I raised with you - The information published for tonight's hearing on the council's website, in relation to Appendix A is incorrect:

The application to be heard tonight relates to Mr Stegariu but the information in Appendix A relates to Ms Cornelia Catlogout -I have attached a copy of this appendix to this email.

- The Applicant Form is incorrect - It details a completely different person, with completely different proposed timings etc
- The internal Memo is incorrect - Again it details a completely different person's application.
- DPS Consent Form - Again it details a completely different person's application.

I have also been sent a copy of the email/report detailing the works listed in the representation from the building control officer/department have been completed as this email has a number of large attachments, I will send it across in another email.

Regards,

Fabien Simms  
FSL Business Consultants



## FIRE DETECTION AND ALARM SYSTEM IN DWELLINGS INSTALLATION AND COMMISSIONING CERTIFICATE

Original Certificate

Certificate reference: FR-0502-22

### DETAILS OF CLIENT

Client/  
Address Princess Banqueting Hall/ 502-508 High road, Tottenham, London N179JF

### DETAILS OF THE FIRE DETECTION AND ALARM SYSTEM

Address	502-508 High road, Tottenham, London	N179JF	New	---
Extent of the fire detection and alarm system covered by this Certificate	All escape routes, First Floor and second Floor		An Addition	---
	5 x Manual Call point	1x Aux ( Door controller)		---
	2 x Heat Detectors	1x Gas Shut Off valve		---
	10 x Smoke Detectors		Commission	X

### DESCRIPTION OF SYSTEM GRADE AND SYSTEM TYPE

System grade	A	<input checked="" type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>	E	<input type="checkbox"/>
System type	LD1	<input checked="" type="checkbox"/>	LD2	<input type="checkbox"/>	LD3	<input type="checkbox"/>	PD1	<input type="checkbox"/>	PD2	<input type="checkbox"/>

### INSPECTION AND TESTING

<input checked="" type="checkbox"/>	Test buttons checked	n/a	Aerosol smoke test	<input checked="" type="checkbox"/>	Dedicated circuits(s) provided
<input checked="" type="checkbox"/>	All alarm sounders operate	82.2	Sound level at bed head (dBA)	<input checked="" type="checkbox"/>	Protective device labelled
<input checked="" type="checkbox"/>	Silencing system checked	<input checked="" type="checkbox"/>	Audible and visual indication of mains failure	<input checked="" type="checkbox"/>	The entire system has been tested for satisfactory operation

### USER INSTRUCTIONS

I/We, the undersigned declare that the occupier of the dwelling (or the owner in the case of a house in multiple occupancy) have been provided with written information about essential aspects of the operation and maintenance of the system, as follows:

<input checked="" type="checkbox"/>	Operation of the system	<input checked="" type="checkbox"/>	Routine testing of the system	<input checked="" type="checkbox"/>	The need to avoid contamination of detectors by paint
<input checked="" type="checkbox"/>	Action to be taken in the event of a fire alarm	<input checked="" type="checkbox"/>	Precautions relevant to any lithium batteries used	<input checked="" type="checkbox"/>	Servicing and maintenance of the system (including intervals at which batteries should be replaced)
<input checked="" type="checkbox"/>	Avoidance of false alarms	<input checked="" type="checkbox"/>	Checking the system on reoccupation of the dwelling after a vacation etc.		
<input checked="" type="checkbox"/>	Action in the event of a false alarm	<input checked="" type="checkbox"/>	The need to keep clear space around all detectors and manual call points		

### DESIGN

I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the design of the fire alarm system, particulars of which are described above, CERTIFY that the installation for which I/We have been responsible complies to the best of my/our knowledge and belief with the recommendations of BS 5839 Part6: 2004 for the system described above, except for the variations, if any, stated below.

Variations from the specification of BS 5839-Part6: 2004

Installed by third party

Signature	-----	Date	-----	Name (CAPITALS)	-----	Designer
-----------	-------	------	-------	-----------------	-------	----------

Note 1. The electrical safety aspects of the fire detection and alarm system must also be certified in accordance with BS 7671: 'Requirements for Electrical Installations' by issuing an electrical safety certificate of a form which meets the requirements of BS 7671, such as a 'Domestic Electrical Installation Certificate' or, where appropriate, a 'Minor Electrical Installation Works Certificate'. Note 2. An instrument complying with BS EN 61672, Class 2, with slow response and A weighting (see Clause 13.2), is suitable for measuring the sound level. Note 3. This certificate may be required by an authority responsible for enforcement of fire safety legislation, such as the building control authority or housing authority. The recipient of this certificate might rely on the certificate as evidence of compliance with legislation.

<b>INSTALLATION</b>		This form and its design are the copyrights of NATIONALCERTS ©	
I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the installation of the fire alarm system, particulars of which are described above, CERTIFY that the installation for which I/We have been responsible complies to the best of my/our knowledge and belief with the recommendations of BS 5839 Part6: 2004 for the system described above, except for the variations, if any, stated below.			
Variations from the specification of BS 5839-Part6: 2004		None	
Signature	-----	Date	-----
		Name (CAPITALS)	-----
		Constructor	
<b>COMMISSIONING</b>			
I/We, being the competent person(s) responsible (as indicated by my/our signatures below) for the commissioning of the fire alarm system, particulars of which are described above, CERTIFY that the installation for which I/We have been responsible complies to the best of my/our knowledge and belief with the recommendations of BS 5839 Part6: 2004 for the system described above, except for the variations, if any, stated below.			
Variations from the specification of BS 5839-Part6: 2004		None	
Signature	H Ahmad	Date	08/08/2022
Reviewed by		Name (CAPITALS)	H AHMAD
		For Commissioning of the system	
Signature	----	Date	---
		Name (CAPITALS)	---
		Qualified Supervisor	
<b>ORGANISATION(S) RESPONSIBLE FOR THE FIRE DETECTION AND ALARM</b>			
<b>DESIGN</b>			
Organisation	Third party		
Address			Enrolment No. (Where appropriate)
		Branch number (If applicable)	
<b>INSTALLATION</b>			
Organisation	Third Party		
Address			Enrolment No. (Where appropriate)
		Branch number (If applicable)	
<b>VERIFICATION</b>			
Organisation	Tech Solution Ltd		
Address	66 Norlington Road , Leytonstone, London		Enrolment No. (Where appropriate)
E106LA		Branch number (If applicable)	
<b>ESSENTIAL RELATED REFERENCE DOCUMENTS</b>			
Electrical Installation or Minor Electrical Installation Works Certificate number			Dated
<b>TEST INSTRUMENTS USED</b>			
Sound level meter Model and Serial number	TIS 770 Digital Sound Level		Other Instrument Model and Serial number
		TS37-5653	
<b>NEXT</b>			
I/We the designer(s), recommend that this installation is further inspected and tested after an interval of not more than			12 Months

Note 1. The electrical safety aspects of the fire detection and alarm system must also be certified in accordance with BS 7671: 'Requirements for Electrical Installations' by issuing an electrical safety certificate of a form which meets the requirements of BS 7671, such as a 'Domestic Electrical Installation Certificate' or, where appropriate, a 'Minor Electrical Installation Works Certificate'. Note 2. An instrument complying with BS EN 61672, Class 2, with slow response and A weighting (see Clause 13.2), is suitable for measuring the sound level. Note 3. This certificate may be required by an authority responsible for enforcement of fire safety legislation, such as the building control authority or housing authority. The recipient of this certificate might rely on the certificate as evidence of compliance with legislation.

**NOTES FOR RECIPIENT**

**THIS CERTIFICATE IS A VALUABLE DOCUMENT AND SHOULD BE RETAINED FOR FUTURE REFERENCE**

This certificate should be read in conjunction with the other documents identified in the section entitled 'User Instructions'.

This certificate is to be issued only for a new fire detection and alarm system or for new work associated with an alteration or addition to an existing fire detection and alarm system in a dwelling. It should not have been issued for the periodic inspection and testing of a fire detection and alarm system.

This certificate has been issued to confirm that the fire detection and alarm system to which it relates has been installed and commissioned in accordance with the appropriate recommendations given in BS 5839 Part6: 2004 *Fire detection and alarm systems for buildings Code of practice for the design and installation of fire detection and alarm systems in dwellings*. The Fire Detection and Alarm System for Dwellings - Installation and Commissioning Certificate should only be issued for a system that has been installed and commissioned in accordance with the recommendations given in BS 5839 Part6: 2004.

You should have received the certificate marked 'Original' and the Domestic Installer should have retained the certificate marked 'Duplicate'. This certificate is a valuable document and should be retained for future reference for the purpose of properly maintaining the fire detection and alarm system. If you were the person ordering the work, but not the user of the system, you should pass this certificate, or a full copy of the certificate including user instructions, immediately to the user.

The 'Original' certificate should be retained in a safe place and shown to any person inspecting or undertaking further work on the fire detection and alarm system in the future. If you later vacate the premises, this certificate will demonstrate to the new occupier/owner that the fire detection and alarm system complied with the requirements of BS 5839 Part6: 2004 at the time the certificate was issued.

**Inspection and Testing**

A tick in the box indicates that the inspection or test has been performed and the results are satisfactory. Where a particular inspection or test is not appropriate for the particular system installed, N/A should have been inserted in the box. The relevant details of the sound level test instrument (if used) should have been recorded. All measurements relating to electrical safety should have been recorded on the related Electrical Installation Certificate or Minor Electrical Installation Works Certificate. The Domestic Installer issuing this certificate should have entered the appropriate time interval before re-inspection of the installation becomes due.

**User Instructions**

The Domestic Installer should have issued you, the recipient, with written Information relating to all aspects of the system as indicated in the section entitled *User Instructions* as required with the appropriate recommendations given in BS 5839 Part6: 2004 (except for any variations recorded in this section).

**Certification of Design, Installation and Commissioning.**

Certification of the design, installation and commissioning of the fire detection and alarm system provides an assurance that the system has been fully inspected and tested, and that the system complies with the appropriate recommendations given in BS 5839 Part6: 2004 (except for any variations recorded in this section).

For safety reasons, the fire detection and alarm system will need to be re-inspected and tested by a competent person at appropriate intervals. It is recommended that you engage the services of an Approved Contractor for this purpose. Additionally, routine inspections will be required to be undertaken by the occupier/owner at intervals recommended in the operating instructions.

Should the person ordering the work (e.g. the client, as identified in this certificate), have reason to believe that any element of the work for which the Domestic Installer has accepted responsibility (as indicated by the signatures on this certificate) does not comply with the requirements of the national electrical safety standard (BS 7671) or the operational requirements given in BS 5839: Part 6, the client should in the first instance raise the specific concerns in writing with the Domestic Installer.

Domestic Installers have been assessed as having the technical capability to carry out electrical work in compliance with the national standard for the safety of electrical installations - British Standard 7671: Requirements for Electrical Installations (formerly the IEE Wiring Regulations). The scope of this standard includes electrical safety aspects of fire detection and alarm systems but does not extend to the operational performance of such systems.

Note 1. The electrical safety aspects of the fire detection and alarm system must also be certified in accordance with BS 7671: 'Requirements for Electrical Installations' by issuing an electrical safety certificate of a form which meets the requirements of BS 7671, such as a 'Domestic Electrical Installation Certificate' or, where appropriate, a 'Minor Electrical Installation Works Certificate'. Note 2. An instrument complying with BS EN 61672, Class 2, with slow response and A weighting (see Clause 13.2), is suitable for measuring the sound level. Note 3. This certificate may be required by an authority responsible for enforcement of fire safety legislation, such as the building control authority or housing authority. The recipient of this certificate might rely on the certificate as evidence of compliance with legislation.

## EMERGENCY LIGHTING VERIFICATION CERTIFICATE

For New Installations & Verification of Existing Installations

<b>Original Certificate</b>	Original	<b>Certificate reference</b>	IS009502-22
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### A1 DETAILS OF CLIENT

<b>Client/Address:</b>	Princess Banqueting Hall/ 502-508 High road, Tottenham, London N179JF		
------------------------	---	--	--

### B1 DETAILS OF THE EMERGENCY LIGHTING INSTALLATION

<b>Address:</b>	502-508 High road, Tottenham, London N179JF	<b>New</b>	--
<b>Extent of the installation covered by this Certificate:</b>	Commissioning & Verification	<b>Modify</b>	---
		<b>Commission</b>	X

### C1 DETAILS OF THE APPROVED CONTRACTOR RESPONSIBLE FOR ISSUING THE REPORT

<b>Trading Title:</b>	Tech Solution Ltd.		
<b>Address:</b>	66 Norlington Road, Leytonstone London, E10 6LA	<b>Enrolment No. (Where appropriate)</b>	X
		<b>Branch number (If applicable)</b>	X

### D1 DECLARATION OF CONFORMITY

In consequence of acceptance of the appended declarations, I/We hereby certify that the emergency lighting installation, or part thereof, at the above premises conforms, to the best of my/our knowledge and belief, to the appropriate recommendations and requirements given in BS 5266-1:2016, *Emergency lighting- Part 1: Code of practice for the emergency lighting of premises*, BS EN 1838:1999/BS 5266-7 : 1999 *Lighting applications-Emergency lighting* and BS EN 50172:2004/BS 5266-8:2004 *Emergency escape lighting systems*, as set out in the accompanying declarations, except as stated below/overleaf.

*To be signed by either: a) the responsible person/competent person(england & wales)  
b)the employer or other persons(Scotland) or c)the employer or nominated employee(northern Ireland)*

<b>Signature</b>	H ahmad	<b>Date</b>	08/08/2022	<b>Name (CAPITALS)</b>	H Ahmad
------------------	---------	-------------	------------	------------------------	---------

### E1 DETAILS OF DEVIATIONS FROM STANDARD

Declaration (Design, installation or verification)	Requirement No	Details of deviation
Verification		No deviation from BS5266-1

### F1 VALIDITY REVIEW & ESSENTIAL RELATED DOCUMENTS

**THIS CERTIFICATE IS ONLY VALID WHEN ACCOMPANIED BY CURRENT VERSIONS OT THE FOLLOWING**

**1. Signed declaration(s) forms 2,3 & 4 2.Photometric design data(see note 3) 3.Log book**  
**The Contractor issuing this certificate MUST sign to verify that1) , 2) & 3) above have been completed & are issued with this certificate & that all essential related reference documents have been recorded below**

<b>Electrical installation certificate No.or minor electrical installation Works certificate no &amp; or emergency lighting periodic inspection &amp; test certificate</b>		<b>Design schedule No(s)</b>	
		<b>Other documents if any(please state)</b>	
<b>Signature</b>	H Ahmad	<b>Date</b>	08/08/2022
<b>Signature</b>	H Ahmad	<b>Date</b>	
<b>Name (CAPITALS)</b>	H Ahmad	<b>Name (CAPITALS)</b>	H Ahmad
			<b>Qualified Supervisor</b>

### G1 NEXT INSPECTION

This form and it's design are the copyrights of NATIONALCERTS ©

I/We, the designer, RECOMMEND that this installation is further inspected & tested after an interval of not more than

	12 months
--	-----------



**EMERGENCY LIGHTING DESIGN DECLARATION**  
For New Installations & Verification of Existing Installations

<b>A2 DETAILS OF CLIENT</b>	
Client/ Address:	Princess Banqueting Hall/ 502-508 High road, Tottenham, London N179JF

<b>B2 DETAILS OF THE EMERGENCY LIGHTING INSTALLATION</b>			
Address:	Princess Banqueting Hall/ 502-508 High road, Tottenham, London N179JF	New	<input checked="" type="checkbox"/>
Extent of the installation covered by this Certificate:	Verification	An Addition	<input type="checkbox"/>
		An Alteration	<input type="checkbox"/>

<b>C2 DETAILS OF THE ORGANISATION FOR THE DESIGN OF THE INSTALLATION</b>	
Trading Title:	Tech Solution Ltd
Address:	66 Norlington Road, Leytonstone, London E10 6LA

<b>D2 DESIGN CONFORMITY DECLARATION</b>				
BS 5266-1:2011 Clause Reference	Requirements	System conforms (if NO, record a deviation)		
		Yes	No*	N/A
4.2	D1 Accurate plans available showing escape routes, fire alarm control panel, call points and fire extinguishers	x		
5.4	D2 Fire safety signs in accordance with BS 5499-4 and -5, clearly visible and adequately illuminated	x		
6.7	D3 The luminaries conform to BS EN 60598-2-22	x		
6.6	D4 Luminaries located at following positions: (NOTE Near means within 2m horizontally) a) At each exit door intended to be used as an emergency b) Near stairs so each tread receives direct light, and near any other level change c) Near mandatory emergency exits and safety signs d) At each change of direction and at intersections of corridors e) Outside and near to each final exit f) Near each first aid post Near fire fighting equipment and call points	x		
6.3	D5 At least two luminaries illuminating each compartment of the escape route	x		
6.6.3 6.6.4 6.6.5 6.6.6 6.6.7	D6 Additional emergency lighting provided where needed to illuminated: a) Lift cars b) Moving stairways and walkways c) Toilet facilities larger than 8m2 floor area or without borrowed light, and those for disabled use d) Motor generator, control and plant-rooms e) Covered car parks	X		
9.1	D7 Design duration adequate for the application	x		
10.6;10.7; Clause 11	D8 Operation and maintenance instructions and a suitable log book produced for retention by the builder occupier	x		
5.1.1;5.1.2	D9 Illuminance. Escape routes for any use: 1Lx min. on the centre line Open areas above 60 m2: 0.5 Lx min. anywhere in the core area Permanently unobstructed routes: 0.2Lx min. on centre line	x		

<b>E2 DETAILS OF DEVIATIONS FROM THE CODE OF PRACTICE (BS 5266-1:2011)</b>	
Requirement No	Details of deviation
	None

<b>F2 DESIGN</b>					
I/We hereby declare that the emergency lighting installation, as described above, has been designed by me/us & to the best of my/our knowledge & belief, the design complies with 5266-1:2016, BS EN 1838:1999/BS 5266-7 & BS EN 50172:2004/BS 5266-8					
Signature	H Ahmad	Date	08/08/2022	Name (CAPITALS)	H Ahmad

**NOTES FOR RECIPIENT**

**THIS CERTIFICATE IS A VALUABLE DOCUMENT AND SHOULD BE RETAINED FOR FUTURE REFERENCE**

This certificate has been issued to confirm that the emergency lighting installation work to which it relates has been designed, constructed and inspected and tested in accordance with the appropriate recommendations given in BS 5266 *Emergency Lighting* Part 1: 2016 *Code of practice for the emergency lighting of premises*, Part 7: 1999 *Lighting Applications – Emergency lighting* (also identified as BS EN 1838: 1999) and part 8:2004 *Emergency escape lighting systems*(also identified as BS EN 50172:2004).

You should have received an original Certificate and the contractor should have retained a duplicate Certificate. This document should be retained for the purpose of properly maintaining the emergency lighting installation. If you were the person ordering the work, but not the owner of the installation, you should pass this Certificate, or a full copy of it including any essential related reference documents, immediately to the user.

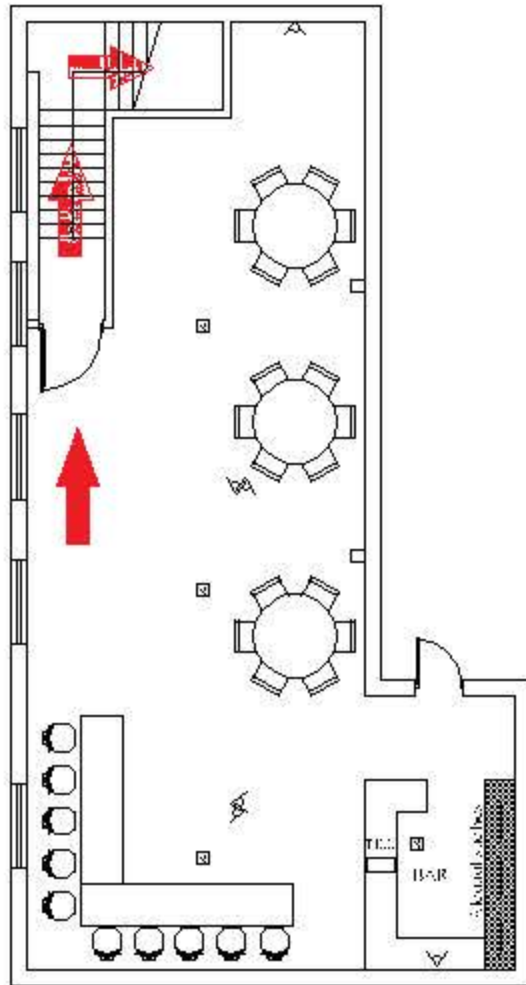
The original certificate should be retained in a safe place and be shown to any person inspecting or undertaking further work on the emergency lighting installation in the future. If you later vacate the property, this Certificate will demonstrate to the new owner that the emergency lighting installation complied with the requirements of BS 5266: Part 1:2016,Part 7:1999 and Part 8:2004, and with BS 7671:2008(amendment no 1 2011) *Requirements for Electrical Installations*, at the time the Certificate was issued.

For safety reasons, the emergency lighting installation will need to be inspected at appropriate intervals by a competent person.

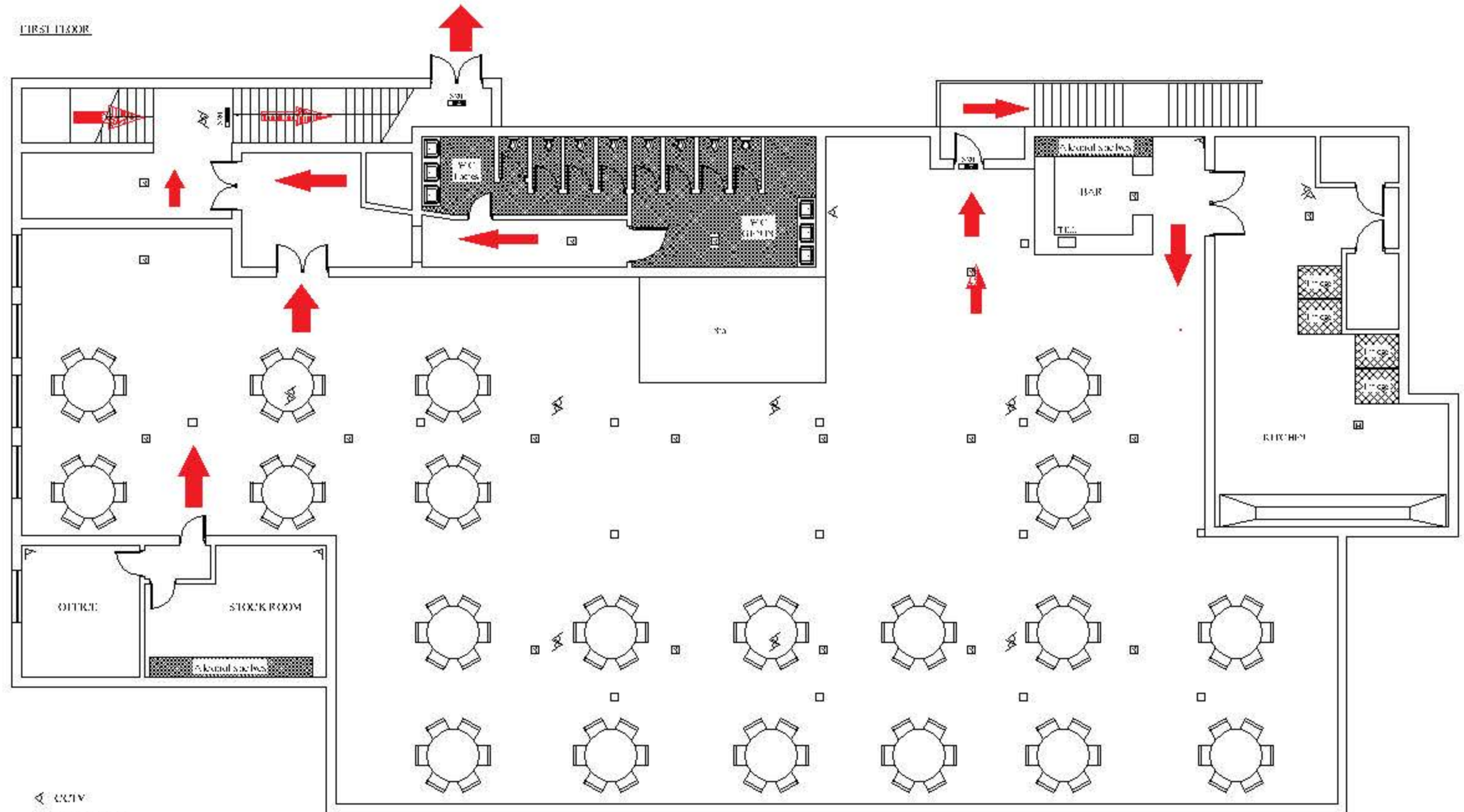
Note 1. The electrical safety aspects of the fire detection and alarm system must also be certified in accordance with BS 7671: 'Requirements for Electrical Installations' by issuing an electrical safety certificate of a form which meets the requirements of BS 7671, such as a 'Domestic Electrical Installation Certificate' or, where appropriate, a 'Minor Electrical Installation Works Certificate'. Note 2. An instrument complying with BS EN 61672, Class 2, with slow response and A weighting (see Clause 13.2), is suitable for measuring the sound level. Note 3. This certificate may be required by an authority responsible for enforcement of fire safety legislation, such as the building control authority or housing authority. The recipient of this certificate might rely on the certificate as evidence of compliance with legislation. Liability could arise on the part of any organization or person that issues a certificate without due care in ensuring its validity

# FIRE ESCAPE ROUTE









SECOND FLOOR



FIRST FLOOR



**LEGEND**

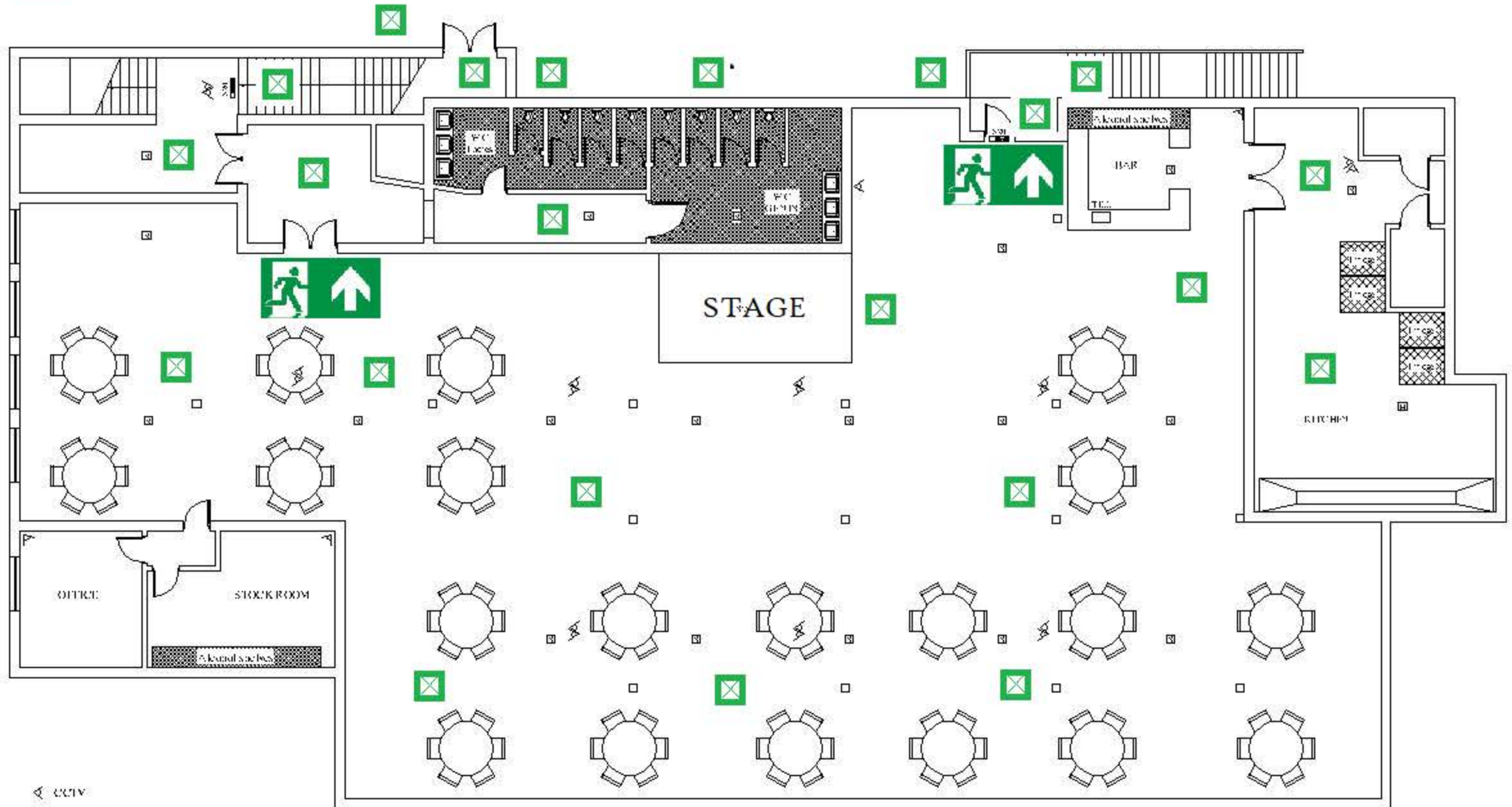
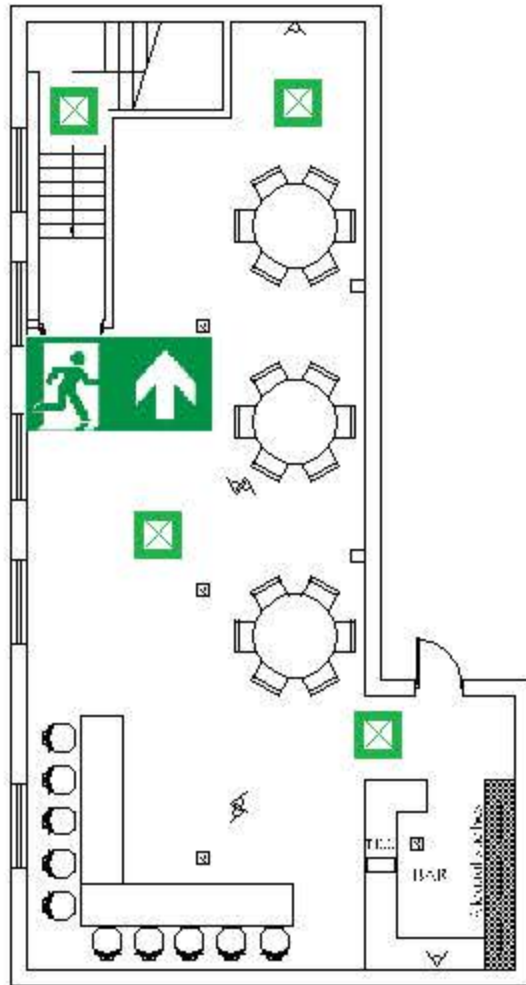
- |   |         |   |                 |   |  |
|---|---------|---|-----------------|---|--|
|  | ALCOHOL |  | HEALTH DETECTOR |  | EXIT   |
|  | WC AREA |  | SMOKE DETECTOR  |  | FIRE ESCAPE<br>KEEP CLEAR                            |
|  | FRIGES  |   |                 |  | INTERNALLY ILLUMINATED<br>FIRE ESCAPE SIGN (BS 5266) |

In the event of fire, follow **RED Arrow**

# EMERGENCY LIGHTS FIRE EXIST PLAN



SIXTH FLOOR



LEGEND

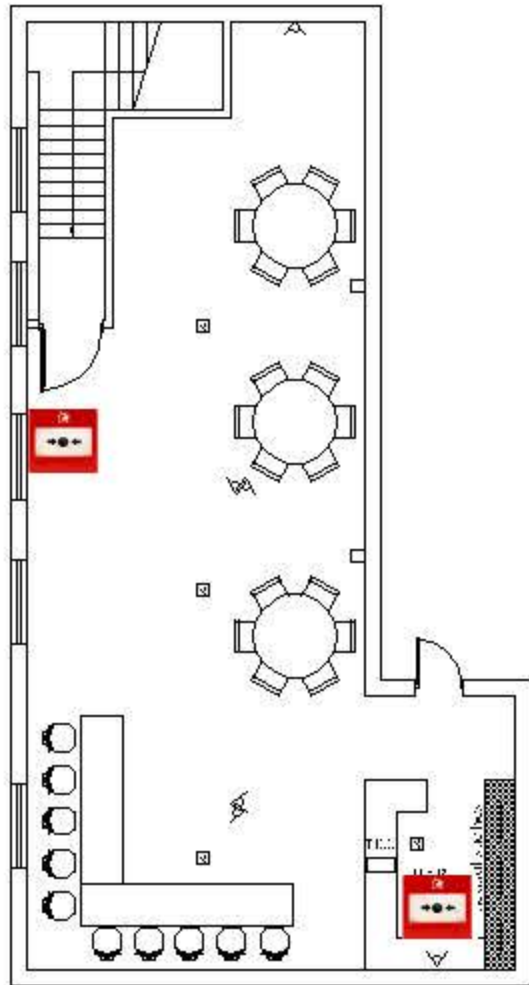
- ALCOHOL
- WC AREA
- FRIGES
- HEAT DETECTOR
- SMOKE DETECTOR
- CCTV
- FIRE ESCAPE KEEP CLEAR
- INTERNALLY ILLUMINATED FIRE ESCAPE SIGN (BS 5266)

Emergency Light

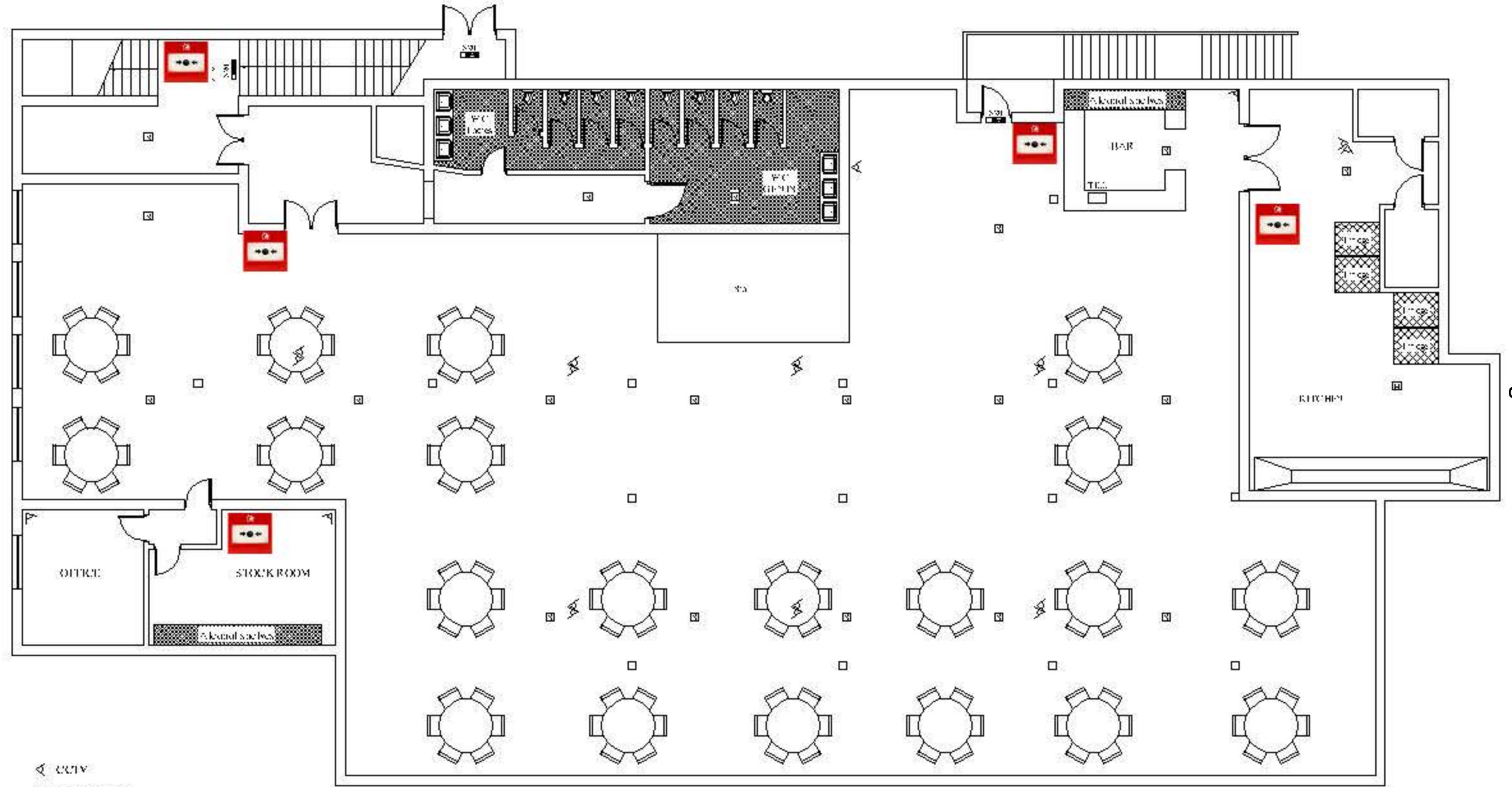
Emergency Exit Light

# CALL POINT PLAN









SECOND FLOOR



FIRST FLOOR

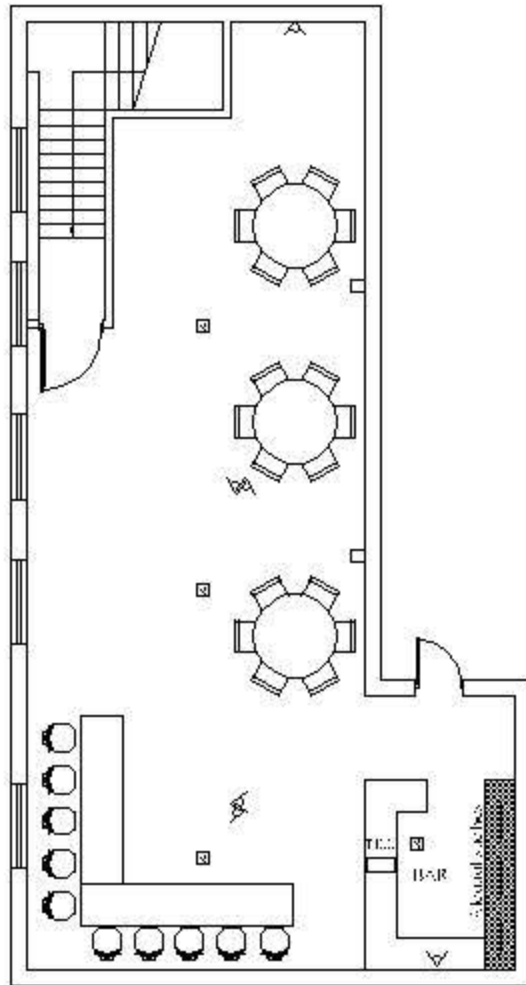


**LEGEND**

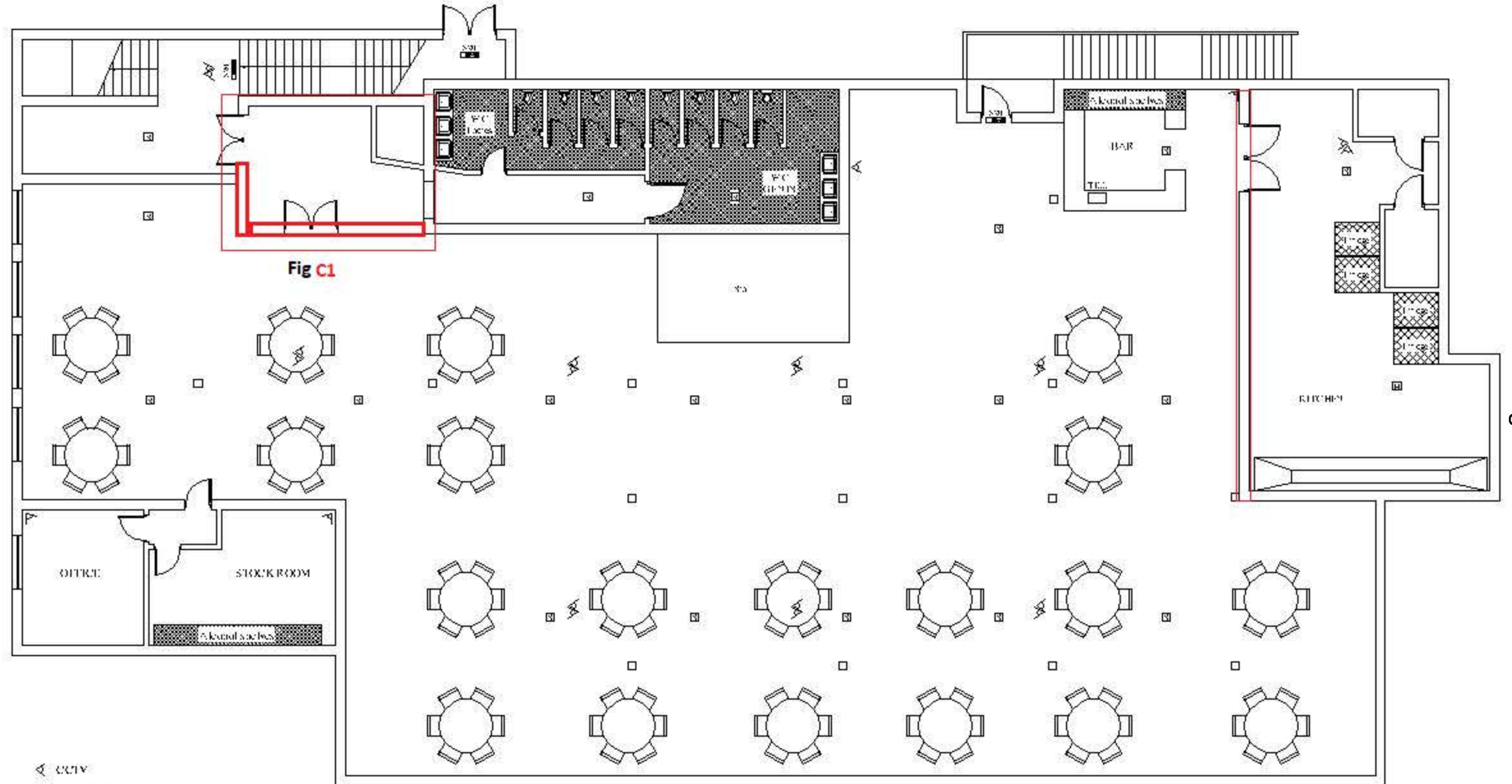
- |   |         |   |                 |   |  |
|---|---------|---|-----------------|---|--|
|  | ALCOHOL |  | HEALTH DETECTOR |  | EXIT   |
|  | WC AREA |  | SMOKE DETECTOR  |  | FIRE ESCAPE<br>KEEP CLEAR                            |
|  | FRIGES  |   |                 |  | INTERNALLY ILLUMINATED<br>FIRE ESCAPE SIGN (BS 5266) |

# AMENDED PLAN









SIXTH FLOOR



FIRST FLOOR



**LEGEND**

-  ALCOHOL
-  WC AREA
-  FRIGES
-  HEAT DETECTOR
-  SMOKE DETECTOR
-  EXIT
-  FIRE ESCAPE KEEP CLEAR
-  INTERNALLY ILLUMINATED FIRE ESCAPE SIGN (BS 5266)

**Notes:**

Fig C1. is fire compartmentation is the sub-division of main area into smaller sections to achieve 60 min fire rating with the use of fire resisting construction, preventing the spread of smoke and fire into stairs which is primary EXIST for second floor occupants



Daniel Stegariu &lt;&gt;

---

**FW: Princess Banqueting Hall 502-508 High Road Tottenham**

---

info@tecsolution.co.uk &lt;info@tecsolution.co.uk&gt;

Mon, Aug 8, 2022 at 11:29 AM

To:

Cc: building.control@haringey.gov.uk

Hi Chenier,

As per of letter on 4/08/2022 All points raised have been addressed and completed according to the building regulation requirements.

Please find the attached plans and the documents required for the above mentioned premises.

The premises can accommodate following amount of visiting customers:

First floor Up to 250 (Two hundred fifty)

Second floor Up to 70 (Seventy)

The checks related to Fire safety have be carried out and are **SATISFACTORY**.

If you have any concerns please feel free to contact me.

I am attaching the docs as following:

- Fire Alarm Commissioning Certificate
- Emergency Light Verification Certificate
- Amended plan to separate First Floor to be used independently from second floor and achieving first floor compartmentalization.
- Manual call point Locations plan.
- Fire Exists and emergency light location plan
- Fire Exists plan.

For any queries do not hesitate to contact me.

Regards

H Ahmad



mad

**From:** [info@techsolution.co.uk](mailto:info@techsolution.co.uk) <[info@techsolution.co.uk](mailto:info@techsolution.co.uk)>  
**Sent:** 03 August 2022 17:21  
**To:** " " <>  
**Subject:** Princess Banqueting Hall 502-508 High Road Tottenham

Hi Chenier,

Ref: LL001/LL/0001/1141

Location :Princess Banqueting Hall

Address: 502-508 High Road Tottenham London N17

I refer to the above application for a premises License, as per of the letter 31/05/2022 please find the detail of the remedial work which is carried out to get the building compliant to licensing objective for the Protection of Public safety.

List of remedial work as per of the list,

1. As being a banqueting Hall there no permanent resident on any floor.
2. Second floor area can be used independently to first floor.
3. All furnishing and decoration is outsourced to external contractor (mainly hired by client) fire proofing of furnishing and decoration is clearly specified in Notes To External Contractor, which states any furnishing or decoration to be used has to be FIRE REDUNDANT.
4. According to Building Regulation 2000 adequate Separation wall are of Taper Edge. GTEC Fire Board is a plasterboard which provides superior fire resistance for stud partitions, wall lining and ceiling systems. Achieve **60 minutes fire resistance from a 15mm single layer partition system**.
5. All decoration including drapers, fabrics and similar features are outsourced.
6. Ventilation:

Positive Input Ventilation (PIV) is an energy efficient mechanical method of pushing out and replacing stale unhealthy air with drier fresh air by gently introducing filtered air into the premises and increasing the circulation of fresh air around the property and improving the indoor air quality.

7. Each hall comprises of following

First Floor: 8 x Air Conditioning Inverter units

An inverter is **energy saving technology that eliminates wasted operation in air conditioners by efficiently controlling motor speed**. Air conditioners maintain set temperature by cooling when room temperature rises above the set temperature and heating when the room temperature falls below the set temperature.

8. EICR ( electrical installation condition report (EICR) available on request.



identifies any damage, deterioration, defects and/or conditions which may give rise to danger along with observations for which improvement is recommended.

9. Fire Lobby is created within the first floor area to achieve fire protection between stairs and first floor exist, the amended floor plans are available on request.
10. Exist signage are installed according to the UK Building Regulation requirements, there should be an exit sign placed on every doorway, escape or another route which provides an exit and means of escape from a fire or other emergency situation. The signs confirm to the BS 5499 Pt 4:2000 which meets the Building Regulations. They will also meet the requirements of the Health and Safety 1996 – Safety Signs & Signals Regulations.
11. Locks to the exist doors are replaced by BS3621 type Thumb turn sash locks.
12. External Exist Signage is placed with Fire Assembly Signs.
13. Call Points, Fire extinguisher locations are specified in the separate fire exist Floor Plan (available on request)
14. Door adjacent to bar on second floor is to access the terrace which is NOT a fire exist and is only to be used by authorized personnel only.
15. The store next to kitchen is been removed and whole area is part of a kitchen which is separated by Fire redundant door achieving minimum of 60 minutes fire rating.
16. All door are replaced by fire rated doors.
17. Update plans will be submitted including emergency lights, Exist signage, Fire Alarm and call points.

For any queries do not hesitate to contact us.



6 attachments

AMENDED PLAN



Amended Plan.png  
242K

CALL POINT PLAN

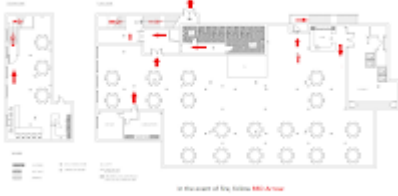


Call point plan.png  
256K

**EMERGENCY LIGHTING PLAN.png**  
271K



**FIRE ESCAPE ROUTE**



**Fire exist.png**  
240K

 **EMERGENCY LIGHTING COMPLETION CERTIFICATE.pdf**  
242K

 **Fire Alarm Commissioning Certificate.pdf**  
189K