

## PREMISES LICENCE

Receipt: ELMS00009382

Premises Licence Number: LN/000025014

This Premises Licence has been issued by:

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

Signature: .....

Date: 30<sup>th</sup> November 2021

DPS Variation: 18<sup>th</sup> June 2026

### Part 1 – PREMISES DETAILS

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

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

Telephone:

**Where the Licence is time limited, the dates:**

Not applicable

**Licensable activities authorised by the Licence:**

Supply of Alcohol

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

Late Night Refreshment

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

Ground Floor

Monday to Sunday

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

5th Floor

Monday to Sunday

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

Roof Terrace

Monday to Sunday

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

**The opening hours of the premises:**

Monday to Sunday                      0800 to 0630

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

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

**Part 2**

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

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

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

12960814

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

Spencer Wyatt

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

Personal Licence                      1801  
Issued by:                              London Borough of Havering

## **Annex 1 –Mandatory Conditions**

### **Supply of alcohol.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) a holographic mark, or

(b) an ultraviolet feature.

6. The responsible person must ensure that—

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

(i) beer or cider: ½ pint;

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

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

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

## **Annex 1 –Mandatory Conditions**

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

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

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

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

(a) —duty<sup>ll</sup> is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(6);

(b) —permitted price<sup>ll</sup> is the price found by applying the formula —

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

Where —

(i) P is the permitted price,

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

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

(c) —relevant person<sup>ll</sup> means, in relation to premises in respect of which there is in force a premises licence —

(i) the holder of the premises licence,

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

or

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

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

(e) —value added tax<sup>ll</sup> means value added tax charged in accordance with the Value Added Tax Act 1994

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

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

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

### **Exhibition of films.**

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

2. Where —

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

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

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

## **Annex 1 –Mandatory Conditions**

3. In this section –

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

### **Door supervision.**

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

## **Annex 2 – Conditions consistent with the Operating Schedule**

### **THE PREVENTION OF CRIME AND DISORDER**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Annex 2 – Conditions consistent with the Operating Schedule**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Annex 2 – Conditions consistent with the Operating Schedule**

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

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

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

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

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

All off sales of alcohol shall be in sealed containers.

### **PUBLIC SAFETY**

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

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

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

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

### **PREVENTION OF PUBLIC NUISANCE**

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

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

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

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

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

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

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

Designated staff should be trained in Mental Health First Aid.

### **PREVENTION OF CHILDREN FROM HARM**

## **Annex 2 – Conditions consistent with the Operating Schedule**

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

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

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

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

Not applicable

# Annex 4 – Plans



Project: The Archives, Tottenham  
Drawing: Ground Floor Masterplan  
Drawing No: PG\_PL\_03  
Date: 16.08.2021  
Status: Planning  
Drawn By: Purpose Group Ltd  
Scale: 1:500 @ A3

