

- 1.2 The Centre is a large 2 storey building with a hall that is hired out for various events, the current licence is a Club Premises Certificate and does not allow the centre to have the general public on site for licensable activities at the building.
- 1.3 There is also an application for the Dis-application of the need for a Designated Premises Supervisor at the premises. This will enable the premises to be able to supply alcohol at the venue which is managed by the management team, and avoids the need to have a named DPS on the licence as is the norm. This is a new provision that came into effect under the Licensing act 2003 and information on this ability is included at Appendix 3.
- 1.4 Representations have been received from :

Metropolitan police – Appendix 4
Enforcement Response – Appendix 5
Other Party/Residential Reps- Appendix 6

2 Recommendations

There is no recommendation, but in considering the representations received and what is appropriate for the promotion of the licensing objectives, the steps the Sub-Committee can take are:

- Grant the variation as requested
- Grant the variation whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates
- Reject the whole or part of the application

- 2.1 Members of the licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must be appropriate in order to promote the licensing objectives.

3. Background

- 3.1 During the consultation period letters of representation were received from the Responsible Authorities, namely the Police, Enforcement Response. Representations were also received from a number of residents who claim to have ongoing problems with the operation of the premises.

The representation received all had concerns with the knock on effects of the events that have taken place at the premises to date, this has mainly been around noise and litter nuisance as well as concerns around cars blocking pavement and entrances for residents.

In considering this application Members will be alive to the make of the area and the location of the venue and give consideration to the potential for noise nuisance to nearby residents. This is not limited to music noise but also includes people noise from patrons leaving the venue at various times throughout an evening/night, that prolongs any noise nuisance for residents .

- 3.3 Under the Act representations can be received from responsible authorities or other persons. Representations must be relevant and, in the case of another person, must not be frivolous or vexatious.

3.4 The Licensing Authority considers that restrictions may be made to the proposed hours of use where, after receiving relevant representations, the council considers it appropriate for the promotion of the licensing objectives to do so. The council will take into account the existing pattern of licensed premises in an area when considering what is appropriate to promote the objectives. Applications which are significantly out of character for a locality will need to demonstrate that granting the hours sought will not impact on the licensing objectives, given the potential for neighbouring premises to be adversely impacted.

4. Policy Implications

4.1 The decision should be made with regard to the Secretary of the State's guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the Policy clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal / challenge is increased.

4.2 Equalities impact

At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Sub-Committee will be in accordance with the four licensing objectives as prescribed by the Licensing Act 2003.

5. Other considerations

5.1 Human Rights

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- o Article 8 – Right to respect for private and family life.
- o Article 1 of the First Protocol – Protection of Property
- o Article 6(1) – Right to a fair hearing.
- o Article 10 – Freedom of Expression

6 Use of Appendices

Appendix 1- Application form

Appendix 2 - Copy of Hire agreement and Management structure

Appendix 3 - Application & Guidance on Dis-application of DPS for Community Centre.

Appendix 4 - Representation from Metropolitan Police

Appendix 5 - Letter of representation from Enforcement Response.

Appendix 6 - Letter of representation from residents.

Background papers: Section 182 Guidance
Haringey Statement of Licensing policy

APPENDIX 1 – APPLICATION

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We African Caribbean Leadership Company Ltd

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description 9 CLARENDON ROAD HORNSEY			
Post town	LONDON	Postcode	N8 0DJ
Telephone number at premises (if any)	0208881 5881		
Non-domestic rateable value of premises	£		

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

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

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or X
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name AFRICAN CARIBBEAN LEADERSHIP COMPANY LTD
Address 9 CLARENDON ROAD HORNSEY
Registered number (where applicable) CHARITY NO: 1128622 COMPANY NO 6679865
Description of applicant (for example, partnership, company, unincorporated association etc.) LIMITED COMPANY WITH CHARITY STATUS
Telephone number (if any) 0208881 5881
E-mail address (optional) INFO@ACLC.ORG.UK

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

This is a Community Centre

A large building with a hall that is hired out for various events, the current licence is a Club Premises Certificate so does not allow us to have the general public make use of the building.

Having a normal Premises Licence will enable us to be more accessible to the public and better able to meet their needs.

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

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

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

Provision of regulated entertainment

Please tick any that apply

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09.00	23.00	Please give further details here (please read guidance note 3) <i>IN THE HALL</i>	Both	<input type="checkbox"/>
Tue	09.00	23.00			
Wed	09.00	23.00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	09.00	23.00			
Fri	09.00	23.00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09.00	23.00			
Sun	09.00	23.00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09.00	23.00	Please give further details here (please read guidance note 3) IN HALL		
Tue	09.00	23.00			
Wed	09.00	23.00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	09.00	23.00			
Fri	09.00	03.00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09.00	03.00			
Sun	09.00	00.00			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	09.00	23.00			
Tue	09.00	23.00			
Wed	09.00	23.00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	09.00	23.00			
Fri	09.00	03.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09.00	03.00			
Sun	09.00	00.00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09.00	23.00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	09.00	23.00			
Wed	09.00	23.00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	09.00	23.00			
Fri	09.00	03.00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09.00	03.00			
Sun	09.00	00.00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09.00	23.00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	09.00	23.00			
Wed	09.00	23.00	State any seasonal variations for the performance of dance (please read guidance note 4) DRUMMING CLASSES		
Thur	09.00	23.00			
Fri	09.00	03.00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09.00	03.00			
Sun	09.00	00.00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	09.00	23.00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	09.00	23.00	Please give further details here (please read guidance note 3)		
Wed	09.00	23.00			
Thur	09.00	23.00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	09.00	03.00			
Sat	09.00	03.00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	09.00	00.00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23.00	00.00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	23.00	00.00			
Wed	23.00	00.00		State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Thur	23.00	00.00			
Fri	23.00	03.00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat	23.00	03.00			
Sun	23.00	00.00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	09.00	23.00						
Tue	09.00	23.00						
Wed	09.00	23.00						
Thur	09.00	23.00				Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	09.00	03.00						
Sat	09.00	03.00						
Sun	09.00	00.00						

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	MS JESSIE STEPHENS M.B.E		
Address			
Postcode			
Personal licence number (if known)			
Issuing licensing authority (if known)	IN PROCESS.		

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	09.00	23.30	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)</p>
Tue	09.00	23.30	
Wed	09.00	23.30	
Thur	09.00	23.30	
Fri	09.00	03.30	
Sat	09.00	03.30	
Sun	09.00	00.30	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

b) The prevention of crime and disorder

The premises shall install and maintain a comprehensive CCTV system to the satisfaction of The Met Police. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested.

The Management Team of WICC will be responsible for alcohol sales at events.

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

No drinks shall be served in glass containers when events are taking place.

All staff engaged outside the entrance to the premises when events are taking place, or supervising or controlling queues, shall wear high visibility jackets or vests.

The premises will not be hired out for under 21 age group events.

c) Public safety

All fire exits and escape routes will be kept clear and maintained in good working order.

There must be suitable terms of hire document signed by all prospective hirers which stipulate the start and finish times of the event and any other specific event related matter.

When the first floor hall and bar are in use for separate functions, the accommodation shall be as follows:

Hall - 200
Bar - 50

The total number of persons accommodated at any one time when the hall and bar are in use together for the same function shall not exceed 200.

The shutter between the office (former cloakroom) shall be locked shut in the closed position during the whole time the premises are in use under the Licence.

Adequate toilets must be provided on site.

d) The prevention of public nuisance

No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

All windows and external doors shall be kept closed between 21:00 hours and 08:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.

Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.

e) The protection of children from harm

Children under 16 years of age will be accompanied by adults at all times

Alcohol may only be sold to individuals over the age of 18 with valid proof of identification with one of the following:

- A valid passport
- A photo driving license issued in a European Union Country
- A proof of age standard card system

A citizen card, supported by the Home Office

All relevant staff will be trained in the prevention of underage sales including: knowledge of the law and guidance on how to assess age and recognise acceptable ID.

A written record will be kept for confirming that they have understood the legal requirements, these records will be signed and dated by the trainer and trainee and available on request by an authorised officer.

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

--

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. x
- I have enclosed the plan of the premises. x
- I have sent copies of this application and the plan to responsible authorities and others where applicable. x
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. x
- I understand that I must now advertise my application. x
- I understand that if I do not comply with the above requirements my application will be rejected. x


IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

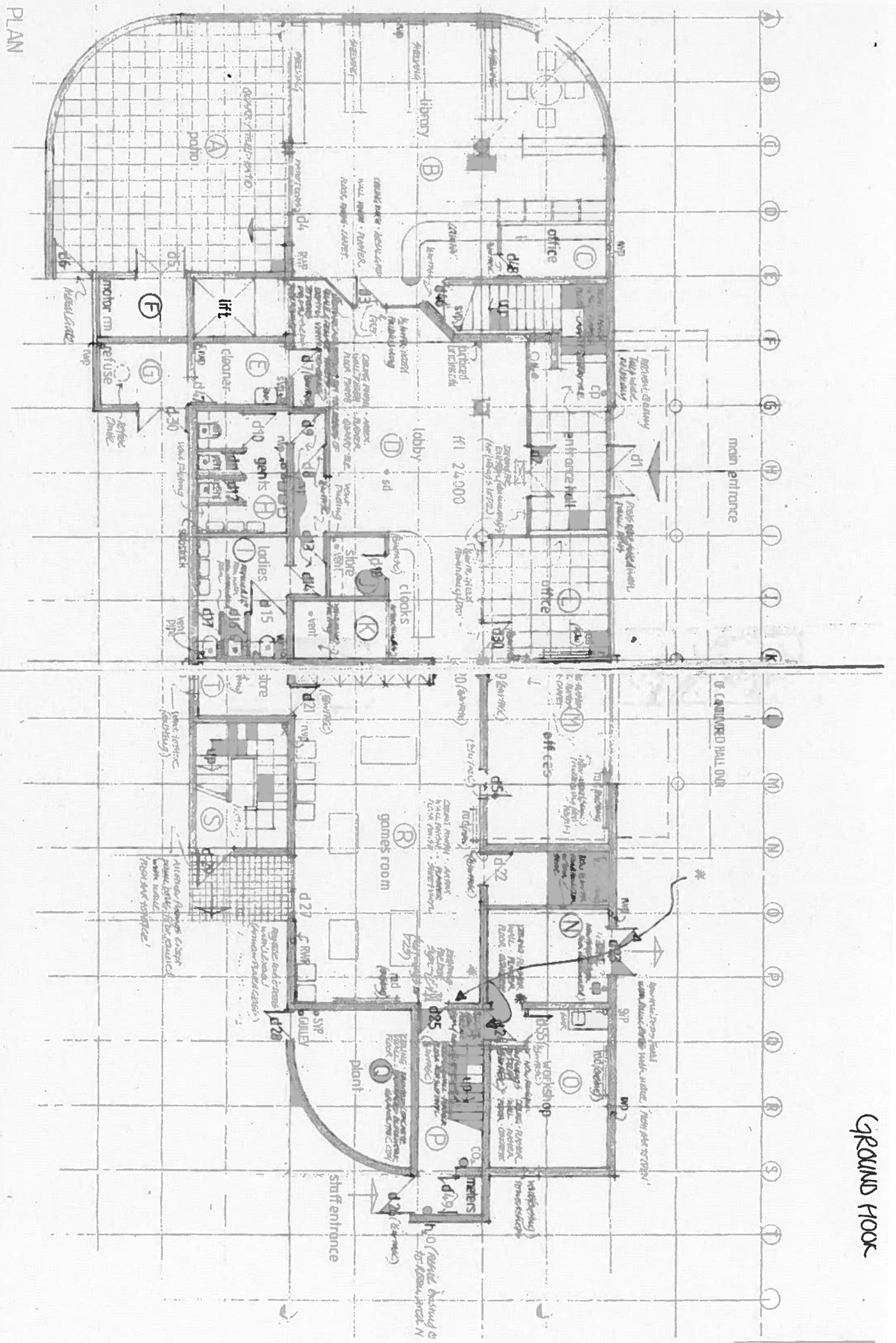
Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	<i>J Stephens</i>
Date	11-2-16
Capacity	Acting co-ordinator

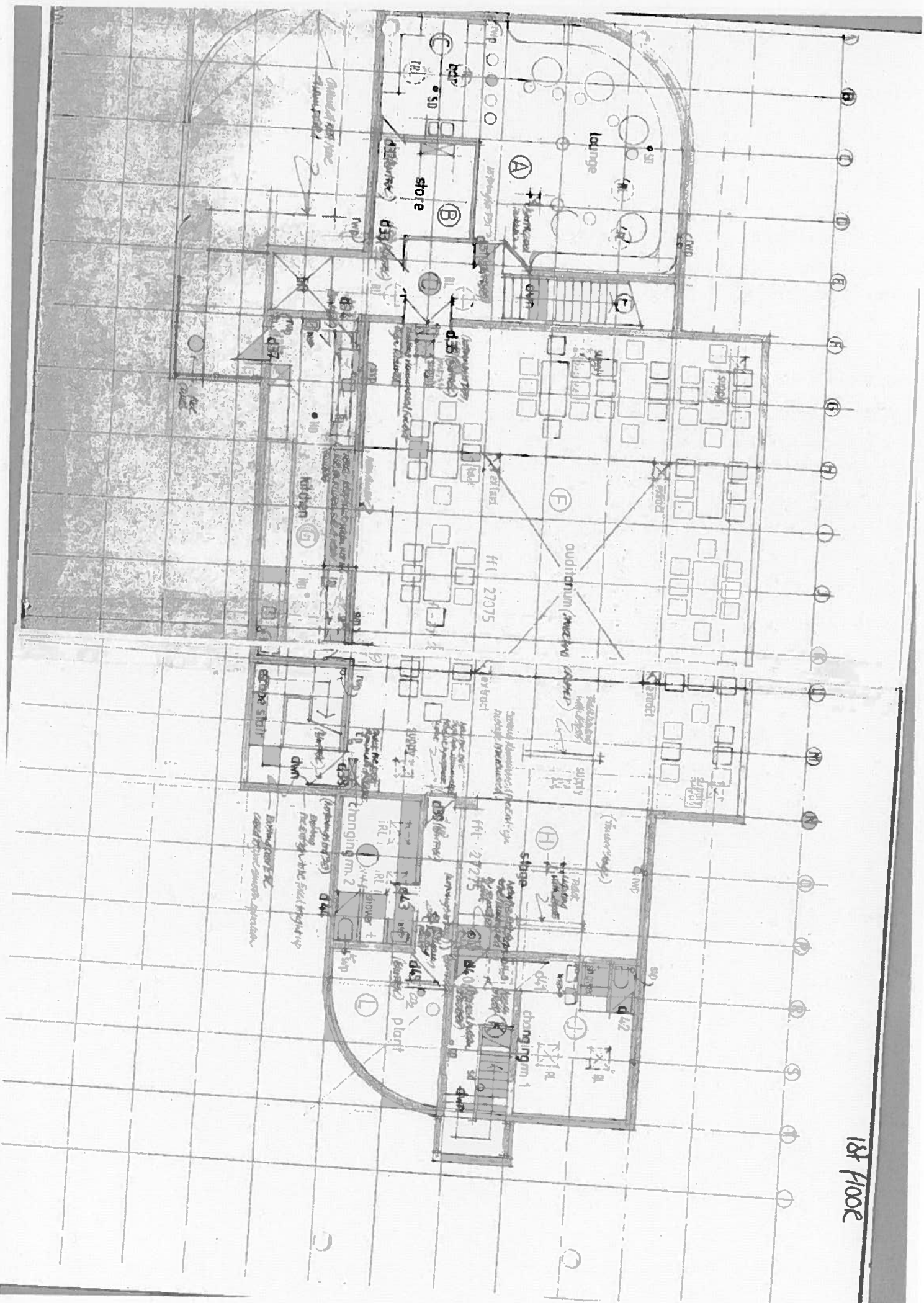
For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	x <i>EH BRYDSON</i> 
Date	x 11 / 2 / 2016
Capacity	Manager COMPANY SECRETARY

GROUND FLOOR



PLAN



18th Floor

APPENDIX 2 – COPY OF HIRE AGREEMENT AND MANAGEMENT STRUCTURE

HARINGEY COUNCIL
LICENSING
RECEIVED
18 FEB 2016

Hire Application

Agreement

APPLICATION/CONTRACT FOR HALL HIRE

*** * * Please read this document carefully, taking special note of item 'K' on page 3 before signing.**

Application for hire of facility can only be confirmed after completion of the form, payment in full and signed by you and us.

Provisional booking may be made by telephone, however no agreement shall exist until:

- (i) A fully executed application form and deposit have been received**
- (ii) Confirmation of the booking and a receipt for the deposit has been issued**
- (iii) Full payment is received at least six (6) weeks before the date booked**

Applications by persons under the age of 21 shall not be accepted.

The Hirer will not be permitted to use the facility for any purposes other than those described on the application form and shall not sub-hire or allow the facility to be used for any unlawful purpose nor do anything or allow onto the premises anything or item that may endanger the same.

The Hirer will not be allowed to use any other rooms or spaces in the building to conduct their event unless this was requested and paid for at the time of booking.

The ACLC reserves the right to refuse any application for hire if it is the opinion of the Trustees or guardians of the facility that either the hirer or the purpose of the hire is unsuitable. In such cases the hire has the right of appeal via the complaint procedure. In such circumstances the complaint will be considered by the trustees at their regular meetings. The decision granted at the appeal in relation to the complaint would be final.

HEALTH & SAFETY

- (1) In the interest of health & safety the hirer shall not be permitted to trespass in parts of the building not engaged by the hirer, nor congregate on the staircases, front lobby area or in the car park.**
- (2) It is the responsibility of the Hirer to familiarize him/herself with the premises including the location of all entrances and exits to and from the premises including all fire and emergency exits and the location of any fire fighting equipment. The hirer shall ensure that all entrances and exits are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.**
- (3) It is the responsibility of the hirer to ensure that admission is restricted to their guests/invitees only.**
- (4) The hirer shall not permit onto the premises any articles or substances of an inflammable, explosive, dangerous, noxious or offensive nature.**
- (5) No heating or lighting appliances shall be permitted onto the premises without authorisation or written consent.**
- (6) The hirer shall provide in addition to themselves a minimum of one competent attendant on duty at the entrance to the facility to assist people entering and leaving, who must be over 18. All persons on such duty should be instructed of the essential duties and responsibilities in the event of an emergency, including attention to disabled persons, the location and use of the fire fighting equipment available, the evacuation procedures and how to contact the emergency services.**

- A. This application form should be fully completed and returned to the Administration office promptly. An invoice will be issued to the hirer together with a copy of this contract as confirmation.
- B. The period of hire commences at the time requested by the hirer to prepare the facility for the purpose of the activity or event and to finish when the hirer vacates the building. All tidying, cleaning and clearing away at the facility must be completed before the hirer vacates the building and must be carried out during the period of hire. The hirer shall agree to keep and leave the premises in a clean and tidy condition and to vacate the facility at the end of the period of hire.
- C. Failure by the hirer to comply with the terms of hire may result in the hire being liable to incur additional expenses as a consequence.
- D. There will be a charge for hiring the Centre/Room/Hall and a deposit is held against any damages, losses, or failure to tidy up, clean and clear away. Extra hours not included in the charge.
- E. The current *rates are:-
- (i) Refundable deposit: Large hall £ Small hall £
 - (ii) Hire charge per hour: Large hall £ Small hall £
 - (iii) CORKAGE fee (for alcohol) Yes No.....
 - (iv) Do you require use of the BAR SERVICE Yes..... No
- F. **The deposit must be paid to the African Caribbean Leadership Company, 9 Clarendon Road, London N8 0DJ.** The deposit will be refunded after 5 work days following your event, however if there are any disputes regarding the condition of the hall i.e. if it has been left in an unsuitable dirty condition, which renders it unsuitable for a further rental etc, then your deposit will be withheld. You can tell us how you wish to have your deposit returned to you, at the time of hiring.
- G. Payments can be made in cash or by cheque with guarantee card only. Please make cheque payable to African Caribbean Leadership Company.
- H. The hire charge and all other charges must be paid no later than **six weeks** before the date of letting. Your booking is not confirmed and automatically cancelled if you do not meet this requirement.
- I. An admin fee of **20%** of the hire charge will be deducted for all cancellations. **Any cancellation** must be made in writing and should reach us **at least six weeks** before date of hire. Failure to do so will lead to forfeiture of deposit/hire charge paid.
- J. All terms and conditions specified in the appendix form part of this Hire Contract.
- K. **THE FINISHING TIME OF EVERY HIRE AGREEMENT IS COMPULSORY AND NOT NEGOTIABLE BY ANY CIRCUMSTANCES.**
- L. The ACLC reserves the right to end any function that is in breach of the stated contract.

ACLC Reserves The Right To Vary All Charges, Terms And Conditions Without Prior Notification.

DETAILS OF APPLICANT:

1. Name of Applicant: Mr./Mrs./Miss/Ms.....
2. Name of Group or Organisation
3. Address of Hirer or Chair of Organisation (This person must be present throughout the letting).
.....

Email: Telephone No:

Please tick if you would like to be informed of events by email.

4. Ethnic Origin:

British White	<input type="checkbox"/>	Black British	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Asian	<input type="checkbox"/>
Other	<input type="checkbox"/>	African	<input type="checkbox"/>
		Caribbean	<input type="checkbox"/>
		Other	<input type="checkbox"/>

5. Date required

6. Type of Function

7. Accommodation Required

Banqueting Room (Large Hall) Meeting Room (Small Hall) NO FREE LETTINGS.

8. Duration of function From:- AM/PM To AM/PM
(One hour preparation time will be given free of charge for functions of five hours duration or longer).

9. Number of Persons expected to attend (MAX: 200)

Age range	Numbers expected
0 - 5
6 - -12
13 - 18
19 - 25
26 - 35
36 - 50
50 +

10. Will there be Children? YES/NO. If so please state ages above
(Children brought into the Centre are the hirer's responsibility and should be supervised at all times)
See appendix 1.8

11. The Management Committee **STRICTLY PROHIBITS THE SALE OF ALL DRINKS BY THE USERS IN ANY PART OF THE CENTRE.**

12. Will there be music? YES / NO LIVE MUSIC / RECORDED MUSIC.
Will you be bringing any special equipment with you? If so, please give details below.

Equipment	Type	Use

(N.B: HEAVY EQUIPMENT MUST BE CARRIED TO AVOID DAMAGE TO THE BUILDING)

13. Caterers can be recommended should you require this service. Is it required for your function?
YES/NO
14. Will it be a Private or Public function?
15. Public Functions /Fund Raising:
If public, will there be an admission charge? YES/NO

If yes how much?
16. If a Charge is to be made, state the name and address of the person to whom any surplus of receipts over expenses will be paid:

.....

.....

PUBLICITY & ADVERTISEMENTS (please read carefully)

The displaying of promotional information relating to events being held at the centre must be done with the relevant consent(s). It is an offence under the Town & Country Planning Act (Control of Advertisements) Regulations 1990 and Section 43/44 of the Anti Social Behaviour Act 2003. Such displays may contravene regulations 5 and 27 under section 224 of the Town and Country Planning Act (Control of Advertisements) regulations 1990, and section 10 of the London Authorities Act 1995 and constitutes an offence contrary to section 224(3) of the Town & Planning Act 1990.

Illegal display of advertisements affixed to street furniture and property adjoining the public highway within the any borough is an offence. Hirers are advised that the unlawful display of advertisements is an offence and constitutes a fixed penalty notice. Non-payment of a fixed penalty notice can result in prosecution for which the penalty upon summary conviction is a fine to a maximum of £2500.

Unlawful displaying of advertising in any public area is a public order offence. Individuals, users, affiliated organisation and agencies hiring the facility are advised not to engage in such practices. Soliciting of advertisements displaying or listing the ACLC as the promoting or benefiting agent will not be tolerated. If such a breach occurs, the organisation by way of protecting its interest will have no option but to surrender the details of the hirer to the relevant authorities. It is in the interest of the agent hiring the venue to ensure that the promotion of the activity/event including the advertisements and displays of material is conducted within the confinements of the Law.

DECLARATION:

I/WE AGREE TO ABIDE BY THE RULES REGARDING THE HIRING OF THE CENTRE/HALL/ROOMS AND AGREE TO PAY THE HIRE CHARGE AT LEAST SIX WEEKS BEFORE THE DATE BOOKED AND ABIDE AND CONFORM IN EVERY RESPECT WITH ALL CONDITIONS OF LETTING. I AM/ WE ARE NOT UNDER 18 YEARS OF AGE.

SIGNED BY HIRER DATE.....

SIGNED BY ACLC OFFICER/REPRESENTATIVE

DATE

N.B. - PLEASE NOTE YOU MUST BRING YOUR COPY OF THIS AGREEMENT AND TERMS AND CONDITIONS AT TIME OF FUNCTION. YOU MAY BE ASKED AT ANY TIME TO PRESENT THIS CONTRACT BY AN OFFICER OF THE COUNCIL.

- ANY VARIATION TO THESE POLICIES MUST BE REQUESTED IN WRITING TO THE MANAGEMENT COMMITTEE THROUGH THE GENERAL SECRETARY.

FOR OFFICE USE ONLY:

VER/INI: REF:

DATE:

ACLC NOTICE (APPENDIX 1)

The Management welcomes all users and visitors to the Centre.

It is our intention where reasonable, to give satisfaction to all our patrons.

To enable us to effectively achieve our objective, we need your co-operation in observing and keeping to these basic rules.

AVOID OFFENDING YOUR COLLEAGUE

1. **By verbal or physical abuse**
2. **Trafficking, handling and using of Drugs are strictly prohibited**
3. **Willful damage to the premises**
4. **Obstructing fire exits and security/caretakers in their duties**
5. **Leaving the Centre in an orderly manner at the end of any function.**

NB: The Management has the right to refuse entry to these premises, but sincerely hopes that with your co-operation, we will never have the need to exercise that right.

African Caribbean Leadership Company Limited

9 Clarendon Road Hornsey London N8 0DJ Tel: 020 8881 5881 Fax: 020 8888 5037

Email: info@aclc.org.uk Company No. 6679865 Charity No. 1128622

APPENDIX 2 (RULES)

TO ALL USERS OF THE AFRICAN CARIBBEAN CULTURAL CENTRE
(Please read carefully)

The Management has a duty to honour its legal obligations. Therefore users of the Centre are requested to read carefully the conditions of hire as specified in the application form and all covering letters and information sheets to avoid any misunderstanding at any time for the duration of any event between the management and the hirer.

1. To comply with fire and safety regulations, the main door leading to the large hall must be closed at all times while the hall is in use.
 2. All corridors, stairways and landing must be clear of any stationary person or equipment.
 3. Any decorations, equipment or mountings to walls or ceiling must have the approval of the management referring firstly to the main office or security staff.
 4. The kitchen can be used for serving food only. (See Note 5 under heading Health & Safety Page 2).
 5. At the end of a function, all areas used must be left in the same standard of cleanliness and orderliness as they were at the start of the event. Failure to comply will result in forfeiture of your deposit.
 6. ACLC has a well equipped and well stocked licensed bar that is open for most occasions and for its members. Therefore, we do not entertain alcoholic drinks brought from outside for consumption on the premises. But where a hirer approaches us about the need to bring donated (not for sale) alcoholic drinks to a private function, a minimum corkage of £160.00 will be charged. The Bar Lounge is not included in the hire of the hall. ALL FUNDRAISING FUNCTIONS ARE REQUIRED TO USE THE BAR SERVICE. THE BAR WILL REMAIN OPEN THROUGHOUT ALL FUNCTIONS HELD AT THE CENTRE.
 7. Sale or charge of drinks/liquors by users is strictly prohibited at any time, in any part of the centre.
 8. In the interest of security, children brought to the centre should be strictly under the supervision of their parents or guardian.
 9. **Maximum number of persons allowed is 200.**
 10. **The time limit is 2.00am Fridays & Saturdays; 12 midnight on Sundays and other weekdays.**
 11. All publicity materials in respect of any function at the centre must have prior approval of ACLC before distribution to the public.
 12. Hirers of the facility who breach or contravene planning regulations or who indulge in activities that lead to anti social behaviour will have their details surrendered to the relevant authorities.
 13. The hirer and all persons attending an event are prohibited from carrying out any actions that may invalidate ACLC's insurance cover.
 14. It is the responsibility of the hirer that all rules and regulations are adhered to by all persons attending this event.
 15. All persons must leave the centre in a quiet and orderly manner after functions.
- N.B. The management reserves the right to vary the terms and conditions of hire without prior notification. The ACLC reserves the right to open the bar at any time throughout its License hours.**

ACLC HALL HIRE

RECOMMENDED CHARGE RATES

LARGE HALL

Charges Per Hour

SOCIAL FUNCTIONS

	<u>Before 12 midnight</u>	<u>After 12:00 midnight</u>
Weddings, Birthday Parties	£65.00	£75.00
Dances, Fundraising Events	£75.00	£85.00
Children's Parties, Christenings, Gospel Concerts, Meetings	£60.00	£70.00

FUNERALS

Receptions	£50.00	£60.00
Wakes/Memorials	£60.00	£65.00

NON-SOCIAL FUNCTIONS

(Meetings, Seminars, Conferences)	£60.00
-----------------------------------	--------

MEMBER ORGANISATIONS	£50.00
----------------------	--------

SMALL HALL (Meetings only)

MEMBER ORGANISATIONS	£40.00
NON-MEMBER ORGANISATIONS	£50.00
CRECHE	£30.00
<u>Bar Lounge</u>	£30.00 / £35
<u>CORKAGE</u>	£160.00

<u>DOOR SECURITY</u>	£20.00	£22.00
----------------------	--------	--------

REFUNDABLE DEPOSIT

Large Hall	£150.00
Small Hall	£80.00

PLEASE NOTE

THE RATE OF HIRE FOR RELIGIOUS AND BANK HOLIDAYS WILL BE TWICE THE NORMAL RATE

ACLC

ITEMS AVAILABLE FOR HIRE

UTENSILS

£ PER 100

DINNER PLATES	27.00
STARTER PLATES	26.00
SIDE PLATES (SMALL)	24.00
CUTLERY SET	28.00
WINE GLASSES	24.00
SHERRY GLASSES	21.00
DRINKING GLASSES	24.00
CUP + SAUCERS	28.00
SOUP BOWLS	24.00
DESSERT DISHES	25.00

SERVING DISHES £19.00 PER DOZEN

TABLECLOTHS £8.50 EACH

CATERING

CONFERENCE / WORKSHOPS / SEMINARS-

TEA/COFFEE

£6.00 (PER HEAD)

BUFFETS

£9.50 (PER HEAD)

ALSO AVAILABLE

FLIP CHART STAND £12.00 (EACH)

SLIDE PROJECTOR £27.00 (PER DAY)

WI-FI INTERNET AVAILABLE

Please ask at office

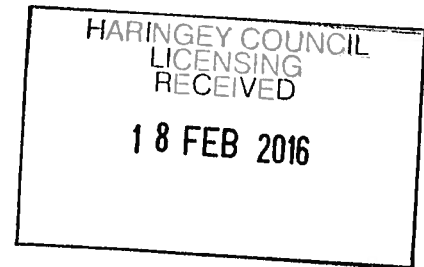
Note: Prices correct at time of printing and may be subject to change without prior notice.

Price change effective 1st April 2012

HIRE AGREEMENT
ADDITIONAL INFORMATION

1. **The Canteen / Kitchen is not available for receptions (funeral) until 2.00 pm on Tuesdays & Wednesdays.**
2. **All functions should finish by 2.00 am and the premises vacated by 2.30 am.**
3. **We do not provide cleaning materials, eg washing up liquid, bin bags.**
4. **The hirer should apply to Haringey Council for a parking permit, to park in adjacent areas when a function is held during the day.**

UPDATED 31/12/2013



CONSTITUTION

1. NAME OF ORGANISATION:

The Organisation shall be called the African Caribbean Leadership Company Limited (therein after referred to as A.C.L.C.)

2. AIMS AND OBJECTIVES:

The objects of the A.C.L.C. shall be to promote any charitable purpose for the benefit of the inhabitants of the London Borough of Haringey (and its environs) in particular for persons of Caribbean and African origin) in particular by:

- (a) The advancement of education by the provision of supplementary schooling for children and young people and provision of adult education classes;
- (b) The promotion and provision of educational and vocational training facilities for young unemployed persons in order to develop their skills and to assist them to find employment;
- (c) The provision of facilities in the interests of social welfare for the recreation and other leisure time occupation of the inhabitants (and in particular for persons of Caribbean and African origin) who have need of such facilities by reason of their youth infirmity or disablement of poverty or social and economic circumstances and with the object of improving their condition of life.
- (d) The promotion of harmonious community relations between persons of different social groups, the working towards the elimination of discrimination on grounds of race and colour and the encouragement of equality of opportunity between persons of different social group.

In furtherance of the above objects but not further or otherwise the A.C.L.C. shall have the following powers:

- (a) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription donation or otherwise provided that the A.C.L.C. shall not undertake any permanent trading activities in raising funds for the above mentioned charitable objects;
- (b) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights of privileges and to construct, maintain and alter any buildings or erections which the A.C.L.C. may think necessary for the promotion of its objects;

- (c) subject to such consents as may be required by law to sell, let, mortgage, dispose of, or turn to account all or any of the property or assets of the A.C.L.C. with a view to the furtherance of its objects;
- (d) to register the organization as a charity under the Charity's Act 1993;
- (e) to register the A.C.L.C. as a limited Company under the Company's Act 1985 to 1989;
- (f) to do all such other lawful things as are necessary for the attainment of the above objects or any of them.

3. PRINCIPLES OF OPERATION:

The A.C.L.C. and its members shall observe the following principles in working towards the attainment of their common objectives.

- A. The A.C.L.C. shall maintain complete independence in the exercise of its powers and performance of its functions.
- B. The A.C.L.C. is based on the principle that all its members are equal, with equal rights in all matters relating to the administration and operation of the organization.
- C. The A.C.L.C. shall not interfere in the affairs of its member organizations.

4. MEMBERSHIP:

- A. Member groups and individual members must be bona fide Caribbean Island Organisations based in Haringey which believe in the aims and objectives of the A.C.L.C.
- B. Membership shall be open to all organizations of Caribbean people, who accept the aims and objectives of this organizations, subject to the approval of the General Council.
- C. Affiliate Membership status may be afforded to bona fide African organizations (on the approval of the General Council).
- D. Each member or organization shall pay an annual subscription fee to be determined from time to time by the Executive Committee.

5. PRINCIPAL ORGANS OF THE A.C.L.C.

- A. The General Council.
- B. The Executive Committee

- C. Commercial Economic Development Committee
- D. The Personnel Committee
- E. The Education Committee
- F. The Cultural and Youth Committee
- G. Social Welfare & Housing Committee
- H. Finance and General Purpose Committee
- I. Women's Committee
- J. Senior Citizens Committee

6. **TERMS STRUCTURE AND FUNCTIONS OF A.C.L.C's COMMITTEES:**

A. **GENERAL COUNCIL**

1. **STRUCTURE**

- a. The General COUNCIL shall consist of all member representatives within the A.C.L.C.
- b. Each Island organization affiliated membership shall have 4 representatives in the General Council, determined by criteria as agreed by the A.C.L.C.
- c. Other organizations shall have two representatives.
- d. Individual (members) by reason of their special skills, qualifications and knowledge shall be members of the General Council in their own right. Total numbers should not exceed ten (10).
- e. Each representative to the General Council shall have one vote.
- f. Decisions of the General Council shall be by a simple majority.
- g. The expenses of the A.C.L.C. shall be borne by its members, and through any other sources of financial support available to the organization.
- h. A member of the A.C.L.C. who is in arrears in payment of subscriptions for the preceding year shall have no vote in the General Council, unless the General Council agrees that failure to pay the fee is due to conditions beyond the control of the Member.
- i. The General Council shall be informed of all sub-structures, organizations and business transacted in its name through regular reports.

2. **FUNCTIONS:**

- a. To initiate policies and make decisions for the purpose of achieving the aims and objectives of the A.C.L.C.

- b. To receive and make decisions on annual and special reports from the Executive Committee.
- c. To receive reports on major programmes and investments executed in the name of the A.C.L.C. or under its auspices.
- d. To consider and approve the budget of the A.C.L.C.
- e. To consider any other matter referred to it by its members.
- f. To take any reasonable action necessary for the effective operation of the A.C.L.C.
- g. To elect the Principal Officers: Chair, Vice-Chair, General Secretary, Assistant General Secretary, Treasurer, Assistant Treasurer and Minute Secretary for the Principal Organs of the A.C.L.C. and General Internal Auditor.
- h. To meet regularly (monthly/bi-monthly) at least quarterly and in such special sessions as may be required by the majority of its members of the Executive Committee.
- i. The quorum for a session of the General Council shall be two-thirds of its voting members. If a meeting is inquorate, this meeting must be reconvened on the 14th day at the same venue and at the same time at which time those voting members attending shall not be less than 10 to form a quorum.

3. PROCEDURE

- a. The General Council shall meet in regular bi-monthly sessions and in such special sessions as may be required by the majority of its members.
- b. The date of the Annual General Meeting shall be agreed by the Executive Committee.
- c. The General Council shall elect its own chairperson for a period not exceeding (3 years) and adopt its own rules of procedure.
- d. The principal officers shall be elected at the Annual General Meeting.
- e. The quorum for a session of the General Council shall be one third of its voting members.

B. EXECUTIVE COMMITTEE
1. STRUCTURE

- a. The members of the Executive Committee shall be elected by the General Council at the Annual General Meeting (AGM), and shall be chaired by the General Council Chair.
- b. The Executive Council shall include the Principal Officers of the General Council: Chair, Vice-Chair, General Secretary, Assistant General Secretary and Treasurer and Assistant Treasurer, as well as the Chairpersons of the Principal Organs of the A.C.L.C. and other co-opts.
- c. The Executive Committee shall have supervisory authority over the affairs of the A.C.L.C. with each committee presenting its proposals through its Chair to the Executive Committee for approval.
- d. The Executive Committee shall establish a Financial Affairs Sub-Committee chaired by elected treasurer. The Sub-Committee shall include four other members elected by the Executive Committee.
- e. The Executive Committee shall be responsible for establishing an Advisory Board drawn from the Advisors selected for their expertise relevant to the Committee which form the Executive Committee.
- f. The Executive Committee shall have final decision-making over any proposals brought to it from the other Committees through their Chair and such decision should be made in a meeting with a two-thirds quorum which shall include the General Council Chairperson and at least one other Principal Officer of the General Council.
- g. The Principal Officer and each elected Chairperson of the Principal Organs of the A.C.L.C. shall each have one vote on the Executive Committee. In the event of a tie vote, the Chairperson shall have a casting vote.
- h. The decisions of the Executive Committee shall be by a simple majority of the members voting.

C. FUNCTIONS

- a. The Executive Committee shall have a primary responsibility of all members, for the achievement of the aims, and to uphold the principles of the A.C.L.C.
- b. The Executive Committee shall make recommendations to the General Council on all matters affecting the rights and interests of Caribbean

people, who by disadvantages in the society need charitable support in any area of their existence (i.e. in any personal, economic, educational, social or cultural development they desire).

- c. The Executive Committee shall implement the decisions of the General Council.
- d. The Executive Committee shall encourage or assist, where ever possible, all organizations whose aims include the elimination of racial discrimination and the promotion of equal opportunities for all Caribbean people.
- e. The Executive Committee shall mediate in inter-organizational conflict or tensions whenever called upon by the parties concerned or by a decision of the General Council., affiliated organizations or individuals.
- f. The Executive Committee shall consider and make decisions on matters referred to it by organizations or individuals.
- g. The Executive Committee shall have final decision-making authority in disputes between the Personnel Committee and administrative staff of the A.C.L.C.
- h. The Executive Committee shall have final responsibility for approving appointments, promotions, discipline and dismissal actions taken by the administrative staff and the Personnel Committee.
- i. The Executive Committee shall be accountable to the General Council for all personnel decisions and ensure that legal requirements are met, maintained and documented, in recognition always of the liability of the A.C.L.C.
- j. The Executive Committee shall be accountable to the General Council for its decisions on projects and shall ensure that programmes officially established by a prior Executive Committee are continued on behalf of the community interests involved. The Executive shall approve the terms of reference and structure of Management Committee of Projects.
- k. The Executive Committee shall consider and approve the budget of the programme generated through A.C.L.C.'s Committees after they have been approved by the Financial Affairs Sub-Committee of the Executive Council.
- l. The Executive Committee shall obtain and decide upon at least quarterly reports (preferably written) from all the Committee and its subcommittees as well as from all other A.C.L.C. Projects.

- m. The Executive Committee shall be responsible for ensuring that all annual reports for the AGM are obtained and released to the General Council Members at least fourteen (14) days prior to the AGM.
- n. The Executive Committee shall request and conduct research activities and reports through its committees or the Secretariat.
- o. The Executive Committee shall ensure that all accounts of the A.C.L.C. are audited annually and presented with certified statements to the AGM by the Treasurer.
- p. The Executive Committee shall elect its Sub-Committees as it deems necessary for efficient performance of its functions. These Sub-Committees must include elected members of the General Council as the only voting members.
- q. The Executive Committee shall invite participation from any person deemed valuable by the General Council to its discussions and decisions but such persons are not entitled to vote.
- r. The Executive Committee shall include the Chief Staff Officer as an Ex-Officio member who shall have no vote.
- s. The Executive Committee members shall each have one vote.
- t. The Executive Committee members shall request special meetings of the Executive Committee whenever it is deemed essential for the objectives of the A.C.L.C.
- u. The Executive Committee members by majority decision, shall set up an Advisory Board drawn from the professional Advisors attached to the A.C.L.C.'s Committees.
- v. The Executive Committee shall meet once every month for the business of the A.C.L.C. and may discipline the Chairperson of any committee who is absent for more than three (3) meetings without reasonable excuse by referring the matter to the General Council.
- w. No member of the Executive Committee shall be an employee of the A.C.L.C.
- x. All elected Officers of the A.C.L.C. shall be ex-officio members of all committees.

3. THE SECRETARIAT

1. The Secretariat shall consist of the General Secretary and such staff as the Executive Committee may appoint.
- 2a. The General Secretary shall be the custodian of the Administration.
- b. The General Secretary shall be responsible for preparing the Annual Report of the Executive Committee.
- 3a. The staff of the Secretariat shall cease, upon appointment to be active participants in the discussions of activities of any member of the A.C.L.C.
- b. The staff shall not receive any instructions from individual Members of the A.C.L.C.
4. The General Secretary shall submit for the approval of the Executive Committee, at the earliest time, rules governing the work and conduct of staff.
5. The General Secretary shall vet legislation and report to the Executive Committee any areas of racial discrimination or any other directly relevant matters.

C. THE PERSONNEL COMMITTEE
1. STRUCTURE

- a. The Personnel Committee shall be constituted by the General Secretary of the A.C.L.C. and four members of the Executive Committee elected by the Executive Committee.
- b. The Personnel Committee shall designate to the General Secretary the responsibility to co-opt a Social Activities Sub-Committee from the A.C.L.C. membership for arranging the General Council Meetings and the necessary social provisions.
- c. The Personnel Committee shall have the right to draw upon the expertise of the Chief Staff Officer and all other staff.

2. FUNCTIONS

- a. The Personnel Committee shall have responsibility for approving the programmes and processes of the administrative staff submitted by the Chief Staff Officer.
- b. The Personnel Committee shall not be entitled to receive any instruction from individual members of the A.C.L.C. or individual Committee members.

- c. The Personnel Committee shall receive and transmit all its decisions to the Executive Committee and from the Executive Committees to the Committee.
- d. The Personnel Committee shall submit for the approval of the Executive Committee at a reasonable time, rules governing the work and conduct of the administrative staff.
- e. The Personnel Committee shall submit all for the approval of the Executive Committee, decisions on appointments, promotions, dismissal of administrative staff.
- f. The Personnel Committee shall receive all individual requests for perusal of the A.C.L.C. documents and, when in doubt, may request approval first by the Executive Committee.
- g. The Personnel Committee shall keep the Executive Committee informed of the activities and programmes as reported through the Chief Staff Officer.
- h. The Personnel Committee shall receive, through the Chief Staff Officer, Personnel complaints and transmit its recommendation for approval by the Executive Committee.
- i. The Personnel Committee shall receive proposals from the Executive Committee for research as well as approved requests for preliminary studies and statistics.
- j. The Personnel Committee shall requests research to be carried out through the Chief Staff Officer or any of the administrative staff in whatever areas the Executive Committee and/or A.C.L.C. approves.

D. EDUCATION CULTURAL AND YOUNG PERSON'S COMMITTEE

I. STRUCTURE

- a. The Education & Cultural Committee and all other Committees shall consist of not more than ten (10) members.
- b. The Chair of the Education Cultural Committee shall be elected by the General Council for a period of two years.
- c. The remaining seven members shall be elected or co-opted by the General Council for a period of up to one year.

- d. The Chairman of the Education and Cultural Committee shall be a member of the Executive Committee of the A.C.L.C. with one vote on that Committee.

2. FUNCTIONS

- a. To make or initiate studies and reports with respect to the educational system and the needs of Black children or students.
- b. To initiate and implement programmes in Haringey for promoting better understanding and appreciation of the culture and traditions of Black people.
- c. To make or recommend programmes for the education and training of Black people to enable them to become independent and fully functional members of the community.
- d. To take all necessary steps to implement the A.C.L.C.'s policies directed towards these goals.
- e. To transmit its proposals which have been agreed upon by simple majority of its members to the Executive Committee for approval and transmission to the administrative staff for implementation.
- f. To ensure regular reports (at least quarterly) are provided to and through the administrative staff for approval by the Executive Committee.
- g. To ensure that an annual report is provided to and through the administrative staff to the Executive Committee for approval and inclusion in the Annual Report of the A.C.L.C.
- h. To ensure that its annual budget and budget proposals are submitted through the administrative staff to the Sub-Committee on Finance for approval and transmission to the Executive Committee.
- i. All the structure of other organs shall be the same as (ECC) but with different functions.

E. SOCIAL WELFARE AND HOUSING COMMITTEE

1 STRUCTURE

The Structure of Social Welfare and Housing Committee shall consist of the following services; Housing and Social Welfare.

2 FUNCTIONS

- a. To initiate research and make reports with respect to the Social and Welfare aspect of the Black community.
 - b. To create a forum for the provision of an awareness of the Social, Physical and Mental issues affecting the lives of the Black community in Haringey.
 - c. To work in partnership with Agencies; Statutory and Voluntary, to enable Black People in Haringey to access facilities for better Health, Housing and Welfare Services.
 - d. To take all necessary steps to implement the A.C.L.C.'s policies directed towards these goals.
- 3a. The structure of all the other Principal Organs of the A.C.L.C. shall be established in the manner and after the form of the ECC as outlined above; under article D.I.
 - 3b. Each Committee shall determine its function subject to the approval of the Executive Committee and the endorsement of the General Council..

7. TRUSTEES

1. Subject to the provisions of sub-clause (b) of this clause,
The Committee shall cause the title to:-
 - a. All land held by or in Trust for the Association which is not vested in the Official Custodian for Charities; and
 - b. All investments held by or on behalf of the Association;
To be vested either in a corporation entitled to act as custodian Trustee or in not less than three individuals appointed by them as holding Trustees. Holding Trustees may be removed by the Committee at their pleasure and shall act in accordance with the lawful directions of the Committee, the Holding Trustees shall not be liable for the acts and defaults of its members.
The Holding Trustees shall be entitled to an indemnity out of the property of the Association for expenses and other liabilities properly incurred by them in the discharge of their duties.
2. Trustees for property shall be selected at an AGM from the membership of affiliated Organisation Group and Individuals.
3. Trustees responsibility shall be to ensure that all buildings and properties owned by the A.C.L.C. for the Caribbean community of Haringey remain the property of that community-at-large in perpetuity and shall not accrue to the personal interests of any individual, private interest, or particular organisation's interest.

4. Trustees: in the event of the demise of the A.C.L.C. trustees shall take steps to consult the wider Caribbean Community before any decision is taken affecting a change in ownership of the said buildings/properties.
5. Trustees membership shall not exceed seven (7) Members, and not more than two from any one Member organization.
6. Trustees Board's terms of reference shall be set out in the Trust Deed.
8. **AMENDMENT**
 - a. Amendment of this constitution shall be made by a two-thirds majority of the members present at the meeting of the General Council.
 - b. Notice of any amendment should be circulated to members of the General Council not less than one month before the meeting at which it is voted on.

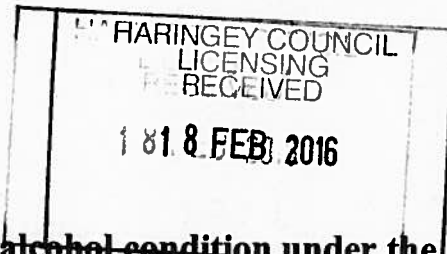
Unless otherwise stated in this Constitution.

9. **DISSOLUTION**
 - a. The ACLC or any of its organs may be dissolved by a resolution passed by two-thirds of its members present at the General Council. meeting convened for that purpose.
 - b. Members shall be given one written notice of such a meeting stating clearly the nature of the meeting and the mover and seconder of the resolution.
 - c. Upon passing of a resolution dissolving the ACLC, the General Secretary shall at that meeting give directions to the Trustees for the disposition of all properties owned or possessed by the ACLC.
 - d. Such resolution may give instructions for the disposal of any assets held by or in the name of the Association provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Association as the Association may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

AFRICAN CARIBBEAN LEADERSHIP COMPANY

- Mrs Sylvia Quinlan-Mercier - Chair
- Mr Peter Fell - Vice Chair
- Mr Eric H Brydson - Company Secretary
- Ms Hazel Ellis - Asst. Company Secretary
- Mr Wesley de Mendonca - Treasurer
- Mr Herman Robinson - Asst. Treasurer
- Mrs Jessie Stephens
- Mrs Hazel Walcott
- Ms Claire Mungo
- Ms Valerie Graham
- Ms Lorna Blackman
- Ms Elva Williams

**APPENDIX 3 – APPLICATION & GUIDANCE ON DIS-APPLICATION OF DPS FOR
COMMUNITY CENTRE**



Haringey
LONDON
HK/346257

Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor respect of a premises licence to be disapplied

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST *E23-AG1090126*

Before completing this form please read the guidance notes at the end of the form.

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

Once completed please give your application to *[insert name and address of relevant licensing authority]*. You may wish to keep a copy of the completed form for your records.

We being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence / premises licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

Part 1 – Community premises details

Name of premises AFRICAN CARIBBEAN LEADERSHIP COMPANY	
Postal address of premises or, if none, ordnance survey map reference, or description 9 CLARENDON ROAD HORNSEY LONDON	
Post town	Postcode N8 0DJ

Telephone number at premises (if any)

020 8881 5881

Premises licence number (if applicable)

[Empty box for premises licence number]

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3)

2 STOREY COMMUNITY CENTRE

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)

THE PREMISE HAS TWO BAR MANAGERS WHICH WILL BE PRESENT AT ALL TIME ALCOHOL IS BEING SERVED. ALCOHOL WILL BE LOCKED AWAY IN THE STORAGE AREA BY THE BAR MANAGERS.

Part 2 – Applicant details

We are the premises licence holder (Please tick ✓ yes)

Contact phone number in working hours (if any)

E-mail address (optional)

Current address (if different from premises address)

Post Town

Postcode

[Empty box]

Telephone (if any)

[Empty box]

Please tick ✓ yes as appropriate

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

This form accompanies a new premises licence application

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

Reasons why you have failed to enclose the premises licence or relevant parts

[Empty box for explanation]

Any further information to support your application

[Empty box for further information]

CHECKLIST:-

Please tick ✓ yes

If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales

- I have made or enclosed payment of the fee
- I have included documents (if available) which identify the premises and how it is managed
- I have included copies of any hiring agreements
- I have sent a copy of this application to the chief officer of police
- I understand that if I do not comply with the above requirements

my application will be rejected

If applying alongside a new application or variation for a permission to allow alcohol sales

- this application accompanies a new premises licence application / this application accompanies an application to vary an existing premises licence *[delete as applicable]*

- I have enclosed the premises licence or relevant part of it or provided an explanation

- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 3 – Signatures (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature

J. Stephen

Date

11-2-16

Capacity

Acting co-ordinator

Second Signature

E. H. Brydson

Date

11-2-16

Capacity

Company Secretary

Contact name (where not previously given) and address for correspondence associated with this application <i>Jessie Stephens M. B. E. WEST INDIAN CULTURAL CENTER 9 CLarendon Road</i>	
Post town <i>London</i>	Postcode <i>N8 0DJ</i>
Telephone number (if any) <i>020 8 881 5881</i>	
If you would prefer us to correspond with you by e mail your e mail address (optional) <i>INFO @ aCLC . org . UK</i>	

LICENSING ACT 2003 - DISAPPLICATION OF DPS REQUIREMENTS GUIDANCE NOTES

What type of premises can disapply the designated premises supervisor (DPS) provisions?

Where premises are selling alcohol the Licensing Act 2003 allows for the mandatory requirement to have a designated premises supervisor (DPS) to be disappplied in relation to premises licences held by 'community' type premises.

These are usually

- (a) a church hall, chapel hall or other similar building, or
- (b) a village hall, parish hall, community hall or other similar building.

How will you decide whether or not my premises are a community type?

Where it is not clear we will look at premises on a case-by-case basis. The main consideration in most cases will be how the premises are mainly used. If they are genuinely made available for community benefit most of the time, and accessible by a broad range of people and sectors of the local community for purposes which benefit the community as a whole, the premises will be likely to meet the definition.

This could include educational premises, such as school halls, but only where they are genuinely and widely used for the benefit of the community as a whole, and not just for that particular school.

Community premises under this definition will usually be multi-purpose, with a variety of activities taking place in them, such as playschools, senior citizens' clubs, indoor sports, youth clubs and public meetings.

Where school and private halls are mainly hired out to the public for private purposes, this will not normally be enough to qualify as 'community premises'. We would need to see evidence of any other uses that may benefit the local community.

We are required to consider the nature of the premises themselves, as reflected in their main use, and not only at the usefulness of the premises for members of the public for private purposes.

If the use of the premises is dependent on membership of an organisation, this generally suggests the premises are not 'community premises'. The premises would need to show they have a multi-purpose use that is available to members of the community as outlined above.

What does “disapplication” mean?

Section 19 of the Licensing Act makes it a mandatory condition, in any premises authorised for the sale of alcohol, that there must be no supply of alcohol under the licence when either:

- i) there is no DPS in respect of the licence, or
- ii) where the DPS does not hold a current personal licence.

In addition, it is a mandatory condition that every supply of alcohol must be made, or authorised by, a personal licence holder.

Whenever the mandatory conditions are disappplied an alternative mandatory condition will automatically apply instead. The effect of this alternative condition will be that responsibility for authorising sales of alcohol would fall on the premises licence holder itself, which will be the committee or board of individuals responsible for the management of the premises.

These individuals will be required to undertake the responsibilities that would normally be undertaken by a DPS. Provided the premises licence holder (i.e. the committee) had properly authorised the sale of alcohol, for example in written form through a hire agreement, an organisation or hirer using these premises for the sale of alcohol under the authority of the premises licence would not be required to obtain a personal licence.

There is no automatic disapplication of the conditions in respect of any premises. A management committee of a community, church or village hall that seeks the removal of the conditions from an existing licence, or wishes to apply for a licence that does not include them will need to apply to us for the conditions to be removed, and have the alternative condition imposed instead. This may be done either as a part of a new application, or as a separate application to vary the licence to disapply the DPS provisions.

In making an application to vary my licence to disapply the DPS provisions what do I need to produce?

An applicant must produce:

1. A completed application form;
2. Any documents (if available) which identify the premises and how it is managed;
3. The appropriate fee and,
4. You must also submit the premises licence (or the appropriate part of that licence), or if that is not practicable, a statement of the reasons for the failure to provide the licence (or part).

What happens next?

The application form requires you to say how the premises is managed, its committee structure and how the supervision of alcohol sales is to be ensured in different situations (e.g. when the hall is hired to private parties) and how responsibility for this is to be determined in individual cases and discussed and reviewed within the committee procedure in the event of any issues arising.

The application form requires community premises to submit copies of any constitution or other management documents with their application and that they provide the names of their key officers e.g. the Chair, Secretary, Treasurer.

Where the management arrangements are not as clear, we will ask for further details to confirm that the management board or committee is properly constituted and accountable before taking a decision on whether to grant the application. This is dependent on the views of the Police – see below. You are strongly advised to contact the Licensing Team to discuss your individual case before submitting your application.

When you submit your completed form and the fee and relevant documents, you must provide a copy to The Police at the same time. The police then have 14 days to make a representation to us.

If the police issue a notice seeking the refusal of the application to remove the usual mandatory conditions, we must hold a hearing in order to reach a decision on whether to grant the application.

Following the grant of the application the management committee is strongly advised to notify us if there are key changes in the committee's composition e.g. to the Chair, Secretary, Treasurer and to submit a copy to the Chief Officer of Police. A failure to do so may form the basis of an application to review the premises licence, or be taken into account as part of the consideration of such a review application.

Once removed can the mandatory conditions be re-imposed?

Where a premises licence has had the usual mandatory conditions removed, they may be reinstated if concerns arise over the promotion of any of the licensing objectives. In such a case, an interested party, such as a local resident or a responsible authority, such as the police may apply to us for a review of the licence.

A hearing will follow a review application and we, as the licensing authority may reinstate the DPS requirements if we think it necessary for the promotion of any of the licensing objectives.

How will you approach "community" premises in the event of offences under the Licensing Act?

The management board or committee will remain the premises licence holder and will be collectively responsible for ensuring compliance with licence conditions and the law.

The hirer should be clearly identified as having responsibility for matters falling within his or her control, usually by means of a contract of hire between the hirer and the premises licence holder, such as events held under Temporary Event Notices.

We recommend hirers are provided with a written summary of their responsibilities in relation to the sale of alcohol. This may help demonstrate the management committee has taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

APPENDIX 4 – REPRESENTATION FROM METROPOLITAN POLICE



**METROPOLITAN
POLICE**

Working together for a safer London

POLICE REPRESENTATION

Name and address of premises:

West Indian Cultural Centre, 9 Clarendon Road N8 0DJ

Type of Application: New Premises Licence.

I wish to make representation on the following:

- Prevention of crime and disorder

If this application were granted in full or part, I would recommend the following alterations be made to the licence conditions. I also suggest that additional conditions be attached to the licence, as set out below, to further promote the licensing objectives.

	Current Conditions	Recommendation
1	CCTV System will be installed.	<p>A digital CCTV system to be installed in the premises.</p> <p>Cameras must be sited to cover all areas to which the public have access including any outside smoking areas.</p> <p>Be regularly maintained to ensure continuous quality of image capture and retention.</p> <p>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. Copies must be available within a reasonable time to Police on request.</p>

2		<p>A minimum of 2 S.I.A registered security staff to be present from 2100 until venue closes to the public should closure be after 0030.</p>
3		<p>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:</p> <ul style="list-style-type: none"> (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		<p>Form 696 Notification of Promoter / DJ's at events to be emailed to Police as soon as possible, at least 10 working days before events. An event is any music / dance function where none resident DJs are</p>

		used. Police to be informed of resident DJs.
--	--	--

This is under the Protection of Children from Harm Objective.

Challenge 21 Policy Implemented:

I recommend that the following form of verification of a person's proof of age is:

- A valid passport.
- A photo driving licence
- A proof of age standard card system
- A citizen card, supported by the Home Office.

If these conditions were accepted in full I would withdraw my representation.

Officer: Mark Greaves
Licensing Officer Haringey Police

Tel: 020 3276 0150

Mark.Greaves@Met.Police.UK

Date: 14th March 2016

APPENDIX 5 – LETTER OF REPRESENTATION FROM ENFORCEMENT RESPONSE

Licensing Consultation

To: Licensing Officer

From: Enforcement Response Officer (Noise)

Name of Officer preparing representation: George Nicolaou

cc: Team Leader Enforcement Response, Derek Pearce

Our Reference: WK/000346257

Date: 22nd February 2016

Premises: African Caribbean Leadership Co. Ltd, West Indian Cultural Centre, Clarendon Road off Hornsey Park Road, Wood Green, London, N8 0DJ

Type of application: New

I would like to confirm that I have considered the above proposal with regard to the prevention of public nuisance on behalf of the Enforcement Response (Noise) Team & would like to make representations to the Application

Supporting Information

The following complaints have been reported in the past 12 months

Date reported	Subject	Observations
26 th October 2015	Loud music (two complaints)	<p>Visit made. Over 50 illegally parked cars in the area, lots of people out in the nearby street. I wasn't able to witness nuisance as complainant wouldn't answer when I was in the area.</p> <p>Music had stopped by the time I was there. Police were called CAD 57 of 27/10/15. We approached the venue and spoke to the staff. The event had stopped at 23:30 and they were trying to disperse the crowd. They had not expected such a large crowd to attend the event. Visit made 23:40</p>
27 th October 2015	Complaint made by email about previous night's event	I was kept up all night from the noise at West Indian Cultural Centre, 9 Clarendon Road, N8 0DJ. I finally managed to get to sleep around 1.35am. This is an ongoing problem and nothing ever seems to get done about this. ID: HC-284923

13 th February 2016	Loud music	I visited the area, and drove into the car park of the centre between the complainant's block of flats and the centre. No noise heard. We stayed for 9 minutes. Visit at 23:36
--------------------------------------	------------	--

This representation recommends that the following alterations/conditions to the operating schedule:

Prevention of nuisance from noise / vibration

The entrance door will be fitted with a self-closing device and staff required to ensure that it is not propped open. A member of staff shall be made responsible to ensure the door is opened for as brief a period as possible. Where necessary adequate and suitable mechanical ventilation should be provided to public areas

Structure borne noise

All speakers are mounted on anti-vibration mountings to prevent vibration transmission of sound energy to adjoining properties

Sound limits

The licensee shall ensure that no music played in the licensed premises is audible at or within the site boundary of any residential property

All regulated entertainment amplified activity will utilise the in-house amplification system, the maximum output of which is controlled by the duty manager

The level of amplified regulated entertainment shall be controlled by means of a limiting device set at a level which upon request may be agreed with the licensing authority. It will be a responsibility of the Premises Licence holder to request assistance, in writing and to ensure that the limiter is working effectively.

Outside Areas

No music will be played in, or for the benefit of patrons in external areas of the premises

No form of loudspeaker or sound amplification equipment is to be sited on or near the exterior premises or in or near any foyer, doorway, window or opening to the premises

Signs shall be displayed in the external areas/on the frontage requesting patrons to recognise the residential nature of the area and conduct their behaviour accordingly. The management must reserve the right to ask patrons to move inside the premises or leave if it is felt that they could be disturbing neighbours.

Deliveries and collections.

Deliveries and collections associated with the premises will be arranged between the hours 08:00-20:00 so as to minimise the disturbance caused to the neighbours

Empty bottles and non-degradable refuse will remain in the premises at the end of trading hours and taken out to the refuse point at the start of the working day rather than at the end of trading when neighbours might be unduly disturbed

Plant and machinery

All plant and machinery is correctly maintained and regularly serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from noise

Dealing with complaints

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

Patrons entering/exiting premises.

Where people queue to enter the premises a licensed door supervisor shall supervise and ensure the potential patrons behave in an acceptable manner

Prevention of Nuisance from Odour

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.

Prevention of nuisance from light

Illuminated external signage shall be switched off when the premises is closed

Security lights will be positioned to minimise light intrusion to nearby residential premises

APPENDIX 6 – LETTER OF REPRESENTATION FROM RESIDENTS

Anderson Chanel

From: [REDACTED]
Sent: 22 February 2016 16:45
To: Licensing
Subject: West Indian cultural centre licensing

Dear Haringey council

I am emailing to formally oppose the renewal of the West Indian cultural centres licensing.

There continues to be long standing issues with the patrons of the centre being responsible for the following:

- > • Litter/broken glass/flyers/serviettes and plastic plates and cups etc.
- > • Loudness of Music at unsociable hours • Drug taking on the grounds
- > of our property • Fights and other anti social behaviour • Music from
- > Cars at anti-social times from the customers • Issues with trying to
- > parking your car • Feeling intimidated or threatened by their
- > customers
- >
- > This has gone on far too long with nothing improving despite residents best efforts to liaise with the centre to resolve it. It is overwhelmingly evident that the centre is unable to appropriately it's late night license and this puts local residents at significant risk for the reasons highlighted above.

I look forward to a swift response

Many thanks

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

LICENSING ACT 2003 - REPRESENTATION FORM

To make a representation in respect of an application for a Premises Licence or Club Premises Certificate please complete the following form. For representations to be considered relevant they must relate to one or more of the four "Licensing Objectives" (listed below).

Please note all representations will be made available for applicants to view. If you make a representation objecting to the application it is likely that you will be called upon to attend a hearing and present your objection before a Licensing Committee.

Personal Details
Name... [REDACTED]
Address... [REDACTED]
Postcode... [REDACTED]

Licence application you wish to make a representation on
<i>You do not need to answer all of the questions in this section, but please give as much information as you can:</i>
Application Number.....
Name of Licensee.....
Name of Premises (if applicable)... West Indian Cultural Centre.....
Premises Address (where the Licence will take effect)... 9 Clarendon Road..... London N8 0DJ
Postcode.....

Reason/s for representation
<i>Under the Licensing Act 2003, for a representation to be relevant it must be one that is about the likely effect of the application on the promotion of the four licensing objectives. Any representations that are considered to be vexatious or frivolous will not be considered (please see Haringey Council's leaflet Variations, Representations and Appeals for Premises Licences and Club Premises Certificates).</i>
<i>Fill in reason/s for your representation in the space provided under each Licensing Objective it relates to.</i>

The Prevention of Crime and Disorder

I believe that the renewal of the license will lead to continued crime & disorder. There are no security guards/staff seen outside the property for the duration of any event which leads to:

- Attendees smoking cannabis outside the building and therefore outside the block of flats that I live in
- Parking violations including the unsafe blocking of Clarendon Road – there are often cars parked along Clarendon Road, sometimes two cars deep. This blocks in the residents parking spaces outside Westpoint Apartments and if there was an emergency, would block access of the emergency services, either to Westpoint Apartments or to the cultural centre. *(There are two photos attached of cars parked along Clarendon Road outside of Westpoint Apartments. These photos were taken at 00:01 on Saturday 27th February 2016 as an example of the regular parking in front of Westpoint Apartment private car parking spaces which means that if the person needed access to that space (either to park or leave) they would not be able to)*
- Damage to property – there have been events in the past where cars have been damaged and items relating to taking illegal drugs have been found in our bin storage facilities (needles, joint butts etc.)

Public Safety

I believe that the renewal of the license will lead to a decrease in public safety.

- There are no security guards/staff seen outside the property for the duration of any event meaning that lone people walking from the main road to the flats often have to walk past drunk people or people smoking cannabis
- The property does not have security lights to light up the car park or the area between the building and the road

The Prevention of Public Nuisance

I believe that the renewal of the license will lead to a continued level of public nuisance.

Over the past 2.5 years of living in the adjacent block of flats I have had to experience:

- Calling the council at 1am on a Monday night due to an extremely high level of noise where over 100 people were congregated in the Cultural centre car park drinking
- Calling the police at 1am on a Monday night due to over 30 cars blocking the road to Westpoint Apartments
- Constant litter, broken glass, food waste, packaging, old fridges, napkins, flyers from the centre *(There are three photos attached which demonstrate examples of the level of rubbish outside our block of flats. One of the pictures is the rubbish bins next to Westpoint Apartments which were overflowing for over a week – bin bags dumped on the street lead to rodents and foxes ripping open the bags and strewing rubbish further. If their bins are full it is their responsibility to dispose of their rubbish safely. The second and third pictures show broken beer bottles, flyers on the walkway and food wrappers. This kind of rubbish is constant and is cleaned every few weeks by the council – not the West Indian Cultural Centre. They do not clean the area after each event)*
- An abandoned van with four flat tyres which has not moved for over 2.5 years minimum
- Throughout the summer at least two nights a week of high numbers of people leaving the centre late at night (between 1am and 3am) but not leaving quietly. They leave the centre when it closes but don't leave straightaway – they congregate in groups and shout, speak loudly, continue to drink, play music out of their cars but there are no security staff to move people on
- People taking drugs – I often walk past people smoking cannabis outside the centre when there are events on inside the centre
- No way of parking our cars even though we have paid for permits as the roads are full of cars of people attending the events.
- Feeling intimidated when there are groups of people congregating outside the

centre and trying to walk past – I have experience men shouting after me, or making comments as I try to walk to my front door.

The Protection of Children from Harm

I don't think that any child should have to experience any of the above

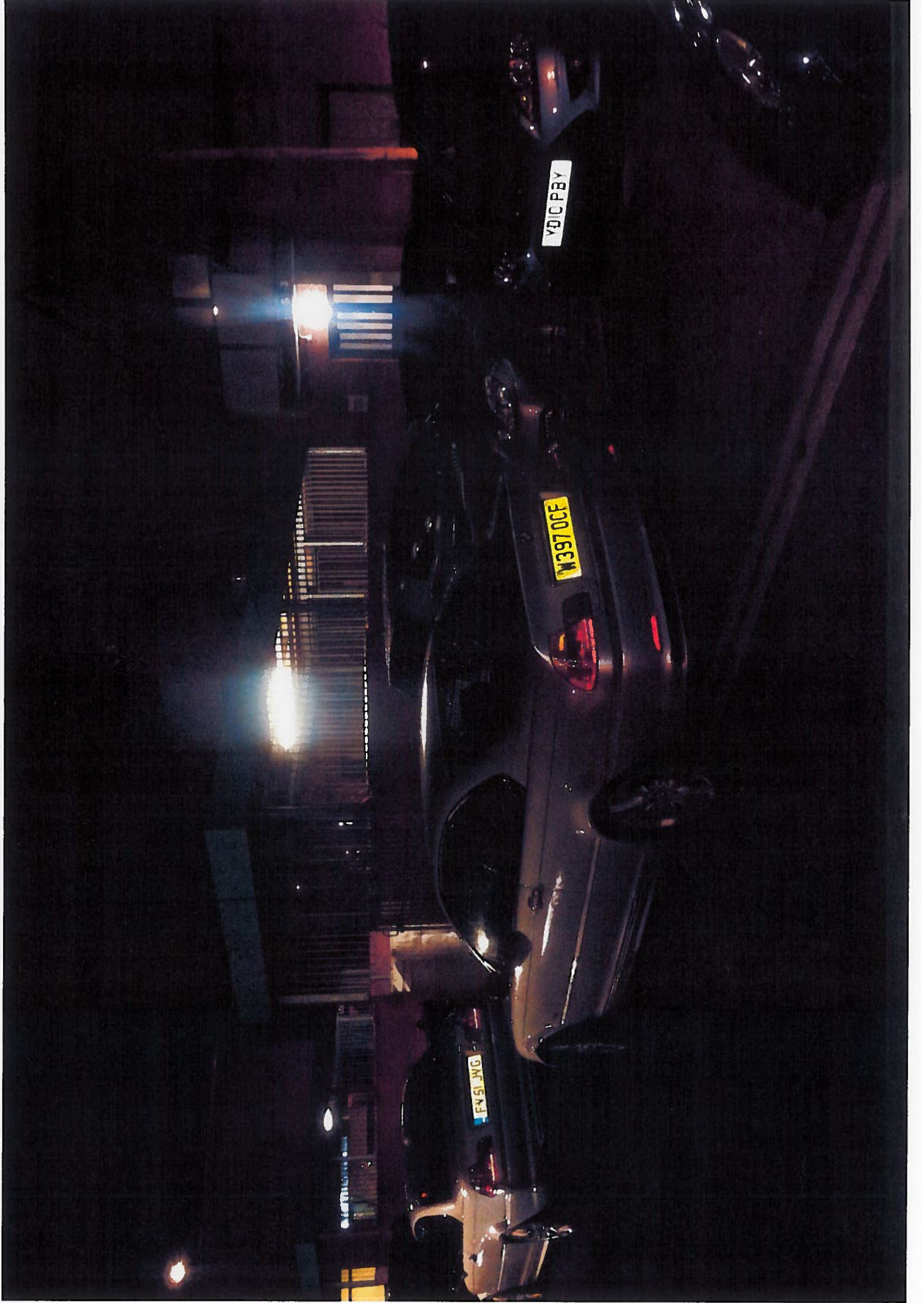
I, ... [redacted], hereby declare that all information I have submitted is true and correct.

Signed: [redacted]

Date: 1/3/16

Please send completed form to:

Haringey Council Licensing Team
Alexandra House,
Level 6,
10 Station Road,
Wood Green
London, N22 7TR



YD1C PBY

W397 OCE

F451 JG







recycle

Yes please

No other items please

Enquiries 020 8885 7700

www.haringey.gov.uk

recycle

Yes please

No other items please

Enquiries 020 8885 7700

www.haringey.gov.uk

recycle

Yes please

No other items please

Enquiries 020 8885 7700

www.haringey.gov.uk



YD1C PBY

W397 OCF

FV51 LY6

Anderson Chanel

From: [REDACTED]
Sent: 09 March 2016 14:57
To: Licensing
Subject: African Caribbean Leadership Comapny
Attachments: IMG_3179.jpg; IMG_3204.JPG; IMG_3205.jpg; WICC.pdf

Hi,

I would like to make a submission concerning the application of a late night and alcohol license for the West Indian Cultural Centre (African Caribbean Leadership Company).

The reason being:

- 1: Drug use on our property (Westpoint Apartments), we are 15 metres away the WICC
- 2: Litter (broken glass and drug paraphernalia) on our property for the WICC
- 3: Threats of Violence from patron of the WICC
- 3: Being kept awake every weekend (Loud music and fighting) by the WICC patrons
- 4: Parkings spaces block by patrons of the WICC
- 5: No security on the doors of the WICC even though their nights go on to 5 in the morning sometimes

We have tried to be the good neighbours and asked them nicely and written them letters but they aren't concerned about their neighbours welfare and continue to ignore our requests.

Attached is just a small sample of the litter on our property due to the late night raves in the WICC and a letter sent to them in August 2013.

Kind regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

United Kingdom

[REDACTED]
www.willistowerswatson.com<<http://www.towerswatson.com/>>

Notice of Confidentiality

This email contains confidential material prepared for the intended addressees only and it may contain intellectual property of Towers Watson, its affiliates or a third party. This material may not be suitable for, and we accept no responsibility for, use in any context or for any purpose other than for the intended context and purpose. If you are not the intended recipient or if we did not authorize your receipt of this material, any use, distribution or copying of this material is strictly prohibited and may be unlawful. If you have received this communication in error, please return it to the original sender with the subject heading "Received in error," then delete any copies.

This e-mail has come to you from Towers Watson Delaware Inc.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>



01.08.13

West Indian Cultural Centre

9 Clarendon Road
Turnpike Lane
London N8 0DJ

Dear Sir/Madam

After another sleepless night due to the noise from the West Indian Cultural Centre on Saturday/Sunday morning (27.07.13) we have finally decided to do something proactive about our situation. We were kept awake until 4.30am as the noise from the West Indian Cultural Centre was unbearable.

Unfortunately as you persist in continuing to flout the law to protect residents and have shown a complete disrespect to anyone living within its vicinity we have decided to take action. I have contacted our local MP Lynne Featherstone and she said she would do everything in her power to protect the residents.

Unless you change your practices radically, than we, as the Westpoint Apartments Resident Association, intend to use everything within the law to:

- 1: Get your liquor license revoked.
- 2: Make sure you are fined each and every time you flout the laws protecting residents (nearly every time you hold an event).
- 3: Call the council to complain about the noise each and every time you play very loud music past 11pm.
- 4: Call the council to complain about the mess that is left after every event you hold. This includes bottles, broken glasses, serviettes, discarded food, plastic plates, knives and forks. (All littered over Clarendon Road after every event you hold)
- 5: Call the police when you allow revellers to beep their horns, play loud music from their cars, urinate, fight and use drugs outside our apartment building.
- 6: Catalogue every time you make an infringement through photographic, video and written evidence and present it to the council in order to get you closed down. This is a process that we have already started and will continue to do so.

We contacted the council who said you will be issued large fines if you continue to flout the laws in place to protect the residents and possible closure.

We expect a written response with a list of changes you are going to make to your practices to ensure you do not flout anymore laws that are in place to protect residents and how you are going to work in tandem with residents towards an amicable solution from you by 08 August, failure to do so and we will go ahead with our plan to make holding an event at the West Indian Cultural Centre impossible.

This letter is being passed on to our Local M.P. Lynne Featherstone and Harringay Council.

Kind regards,



MATURE SUNDAYS!



Valentine
Dance
Sunday 14th February
@ K BAR
81 Broad Lane Tottenham
N15 4JW
Green: 1996 Ltd





Anderson Chanel

From:
Sent: 11 March 2016 20:20
To: Licensing
Subject: Renewal of West Indian Cultural Centre licence

Hi,

I understand that the West Indian Cultural Centre (9 Clarendon Road, London N8) is seeking to have its licence renewed.

I am a nearby resident (living at _____ my block of flats is next door to the venue). I wish to object to this for the following reasons:

- For many years (especially in the summer), the centre has run late-night events. Many attendees end up spilling out onto the streets, partying late into the night. They leave a lot of litter about and the Cultural Centre takes no action, despite residents complaining many times.

- The late night events mean that cars are parked everywhere... double yellow lines, private parking bays, double-parking... it doesn't seem to matter to the Centre at all.

- The loud music that carries on to as late as 5am disturbs many residents. I am fortunate in that my flat is positioned in a place where I can't hear the noise from my bedroom at night, but I know my neighbours have been disrupted for many years and their complaints fall on deaf ears.

I don't believe the licence should be renewed until the Centre can take a proactive attitude in regards to litter, parking and noise. It's THEIR responsibility to make sure that their attendees don't carry out this type of antisocial behaviour - no one else's.

They shouldn't be granted a licence - certainly not any licence related to alcohol or post-11pm opening - until they can show what action they'll take on the matters I've raised in this email. They must also provide concrete proof that they will carry out this action.

And if they are granted a licence, it should be on the condition that it will be revoked if they cannot uphold their responsibilities on these matters.

Related to this matter - we shortly have another cultural centre (a Turkish one) also opening up next door. The council seriously needs to consider whether renewing a licence for the West Indian centre is advisable, without first fully assessing the impact of the new Turkish centre that's only a stone's throw away.

Regards,

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Anderson Chanel

From:
Sent: 11 March 2016 17:08
To: Licensing
Subject: West Indian culture centre

Categories: Purple Category

Hi to whom it may concern.

I would like to say as resident of westpoint apartments n8 0 db.that I dont agree with the centre getting a licence for alcohol. Its bad enough as it is at present , with all the noise and the awful mess , people leave outside .And on top of that we are going to be subject to another centre, on the other side of the building ,a turkish one I understand. I am quite sure it's going to be a nightmare , having both of them there.how are we going to sleep after all, we have to work and children have school ,it's bad enough with the noise not being able to park as it is.And the people who clean , the street , near the block from the council , are awful , they don't do the work . When I see them ,they are either sitting down talking on their phone or wasting time ,and it's always dirty down there . They look to old or not fit to do the job.anyway I hope this will be taken into consideration.

Yours sincerely

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Anderson Chanel

From:
Sent: 13 March 2016 19:55
To: Licensing
Subject: Late night and alcohol licence renewal for the West Indian Cultural Centre Clarendon Rd, London N8 due on 16th March

Dear Licensing department

I am writing in regards to the upcoming renewal of this centre.

I live in Westpoint Apartments, the block of flats next door to the centre and would like to express a number of concerns I have about their license.

They regularly hold club nights that result in the following nuisance for Westpoint neighbours:

1. Loud music until the early hours keeping residents awake.
2. Patrons standing outside the centre smoking and shouting.
3. Illegal parking preventing residents to park in residents parking bays.
4. Littering of food containers, cans and glass bottles that sometimes get broken creating a hazard too.
5. Leaving leaflets advertising further club nights on cars windscreens that often fall creating further littering.
6. Smoking drugs around the area.
7. There have been some incidents of patrons being abusive and aggressive towards residents when politely requested to not park illegally.

I hope that you take these concerns into account and I look forward to hearing from you.

Yours sincerely,

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Anderson Chanel

From:
Sent: 13 March 2016 21:36
To: Licensing;
Subject: Re Licence application by West Indian cultural centre, Clarendon Rd N8 licence application

Dear Sir/Madam,

I surprisingly stumbled on a notice that suggested that the West Indian cultural centre has applied for a licence to sell alcohol and stay open late seven days a week. My initial impression was that this cannot be true. However, if this is the case, I hope you can immediately dismiss this application as otherwise residents of Westpoint appartmnets can wave goodbye to any little quality of life left.

In case you're not aware, weekends are already a nightmare for residents of Westpoint apartments. Weekend events start from Friday night and end in the early hours of Saturday. At present the noise from vehicles coming and going and the crowds of adults all around the building is very intimidating. Also the use of illegal drugs (Cannabis) is done very much in the open outside the centre.

The public nuisance the centre already creates over the weekend and on the odd occasion during the week, will become 1000 folds worst if the centre's application to increase their opening hours is agreed.

At present my 3 children are affected by lack of sleep over the weekend due to the rowdy behaviour of the adults attending the centre. In the morning after an event the area is littered with glass bottles of alcohol some finished and some not. This is a major health and safety hazard to children who enjoy playing outside the building. Also the littering of food presents problems for vermin in the area.

Also you should already be aware of the incident of a shooting that took place outside the centre by people attending an event there. The centre being able to serve and sell alcohol 7 days a week will attract more undesirables to the area. My eldest son already scared and feels intimidated when passing the centre after football training on a Friday evening and therefore dreads going out in the evenings.

Weekends not only present us with rowdy and disorderly crowds and unbearable noise but we dread going shopping or a meal over the weekends as you're guaranteed not to find a parking space on your return and for those of us with children, this is very stressful and difficult to manage (have to find parking miles away and shuttle children/shopping back to my flat).

I cannot therefore see how the above difficulties would be thought right extended all through the week meaning massively/adversely affecting our quality of life with potential impact on our mental health and poor outcomes for our children.

Please let it be clear that should this licence be approved, we'll not hesitate to go to the press with our plight. I am however confident that this would not be required as your department will do the right thing for residents of Westpoint apartments and completely refuse this application.

Regards,

Anderson Chanel

From: [REDACTED]
Sent: 14 March 2016 11:28
To: Licensing
Subject: West Indian Cultural Centre - Proposal for License Removal

Dear Licensing Committee,

The West Indian Cultural Centre has been a nuisance for the residence on Clarendon Road for quite awhile. I will briefly give you the reasons why I, as a resident at [REDACTED] believe that this Community Centre should be closed from the evening onwards without any right to sale alcohol at any time.

1. **Noise:** The events often start late in the evening and participants are coming regularly after 22:00. The participants often argue between each other, and also have no respect of the residents who might want to relax or even sleep after a certain hour. They communicate with one another from great distances, which forces them to yell, so that the other end can hear.
2. **Parking:** My work shift is in patterns, and therefore I find myself in the situation when I arrive at 23:00 and have nowhere to park. Clarendon Road all the way up, is full of cars on both sides. The parking space in front of the flats is also taken, and they even have the audacity to block resident cars by parking in front of them, or more recently park on the sidewalk, restricting access to pedestrians. Furthermore, this is yet again another subject of brawl as they often are in the situation where 2 participants spot a free parking bay at the same time and they start arguing of who saw it first etc. Because of this, I am forced to park very far away, in an area which is unsafe (because it's away from my residence) and where I just received a proposal of zone change (Inner Wood Green) which if it comes in place, will restrict me from parking. Therefore I will have no place to park. Sometimes, I am forced to park on restricted locations, and wake up at 4:00 when they eventually leave, and move the car in a legal spot.
3. **Trash and Junk:** I urge you to come on a weekend night, 2:00-3:00, to see the amount of litter left everywhere. Furthermore, they often leave leaflets on residents cars and the sidewalks for their non-appealing events. We just want to relax at the place we call home, do not care about the events these guys are having. It destroys to purpose of a home.
4. **Street Safety:** Some participants arrive in sport cars and are in their 20s. I assume they are trying to impress other lady participants and therefore drive hazardously between the already narrow spaces due to the high number of vehicles that turn up.
5. **Drugs:** Same as before, I urge you to come at night and stay for 5 minutes near this center. You will without fail smell a strong scent of cannabis. If some of them would use even more powerful drugs, I wouldn't know. The cannabis smell is easy identifiable. I wonder how many of these participants who are on drugs, will leave the Center by driving a car. A matter in which police should look into. I have seen on mornings smashed cars (see police logs) which honestly I do not know if it was the result of reckless driving from the participants or not...however it does happen after an event night.
6. **Frequency:** It happens at least 2 nights a week as an average, which is a lot. This is not a party area, IT IS A RESIDENTIAL AREA.

Having said this, I would strongly urge you to stop this center from being active at night / evening. There should be no event after 18:00 when residents are coming home from a busy day at work. They should not be allowed to sell alcohol, and they should not be allowed to park here. Increase the resident parking requirements to permanent bays (24H) and involve the police on event nights (if you will do the mistake of approving the license). They should not be allowed to leave leaflets outside this center. They can give these leaflets on exit to the participants, as they are going to be the ones to come back. The Community Centre should be a place of joining your fellow nationals or neighbors etc. where they can socialize in a civilized way. What does happen here every night though, I cannot refer to it as being civilized or considerate with regards to the residents.

If you require further information, please do not hesitate to contact me.

Kind regards,

[REDACTED]

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Anderson Chanel

From:
Sent: 15 March 2016 16:34
To: Licensing
Subject: West Indian Cultural Centre - Licence Renewal
Attachments: IMG_1709.JPG; IMG_1710.JPG; IMG_1711.JPG

Hi,

I live in _____ and it has come to my attention that the WICC's licence is up for renewal soon.

I have been meaning to email for a while as I am very unhappy with living next door to it, as it really effects my living situation.

- They have club nights many nights of the week, not just on weekends, and these sometimes go on till 5am. It is extremely noisy when the nights are on, and with people leaving at all hours shouting and arguing in the street. I know the police have been called out to disturbances on numerous occasions. Why don't they have security on these nights?
- I have never seen security on the door at these events. So when I come back at night to see lots of people hanging around, I feel very unsafe. I know one neighbour was threatened by one of the WICC guests when she challenged him about the parking, and there was no one around to help her. So this worries me, as being a single female I want to feel safe entering my home.
- The parking when these events are on is a total joke. People park on double yellow lines, Resident only bays, and up on the pavements to the entrance of the block (not by any means a parking space), and they also block other cars into their spaces (sparking spaces which they have paid for). It is absolute chaos when this happens, and means friends and family who come to visit have to park many streets away. I have attached some photos that I took a few nights ago so you can see the way people park at an event.
- The litter after an event is always thrown around outside the apartments, so it makes where we live look really poor and rundown - and not like somewhere I want to live. We then have to wait till the council street cleaners clear it up. Shouldn't the WICC clear it up after every event?
- Smoking of drugs outside the centre on a regular bases

So I really hope you take these points into consideration when thinking of renewing their licence. I want to live in a nice safe, clean environment and at the moment the WICC is letting things down. Obviously I know they have to have events on there which is fine, but I think there should be a reasonable closing time (not 5am), security on the door, people to help with parking, and cleaning up the area afterwards.

Many thanks,







Anderson Chanel

From:
Sent: 15 March 2016 21:55
To: Licensing
Subject: West Indian Cultural Centre licence application feedback

Hi,

I hope this email is addressed to the correct address to oppose a licensing application. Please could you confirm?

I am strongly opposed to the proposed increase in licensed hours for the West Indian Cultural Centre. There is often already loud music which can be heard outside of the building during events and large groups who congregate outside in an anti-social manner. Extending the licensing would only make matters worse.

Please let me know if I'm needed to elaborate further in opposition of this application.

A concerned resident.

Details of the application below:

West Indian Cultural Centre

Clarendon Road off Hornsey Park Road, Wood Green, London, N8 0DJ.
Ward - Noel Park

Regulated Entertainment: Plays
Monday to Sunday 9am to 11pm

Films, Live Music, Recorded Music, Performance of Dance & Anything of a Similar Description
Monday to Thursday 9am to 11pm
Friday to Saturday 9am to 3am
Sunday 9am to 12 Midnight

Late Night Refreshment
Sunday to Thursday 11pm to 12 Midnight
Friday to Saturday 11pm to 3am

Supply of Alcohol
Monday to Thursday 9am to 11pm
Friday to Saturday 9am to 3am
Sunday 9am to 12 Midnight
For consumption on the premises

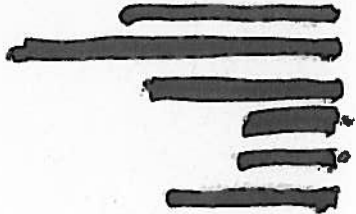
Hours open to the public
Monday to Thursday 9am to 11.30pm

Friday to Saturday 9am to 3.30am
Sunday 9am to 12.30am

Type of premises Community Centre
End Date 16 March 2016
Type of Application New



This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>



Anderson Chanel

From:
Sent: 15 March 2016 09:36
To: Licensing
Subject: West Indian Cultural Centre

Categories: Purple Category

Dear Licensing Team

I am writing to oppose the renewal of the West Indian Cultural Centre's late night and alcohol license.

For the past six years the noise, rubbish and illegal parking have been a constant battle. The bass coming from the venue is often so loud you can feel it from the bedroom. People hang around after the venue has closed and talk until 6am, and people are often smoking and drinking around the venue and outside our apartment.

There are times I feel anxious about the number of cars blocking the entrance to the building. What if there was a fire or one of us is taken ill, how would the emergency services get close enough to take care of the problem?

Last December after having a nice meal with family, we asked a man standing in a space near the apartment. We asked him if we could park there only be told he was holding it for friends. I explained that I lived in the apartments and was met with a barrage of abuse. This was continued by his friends once they arrived to park. This incident led me to call the police.

Please think about the residents when making your decision. It is not only weekends, but there can often be events during the week. What is thought to be a quiet wake can turn into something very loud and unsociable.

Kind regards,

Sent from my iPhone

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Anderson Chanel

From:
Sent: 15 March 2016 12:04
To: Licensing
Subject: West Indian Cultural Centre

Dear Sirs,

I am emailing as I wish to discuss the license provided to the West Indian Cultural Centre on Clarendon Rd, N8.

I am a resident of _____

We have long standing issues with illegal parking, noise during the night, litter is thrown everywhere and people drinking alcohol and taking drugs at the parking or our own property, Westpoint Ap. areas close to the West Indian cultural.

It is very disturbing and unfair to live in the middle of litter as people who attend the West Indian Cultural Centre is not bothered to use the bins and there are no members of staff who make sure the area is kept clean.

Parking is impossible whenever there is an event, people even block areas designated to ambulance of fire brigade, if there was an emergency they simple could not get through to our building. There are currently 2 abandoned vehicles on double yellow line since the weekend and interestingly enough no parking ticket has been issued.

Disorder caused by alcohol and drug abuse is common, people do whatever they like in the street, very distressing as it makes the area unfriendly. There is no security at their doors.

I'm appalled to the idea of what is going to happen if the Turkish Cultural Centre opens, the noise and problems will double up.

I will be consulting with the local MP regarding this and I wish to receive a prompt response.

Thanks

[REDACTED]

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

[REDACTED]

LICENSING ACT 2003 - REPRESENTATION FORM

To make a representation in respect of an application for a Premises Licence or Club Premises Certificate please complete the following form. For representations to be considered relevant they must relate to one or more of the four "Licensing Objectives" (listed below).

Please note all representations will be made available for applicants to view. If you make a representation objecting to the application it is likely that you will be called upon to attend a hearing and present your objection before a Licensing Committee.

Personal Details	
Name..
Address...
.....
.....
Postcode..	...

Licence application you wish to make a representation on	
<i>You do not need to answer all of the questions in this section, but please give as much information as you can:</i>	
Application Number.....	
Name of Licensee...AFRICAN CARIBBEAN LEADERSHIP COMPANY	
Name of Premises (if applicable)..WEST INDIAN CULTURAL CENTRE	
Premises Address (where the Licence will take effect).....	
..... 9 CLARENDON ROAD	
..... HORNSEY, LONDON	
Postcode...N8 0DJ.....	

Reason/s for representation
<i>Under the Licensing Act 2003, for a representation to be relevant it must be one that is about the likely effect of the application on the promotion of the four licensing objectives. Any representations that are considered to be vexatious or frivolous will not be considered (please see Haringey Council's leaflet Variations, Representations and Appeals for Premises Licences and Club Premises Certificates).</i>
<i>Fill in reason/s for your representation in the space provided under each Licensing Objective it relates to.</i>

The Prevention of Crime and Disorder

-THE CENTRE HAS ALREADY STRUGGLED WITH KEEPING ITS GUESTS IN ORDER PAST THEIR PREVIOUS 'CLOSING TIME', AND LATE AT NIGHT GUESTS HAVE ATTRACTED UNSAVOURY CHARACTERS AND KNOWN GANGS, WITH WHOM THERE HAVE BEEN ISSUES. -THERE HAS EVEN BEEN A SHOOTING AMONGST THEIR GUESTS, AND THERE ARE OFTEN LOUD FIGHTS AND ARGUMENTS THAT WAKE UP RESIDENTS OF WESTPOINT APARTMENTS WELL INTO THE EARLY MORNING HOURS. THIS CAN GO ON TIL 4-5am

Public Safety

-OFTEN AT THEIR ROWDY PARTIES WHICH ALREADY SEEM TO FEATURE HEAVY DRINKING, THINGS CAN GET OUT OF HAND. GLASS BOTTLES ARE CONSTANTLY THROWN AND BROKEN GLASS LITTERS THE STREET FOR DAYS. WITH THE INTRODUCTION OF ALCOHOL SOLD AT THE CENTRE, THIS PROBLEM WILL UNDOUBTEDLY GROW. PLATES OF FOOD ARE ALSO FOUND LYING AROUND DAYS AFTER, WHICH ATTRACT A GROWING POPULATION OF RATS AND MICE -IT IS UNSAFE TO HAVE SO MANY DRIVERS DRIVING AND ILLEGALLY PARKING WITHIN SUCH A SMALL AREA. OFTEN SUCH DRIVERS ARE NOT WATCHING FOR PEDESTRIANS AND DO NOT SIGNAL, WHICH HAS LED TO MANY NEAR-MISSES.

The Prevention of Public Nuisance

THE LEVEL OF ILLEGAL PARKING IS ALWAYS THROUGH THE ROOF AT EVERY EVENT THE CENTRE HOSTS, SHOWING THEY CANNOT KEEP THEIR GUESTS TO FOLLOW EVEN BASIC LAWS. -THE CENTRE'S PARTIES GUESTS ALREADY CREATE VAST AMOUNTS OF LITTER, INCLUDING FOOD AND BROKEN GLASS, WHICH THE CENTRE DO NO BOTHER TO ATTEMPT TO CLEAN OR ENFORCE RULES ABOUT. THIS ATTRACTS PESTS WHICH PLAGUE WESTPOINT APARTMENTS.

The Protection of Children from Harm

THE CENTRE ATTRACTS ANTISOCIAL BEHAVIOUR, VIOLENT FIGHTS AND ROWDINESS INTO EARLY HOURS OF THE MORNING ALREADY- GRANTING THEM A LICENSE WOULD EXACERBATE A PRE-EXISTING PROBLEM AND CREATE MANY NEW ONES. IT WOULD BE A LESS SAFE ENVIRONMENT FOR EVERYONE LIVING NEXT TO THE CENTRE, LEAST OF ALL CHILDREN.

I,.....,hearby declare that all information I have submitted is true and correct.

Signed:

Date:

15TH MARCH 2016

Please send completed form to:

Haringey Council Licensing Team
Alexandra House,
Level 6,
10 Station Road,
Wood Green
London, N22 7TR

The residents of WestPoint Apartments (names addresses and signatures below) strongly object to the recent license proposal by the West Indian Cultural centre on the grounds that it will increase crime and disorder, decrease public safety, put more children at harm and increase overall public nuisance.

Anderson Chanel

From: [REDACTED]
Sent: 16 March 2016 13:34
To: Licensing
Subject: Late night and alcohol licence renewal for the West Indian Cultural Centre Clarendon Rd, London N8 due on 16th March

Categories: Purple Category

Dear Licensing department

I am writing in regards to the upcoming renewal of this centre.

I live in Westpoint Apartments, the block of flats next door to the centre and would like to express a number of concerns I have about their license.

They regularly hold club nights that result in the following nuisance for Westpoint neighbours:

1. Loud music until the early hours keeping residents awake.
2. Patrons standing outside the centre smoking and shouting.
3. Illegal parking preventing residents to park in residents parking bays.
4. Littering of food containers, cans and glass bottles that sometimes get broken creating a hazard too.
5. Leaving leaflets advertising further club nights on cars windscreens that often fall creating further littering.
6. Smoking drugs around the area.
7. There have been some incidents of patrons being abusive and aggressive towards residents when politely requested to not park illegally.

I hope that you take these concerns into account and I look forward to hearing from you.

Yours sincerely,

[REDACTED]

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Anderson Chanel

From: _____
Sent: 16 March 2016 13:52
To: Licensing
Subject: West Indian Cultural Centre

Categories: Red Category

I live in _____ in Clarendon Road, and my Residents Association has drawn my attention to the request by the West Indian Cultural Centre for the renewal of its late night and alcohol licence.

I do have concerns on the granting of such request. Both myself and my guests have experienced excessive noise from the above Centre. I have also raised issues with our management company (L&Q) regarding the dumping of rubbish. To be fair, I do not know whether this is in fact caused by members of the West Indian Cultural Centre, but my Residents association believe that the rubbish is being left in front of our building by visitors to the above Centre.

I would point out that I do not wish to unfairly prevent the enjoyment of those visiting the Centre, but make these representations in the hope that if renewal of licences is granted, it is granted subject to strict conditions to minimise the risk of public nuisance.

Regards

Sent from my iPhone

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Anderson Chanel

From: Licensing
Subject: FW: Objection to the west Indian Cultural centre n8 seeking

From: _____
Sent: 16 March 2016 11:22
To: Licensing
Subject: Re: Objection to the west Indian Cultural centre n8 seeking

Dear whom it may concern

my name is _____ I live at _____

im 36 i have 2 children one who is 14 yrs old and the other that is 16 months old.

I am writing to you in regrades to the West Indian cultural center n8 application to obtain a permit which will allow them to drastically alter their opening times and the functionality of their centre! this will be so their can sell alcohol in there premises throughout the week and meaning that they can and will stay open untill 11pm most nights and then on the weekends untill 3am.

i have lived at _____, for 10 years and have put up with noise from the sound system until the early hours of the morning to the point i cant have my windows open in the summer on the hottest nights or anytime throughout the year, this is not only due to the music that is played but the party goers that stand out side talking loud shouting singing arguing fighting and the list gos on. there has never been anyone from the centre to make sure the party goers leave respectfully knowing that there is flats only a few feet away!

The road gets blocked with cars that people just leave in the middle on the road leading to our flats meaning no emergency vehicle are able to get access to two blocks of flat that have babies, single parents, families with young children / teens, vulnerable people, disabled people and the elderly!!! which health and safety is a massive no no.
its hard enough for people that drive to get parking near the flats they live..

The rubbish that the party goers leave behind is just ridiculous and the west Indian cultural centre does NOT clean up the mess that people leave behind meaning the cleaner, we pay for clean the plates of food we have shoved in our hedges from the nights before, and also the broken glass that our children have to walk around to go to school.

The crowds of people that stand outside the flats can sometime can be intimidating due to the loudness and disrespectful behavior of some users.

If you allow this permit this will mean that potentially these problems would be everynight! with no regrade nor respect for the people that live right next door!

You have allowed another cultural centre to be built on the other side of our flats! what it going to be like when we have functions on both sides?? pure madness and people could be put in unnecessary danger

As i have said i have lived here from when these flats have been built, i have seen all that i have writing about above but most distressing hearing and seeing the aftermath of someone being shot in the head where

i was scared and had to get my daughter out of bed to make sure she was safe for days after this we had to sign just to be able to enter the flats we live.

i really hope you hear our fears of the chaos this could and would bring to us all thats live at westpoint apartments

thank you for taking the time out to hear my fears i would also like confirmation that you have seen my email

[REDACTED]

with kind regrades

[REDACTED]

Sent from my iPhone

[REDACTED]

[REDACTED]