

VARIATION OF PREMISES LICENCE  
HORNSEY TOWN HALL ARTS CENTRE

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SUBMISSIONS BY APPLICANT  
PREMISES LICENCE HOLDER

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**Background**

1. Hornsey Town Hall is an iconic landmark building within the Crouch End region of Haringey. Thanks to multi-million-pound investment, this building will once again play a community role in bringing arts, entertainment and productivity to the locality.
2. The premises closed its doors in 1987 before becoming the Hornsey Town Hall Arts Centre (HTHAC) in 2015. Under this guise, the premises were used for silent discos, yoga, workspace, gallery space and community events.
3. The premises licence to which this application relates was granted<sup>1</sup> in 2016 to the Ana Arts Project. The licence permitted regulated entertainment in the form of plays, films, sports, live and recorded music and dance in addition to the sale of alcohol (on sales) and late-night refreshment. The hours for these various activities were uniform across the different parts of the premises but varied dramatically from day to day and from activity to activity. For example, live music was permissible until 23:00 on Fridays but recorded music was permissible until 02:00. The licence was subsequently transferred to the applicant Premises Licence Holder.
4. Planning Permission<sup>2</sup> to realise the vision for the HTHAC was granted in March 2018 which allowed the applicant to look at the licencing aspect of the development and how this might need to be reshaped in order to properly promote the licensing objectives having regard to how the premises will be used going forward.
5. To assist the Sub-Committee with understanding the vision for HTHAC, a copy of a document called Bringing Hornsey Town Hall Back to Life has been provided and is included in the agenda and report pack at pages 91-128. This document considers the history of the premises along with information as to what facilities the premises will have following the completion of the refurbishment. These include the Assembly Hall , function room, Committee Room, Council Chamber, Supper Room, Roof Terrace, Members Room, Mayor's Parlour, Cinema and the Town Hall Square. The document also provides information as to how it is envisaged that these spaces will be utilised from larger events such as concerts to informal meetings.

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<sup>1</sup> Premises Licence LN/000015762 was effective 31<sup>st</sup> March 2016

<sup>2</sup> Reference HYG/2017/2220

6. Following an evaluation of the premises licence, it was felt that the inconsistent approach to hours and activities would not properly reflect the manner in which the premises hope to trade or adequately promote the licensing objectives. Furthermore, it was felt that there would be wisdom in differentiating between different parts of the building so as to provide a greater degree of clarity as to what activities would take place in certain parts of the building and at what times. Included within that would be bringing parts of the premises in to use that were not covered by the existing licence.
7. It was recognised that it was important to work with the community of this project and to that end, a site visit was arranged and took place on 9<sup>th</sup> September 2022 with Licensing, Environmental Health and Police being in attendance. At this meeting, the Responsibility Authorities were given a tour of the site and an overview of what the vision for the development would be.
8. Additionally, there was consultation with local councillors, forums and groups. Following these consultations, two residents' meetings were organised and took place on 30<sup>th</sup> November 2022. The meetings looked at both the development of Hornsey Town Hall Arts Centre and the adjacent Dao by Dorsett Hotels. The meetings were well attended and provided some helpful feedback which inevitably helped shaped the application to vary the premises licence. Additionally, we believe, as is evidenced by the low number of representations, that we were able to assuage many of the concerns which were raised by residents at the meetings.

### **Summary of variation sought**

9. On behalf of the applicant, an application to vary the premises was submitted on 25<sup>th</sup> October 2023. The last date for representations was 22<sup>nd</sup> November 2023.
10. The variations sought by this application are essentially:
  - a. To change the name of the Premises Licence Holder to the correct legal name and to update the registered office,
  - b. To amend the approved plan to permit works in line with the major refurbishment as authorised by the planning permission and to add areas (such as the Town Hall Square) which were not previous on any plan,
  - c. To permit off sales of alcohol from the café, and from the bars in the Town Hall into the Town Hall Square,
  - d. To licence the Town Hall Square for the sale of alcohol between 10:00 and 21:00 for one weekend per month and for 10 days each month in July, August and December,
  - e. To licence the Town Hall Square for regulated entertainment between 10:00 and 21:00 for one weekend per month and for 10 days each month in July, August and December,
  - f. To extend the hours for regulated entertainment in parts of the building to 10:00 to 23:30 on Mondays to Wednesdays, 10:00 to 01:30 on Thursdays to Saturdays and 10:00 to 22:45 on Sundays and to extend the hours for late night refreshment in various parts of the building to 23:00 to 23:30 on Mondays to Wednesdays and 23:00 to 01:30 on Thursdays to Saturdays,

- g. To permit the consumption of alcohol and the showing of films with no audible dialogue or music on the roof terrace between 08:00 and 23:00 Mondays to Sundays,
- h. To extend the terminal hour for the whole premises (other than the Town Hall Square on Bank Holidays,
- i. To extend the terminal hour for the whole premises (other than the Town Hall Square on New Years Eve,
- j. To extend the hours for the Supper Room for alcohol and regulated entertainment on Thursdays to Saturdays to 10:00 to 02:00,
- k. To replace conditions.

## **Response to Representations**

11. A representation was made on behalf of the Metropolitan Police. Following discussions revised conditions have been agreed with the Metropolitan Police and these are attached to these submissions as Appendix 1 with the amendments to the condition 11 and the additional conditions shown in bold and italics to explain the changes and additions made to the conditions contained in the agenda and report at pages 29 to 32. Pictures of the walling and balustrading on the roof terrace are attached to these submissions as Appendix 2. The Metropolitan Police have withdrawn their representation on the basis of these amendments and additional conditions.

12. In addition, three representations were received from residents Sharon Kean, Ahmad Foroughzadeh and Georgina Winstow. Their concerns appear to relate to the prevention of nuisance licensing objective.

### *The suitability of the area for late night bars, entertainment and drinking and the disturbance it will bring to the local residents*

13. The PLH has consulted with the Environmental Health Officer on this application and feels that sufficient measures are offered to ensure that the premises will not cause a nuisance to the local residents. The Sub-Committee will note that the EHO has not submitted a representation.

14. The PLH is proposing several conditions which are designed to ensure that the premises operate with the promotion of this licensing objective in mind. These include signage asking customers to leave quietly<sup>3</sup>, restrictions on hours of external spaces<sup>4</sup>, closure of doors and windows<sup>5</sup>, installation of speakers on anti-vibration plates<sup>6</sup>, noise limiters<sup>7</sup>, restriction on deliveries<sup>8</sup> and the emptying of refuse<sup>9</sup>, the preparation of an acoustic report<sup>10</sup> and the adoption of a dispersal policy<sup>11</sup>.

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<sup>3</sup> Proposed condition 8

<sup>4</sup> Proposed conditions 11, 12 and 13

<sup>5</sup> Proposed condition 14

<sup>6</sup> Proposed condition 15

<sup>7</sup> Proposed condition 16

<sup>8</sup> Proposed condition 17

<sup>9</sup> Proposed condition 18

<sup>10</sup> Proposed condition 19

<sup>11</sup> Proposed condition 20

15. In addition, the PLH has adopted an Events / Local Area Management Plan which has as its core the effective management of people so as to minimise the potential for disturbance. This Events/Local Area Management Plan is attached to these submissions as Appendix 3.
16. The Sub-Committee will of course be aware that the current premises licence permits the activities which these residents are concerned about. It is believed that the proposed variation will only further the measures in place to mitigate these concerns.

#### *Removal of the Town Hall Square from public use during events*

17. Whilst this is not, strictly speaking, a relevant consideration from a licensing perspective, we believe that the Sub-Committee will be reassured to know that, as part of this development, the PLH has agreed a Community Use Agreement with the London Borough of Haringey to ensure that the premises maintains its place as a community resource. Included within this are measures to ensure community access to parts of the premises and open spaces as well as co-operating with the Council in the enforcement of the agreement.

#### *Litter, noise and unsafe environment*

18. Similarly to those concerns relating to noise, the PLH have sought to ensure that these concerns are met with appropriate working practices and conditions and it is believed that those conditions referred to above adequately meet these concerns.

#### *Light Pollution*

19. We believe that concerns surrounding light pollution are met by a number of proposed conditions. Specifically the switching off of illuminated signage<sup>12</sup> and the positioning of security lights so as to avoid intrusion<sup>13</sup>.

#### *Daytime noise*

20. We believe that those measures which have been referred to above are suitable for imposing reasonable and proportionate restrictions necessary to promote the licensing objectives. The Sub-Committee will no doubt appreciate that the restrictions on noise ought to be different for night time than they are for the day time and a balance needs to be struck. We believe that the proposed conditions meet this need.
21. Furthermore, the Sub-Committee will appreciate that a significant proportion of the premises is given for co-workers to use as their place of work. With this in mind, the applicant recognises that noise is an issue for users of the premises and not just those who surround it. With this in mind, we believe that the conditions and policies proposed properly address these concerns.

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<sup>12</sup> Proposed condition 26

<sup>13</sup> Proposed condition 27

### *Excessive New Years' Eve Hours*

22. The Applicant has sought the continuation of licensable activities from the end of permitted hours on New Year's Eve to the start of New Year's Day. This is not an uncommon approach to permit some flexibility in the use of premises to celebrate the New Year.
23. Where the premises would take advantage of this extension of hours, it is believed that the measures, conditions and policies put in place will provide a suitable level of protection to local residents in ensuring that disturbance is reduced to an acceptable level.

### **Executive Summary**

24. The Applicant worked closely with Responsible Authorities to ensure an application was submitted which struck a balance between respecting the needs of the community and providing commercial flexibility for the PLH. The Metropolitan Police's concerns have been met as a result of which the Metropolitan Police have withdrawn their representation and no other Responsible Authority has submitted a representation.
25. The Applicant has consulted with councillors, local forums and residents as well as having two resident's meetings before submitting this application. It would not be unreasonable to consider that the small number of representations received may suggest that every effort has been made to alleviate concerns.
26. The concerns which have been raised by those residents appear to relate to the licensing objective of the prevention of public nuisance. These concerns are entirely understandable and demand respect. We believe that the measures which are proposed are sufficient to address these concerns. The Sub-Committee will again consider that the EHO, considered to be the expert on issues relating to nuisance, has not raised an objection.
27. The premises currently has a premises licence which covers many of the activities which appear to be of concern to the residents. This means, in reality, that the premises can use the existing authority to do the things that the residents address. We believe that the variation sought provides greater clarity as to how the premises is used, what for and when. Further, the variation imposes obligations on the PLH which are not currently on the licence which, we believe, will fully promote the licensing objectives.
28. The Sub-Committee will be acutely aware that it is open to any person to instigate a review of the premises under s51 Licensing Act 2003.

Joe Havey (Solicitor-Advocate)  
Popleston Allen Solicitors



# Hornsey Town Hall Arts Centre – Proposed Licence Conditions

## Prevention of Crime and Disorder

1. The Premises shall install and maintain a comprehensive CCTV system. All entry and exit points to the premises will be covered in such a manner as to enable frontal identification of every person entering in all expected light conditions. The system will record an external view of the main entrance. The system shall continually record whilst the Premises are open for licensable activities or whilst members of the public are present. All recordings shall be stamped with the correct corresponding date and time. All recordings shall be stored for a minimum period of 31 days.
2. A staff member who is conversant with the operation of the CCTV system shall be on the Premises at all times whilst the Premises are open for licensable activities. This staff member must be able to, at the request of the Police or authorised Council Officer, review and copy any recordings stored by the system and provide to the requesting Officer such copies as they request.
3. An incident log (electronic or paper based) shall be kept at the Premises and made available on request to an authorised Council Officer, the Police or the Fire Service. The log shall record the following:
  - a. All crimes reported to the venue,
  - b. All ejections of patrons,
  - c. Any complaints received concerning crime and disorder,
  - d. Any incidents of disorder,
  - e. Seizures of drugs or offensive weapons,
  - f. Any faults in the CCTV system,
  - g. Any refusal of the sale of alcohol (including the date and time of the refused sale and the name of the member of staff who refused the sale).
  - h. Any visit by a relevant authority or emergency service.
4. The Premises shall operate a Challenge 25 proof of age scheme. The only acceptable forms of identification are recognised photographic identification cards such as a driving licence, passport or proof of age card with the PASS Hologram.
5. All staff authorised by the Designated Premises Supervisor to sell alcohol shall either hold a Person Licence or shall receive relevant training before making any unsupervised sales. The training shall include:

- a. The Licensing Act 2003 in terms of licensing objectives and offences committed under the Act;
- b. The terms and conditions of the Premises Licence;
- c. The sale of age-restricted products. Age-restricted products training shall cover the following steps:
  - i. The assessment of age;
  - ii. How and when to challenge for proof of age;
  - iii. Acceptable proof of age and how to check; and
  - iv. Recording refusals.

This training shall be refreshed once per year. Staff shall sign to confirm that they have received and understood the training. Written records of this training shall be retained at the premises and made available to the Police or authorised officers of the Licensing Authority upon request.

6. The Premises shall operate security including the use of SIA door staff as and when required having undertaken a risk assessment. A copy of the security policy and risk assessment will be provided to the police licensing officer upon request.

## Prevention of Public Nuisance

7. The Premises shall display signs at each exit issuing reminders that customers should depart the Premises quietly having regard to the neighbours.
8. The Premises shall, at the main entry, display information relating to the nearby bus stops, taxi ranks and Underground Stations.
9. The Premises Licence Holder shall appoint a dedicated taxi or mini cab company or companies. Staff shall offer to book cars on behalf of patrons. After midnight, all patrons seeking licensed vehicles will be encouraged to remain inside the Premises to await their vehicle.
10. The use of the private external courtyard on the lower ground floor (the Co-Worker's Garden) shall not take place between 21:00 and 07:00 hours.
11. The use of the Square for licensable activities shall be limited to one weekend per month except in July, August and December when the use shall be limited to ~~fourteen~~ **ten** days per month and on all days between the hours of 11:00 and ~~23:00~~ **21:00** for the sale of alcohol and from 11:00 to 21:00 for regulated entertainment other than on New Years Eve when the hours are 10:00 to 0100 the following morning.
12. The roof terrace shall not be used between 23:00 and 08:00 and shall only be used for the consumption of alcohol and showing of films with no publicly audible dialogue or music.



13. All external doors and windows shall be kept closed between 23:00 and 07:00 during the provision of regulated entertainment, except for immediate access and egress.
14. All speakers are mounted on anti-vibration mountings to prevent vibration transmission to neighbouring properties.
15. The Premises shall use electronic noise limiters to ensure that all amplified sound from the Premises is within agreed limits as agreed with the Environmental Health Officer.
16. No deliveries shall take place between the hours of 22:00 and 07:00.
17. The emptying of refuse in external areas shall not take place between 22:00 and 07:00.
18. Before the commencement of Regulated Entertainment, an acoustic report will be prepared and lodged with the Environmental Health Officer. All recommendations in the report shall be complied with.
19. The Premises shall operate a dispersal policy and noise management plan and all staff shall be trained in their implementation. A copy of the policies and written records of this training shall be retained at the premises and made available to the Police or authorised officers of the Licensing Authority upon request.
20. No drinking vessels are permitted to leave the premises, other than takeaway drinks from the café or into the Square when licensable activities are permitted under the benefit of this Premises Licence.
21. No music will be played in, or for the benefit of patrons in external areas of the premises save for events permitted under this licence in the Square.
22. No form of loudspeaker or sound amplification equipment is to be sited on or near the exterior of the premises or in or near any foyer, doorway, window or opening to the premises save in respect of events permitted under this licence in the Square.
23. A complaints book will be held on the premises to record details of any complaints received from neighbours. The information is to include, where disclosed, the complainant's name, location, date, time and subsequent remedial action undertaken. This record must be made available at all times for inspection by Council officers.
24. All ventilation and extraction systems shall be correctly maintained and regularly serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from odour.

25. Illuminated external signage shall be switched off when the premises is closed.
26. Security lights will be positioned to minimise light intrusion to nearby residential premises.

## Public Safety

27. Glassware shall not be permitted on the Town Hall Square.
28. Prior to the commencement of licensable activities, the Premises will have the benefit of a Means of Escape Assessment, a copy of which will be lodged with the Fire Authority.

## Protection of Children

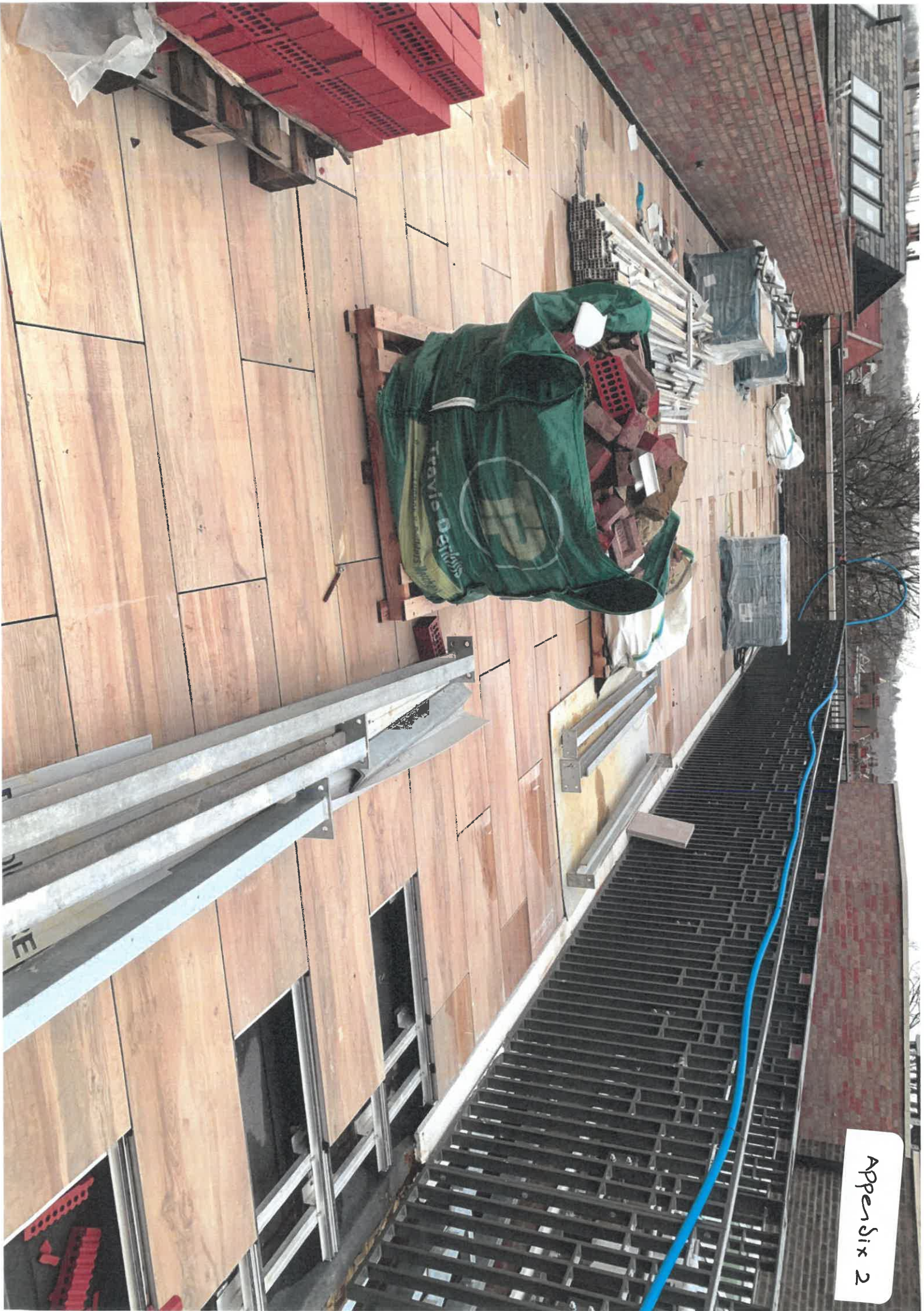
29. People under the age of 18 shall not be permitted on the premises during licensable activities unless accompanied by a parent, guardian or responsible adult (other than until 2200 in the Retail, Foyer and Café areas shown on the plan attached to the premises licence and in the Town Hall Square at any time) or where attending an age appropriate screening in the cinema.

### **Additional Conditions Agreed with the Metropolitan Police**

1. ***Where the Town Square is intended to be used for the sale of alcohol after 21:00 or Regulated Entertainment at any time the following conditions shall apply:***
  - a. ***The Premises Licence Holder shall notify the Licensing Authority in writing of the proposed date of any such occasion no later than two weeks before the date of it.***
  - b. ***The Premises Licence Holder shall consult and engage with the Police and Licensing Authority, and this will include where necessary, discussing all aspects of the event, including the promotion of the four licensing objectives under the Licensing Act 2003 with the Police and Licensing Authority.***
  - c. ***The results of this event planning process shall be compiled into an Event Management Plan. The Event Management Plan is a work in progress throughout the planning process. It will also contain relevant risk assessments used by the premises licence holder to deliver the event.***

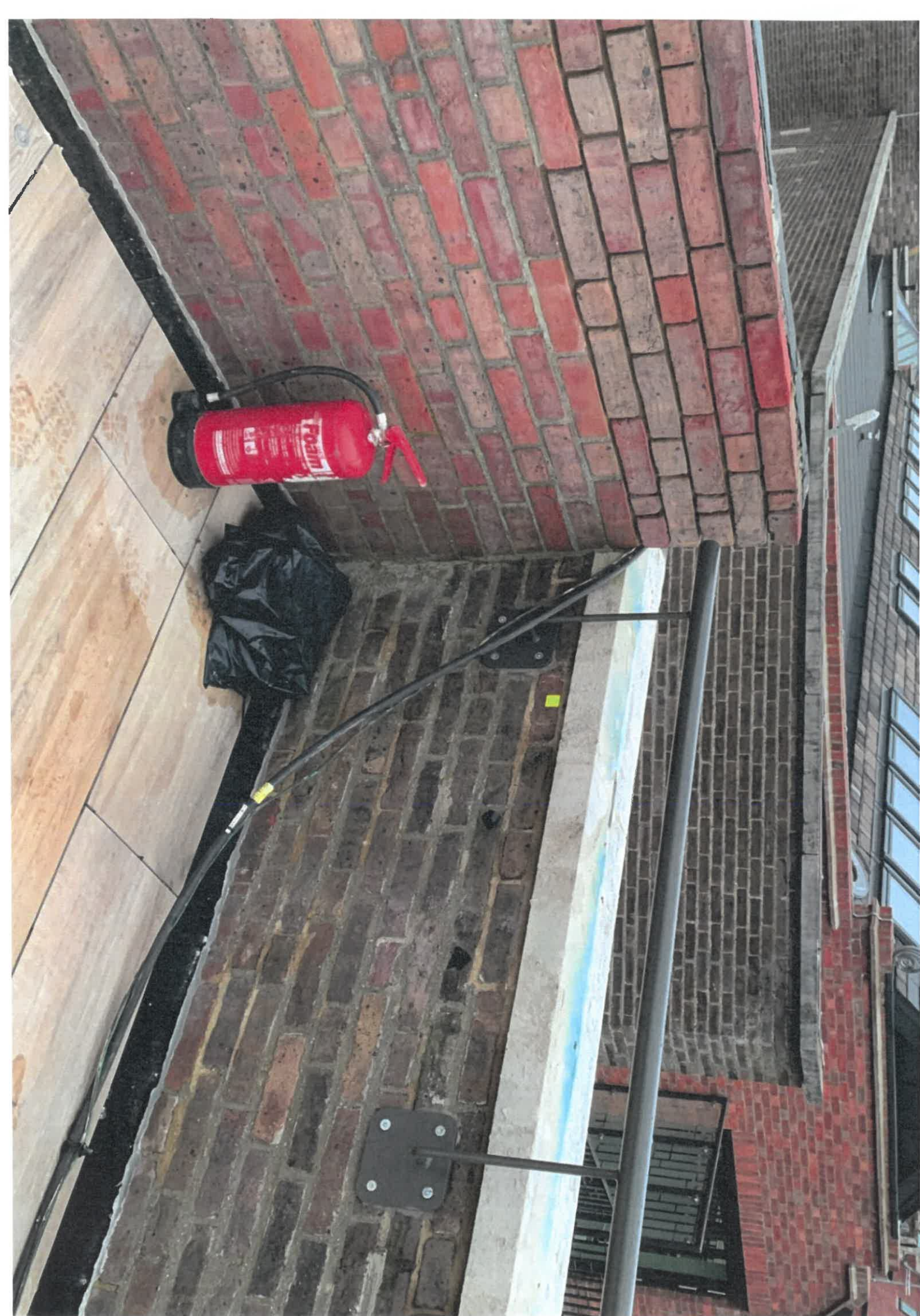
- d. *The Event Management Plan shall be prepared in consultation with the Police and Licensing Authority and a final copy of the Event Management Plan shall be lodged with the Licensing Authority no less than 14 days before the event.*
- 2. *Any external events will be prior assessed for the use of additional barriers to maintain crowd control and prevent disorder.*
- 3. *The use of pedestrian barriers shall be utilised on festival days.*
- 4. *Security will be stationed at the entrance and exit of the pedestrian barriers when in use, to monitor the amount of people in the square to avoid overcrowding, disorder and crowd control.*
- 5. *The balustrade on the roof terrace shall comply with the appropriate building regulation standards before it is used by members of the public.*
- 6. *The premises will use SIA accredited personnel on the roof terrace where the roof terrace is open to the public after 20:00 of Fridays and Saturdays. The need for SIA security personnel at other times will be risk assessed and the recommendations of that risk assessment shall be implemented.*





Appendix 2













## Hornsey Town Hall Arts Centre Events / Local Area Management Plan

The following document details the measures which Hornsey Town Hall Arts Centre shall implement and uphold to ensure the organised and efficient process of crowd management and dispersal.

### **Crowd management and dispersal including stewarding**

The Arts Centre will host a wide variety of community and private events across its several event spaces. We anticipate that the Town Hall Square will be used periodically for organised seasonal events. All events will be managed in line with the company's health and safety and risk assessments policies which are currently being developed.

All events will be managed by the events and operations team who will ensure the appropriate and safe level of stewarding and event security staff are present and briefed accordingly. The main function of stewards and event security staff is to ensure that potential hazards arising from crowd dynamics are managed and nullified; these include:

- Surging and swaying leading to crushing between people and against fixed structures
- Falling and being trampled underfoot
- Dangerous behaviour, such as climbing onto equipment/structures or throwing object

In regard to crowd control and dispersal following events either within the Town Hall or Arts Centre itself or the Town Hall Square, stewards and event security staff will work to ensure that potential hazards arising from site egress are managed and nullified; these include:

- Pedestrians and moving vehicles sharing the same space
- Poorly maintained and inadequately lit pedestrian routes
- Lack of suitable entrances and exits
- Stalls and concessions obstructing crowd movement and leading to congestion at entrances and exits during busy periods
- Inadequate site design, leading to crossflow of people

In addition to physical crowd management and dispersal by event and security personnel there will also be site signage directing visitors to local transport interchanges in order to direct crowds away from the Town Hall Square, Hatherley Gardens and local residential areas. We will deploy



security guards and moveable barriers where appropriate to the entrance of Hatherley Gardens to prohibit crowds from dispersing on to Hatherley Gardens.

We will ensure that there is a high level of coordination between the Operations and Events Management, permanent onsite and hotel security and event security in order to deploy a coordinated approach to crowd control and dispersal.

We will also continue our positive dialogue and relationship with the local community police force and notify them of any large scale events.

#### **Car park management plan**

The commercial operations at the site are to be supported primarily by three general shared-use car parking spaces provided within the area to the rear and with each of these three spaces designed to have the scope to be used by those with mobility difficulties. A further three spaces will be made available within the forecourt / square by means of the prior arrangements available for those with mobility difficulties attending the community / events space.

Vehicular access onto the site would also be permitted via Weston Park, but only by emergency vehicles and by those residents of Weston Park who currently have rights of access along this route to access the garage units to the rear of their properties.

Access to these spaces is controlled by mechanical vehicle gates and use of these spaces will be coordinated via the onsite Estate Manager / Commercial Travel Plan Coordinator / Deliveries and Servicing Coordinator responsible for both the Arts Centre and Hotel operations.

#### **Signage strategy to local transport interchange**

The scheme promoter (or nominated representative) will discuss with representatives of London Borough of Haringey and, as required, Transport for London the scope to have installed 'Legible London' information boards adjacent to the Town Hall Square (close to the southbound bus stop) and adjacent to the library along Haringey Park, to direct visitors to local transport interchanges. With coordination from the Estate Manager / Commercial Travel Plan Coordinator, will available from the Arts Centre reception area

Each communal area will have attached to it a notice board, which will display visitor travel information and promote local transport measures and initiatives, and the range of travel access opportunities, in addition to the separate promotional events including sustainable and green travel options and initiatives.

The Estate Manager / Commercial Travel Plan Coordinator will ensure that these are regularly updated, with the information including details and maps showing existing public transport stops / routes and a link to the Journey Planner website by Transport for London.

### **Shuttle bus strategy for local transport interchanges**

For certain event types such as weddings, clients may wish to make use of a shuttle service which will be pre-arranged so that the operator can best match this offer to the user's demands.

The use of a shuttle service will operate in agreement with TfL and LB Haringey and with formal prior notification and orders, to use the southbound bus stop along The Broadway. We intend to restrict vehicular access to Hatherley Gardens in relation to the Town Hall operation to be only for those who have mobility issues and have been granted pre-arranged access to the forecourt area for the purpose of pick-up or drop-off.

Such access of Hatherley Gardens will be subject to licensed marshaling controls, so as to ensure that those with rights of access continue to benefit from these. All other users will be directed away from the site, so as to avoid unnecessary turning within Hatherley Gardens.

### **Coach drop off and collection area to be identified and the appropriate traffic management orders secured**

Beyond the shuttle bus service, we do not anticipate or plan on using formal coach service for guests of the Arts Centre or Hotel. If when making bookings parties mention their intention to arrive via coach, we will in agreement with LB Haringey identify an appropriate and safe single yellow line area on Haringey Park Road whereby coaches may set-down and pick-up which causes minimum disruption to local residents and traffic flows.

### **Additional Parking controls measures in and around the site**

When the development is in operation we will ensure that guests and visitors are made aware of the limited availability of parking in the local area when making bookings, when visiting the Arts Centre and Hotel websites and via physical signage on and around the Town Hall site, these will include for example that all on site parking is exclusively for the use of disabled users, on street is extremely limited due to existing high parking pressures within the Controlled Parking Zones and that there is also limited off street as the Crouch Hall Road car park nearby has limited capacity.



THE  
ARTS  
CENTRE



HORNSEY TOWN HALL ARTS CENTRE  
HORNSEY TOWN HALL  
THE BROADWAY, CROUCH END  
LONDON N8 9JJ

We will at all times encourage the use of public transport, cycling, walking, taxi or car sharing in order to keep demands on local parking to a minimum and to at all times promote sustainable and green travel options and initiatives.

There will be continuous coordination between the estate management teams of both the Arts Centre and Hotel operations in order to ensure our travel and parking strategies can be delivered efficiently and cohesively.

### **Taxi collection strategy**

Through a combination of site signage, travel information and stewarding we will direct visitors to the taxi rank situated on Crouch End Hill road for taxi collection and drop off.

The Commercial Travel Plan Coordinator / Deliveries and Servicing Coordinator will work proactively to keep all taxi activity on Hatherley Gardens, Haringey Park and Weston Park roads to a minimum.

We will also look to build partnerships with local taxi companies, offering preferential rates to all visitors to Hornsey Town Hall, this will also allow us to have a dialogue with the taxi operators to ensure they are following guidelines in terms of drop off and pick up areas. We will engage with Haringey Council to discuss the potential of geo-fencing for taxis in certain roads surrounding the Town Hall.

Kind Regards,

Andrew Major, Head of Space and Community  
The Time + Space Co. (operating on behalf of Hornsey Town Hall Arts Centre)