

**Application for a New Premises Licence under the Licensing Act 2003 –
Greenside House, 50 Station Road, London, N22 – 5 May 2021**

The Sub-Committee carefully considered the application for a new premises licence at Greenside House, 50 Station Road, London, N22. In considering the application, the Committee took account of the London Borough of Haringey's Statement of Licensing Policy, the Licensing Act 2003, the Licensing Act 2003 section 182 Guidance, the report pack, and representations made verbally at the hearing by the applicant and their representatives and by objectors.

Having considered the application and heard from all the parties, the Committee decided to grant the application for a new premises licence with the following conditions:

Operating times:

Supply of Alcohol:

Monday to Saturday	1000 to 2300 hours
Sunday	1100 to 2200 hours

For consumption **ON** and **OFF** the premises

Hours open to the public:

Monday to Sunday	0000 to 0000 hours
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Not open to general members of the public except for the ground floor; the premises are an office building with 24-hour access to office workers.

The Committee imposed the following conditions:

1. Save for the ground floor, the premises shall operate as an office and alcohol may only be sold to:
 - (a) Office tenants - those persons with a minimum one month contract to occupy office space at these or other Clockwise premises;
 - (b) Co-working members;
 - (c) Office members;
 - (d) Virtual office members;
 - (e) Persons attending a private pre-booked event or function, a list of functions to be kept at reception for inspection by the relevant authorities;
 - (f) Directors and employees of the licence holder and its affiliated companies;
 - (g) Persons who have pre-booked a meeting room;
 - (h) Day-pass visitors;
 - (i) Any guests of the above.
2. A list of the names of members of the office shall be kept on the premises at all times showing the names and dates of attendance of any guests introduced by

members. The list shall be produced on demand for inspection by the police or an authorised officer of the Council.

3. A Challenge 25 scheme shall be in place. All staff to be trained prior to serving any age restricted products. Training records to be kept for inspection by an authorised officer of the local authority. Refusals system in place (till prompt or book) to be monitored by the DPS and to be made available to an authorised officer of the local authority on request.
4. The Premises Licence Holder will ensure that a CCTV system is fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document (www.informationcommissioner.gov.uk) regarding installation of CCTV provided at the premises.
5. A digital CCTV system to be installed in the premises. Cameras must be sited to observe the entrance doors from the inside. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises (i.e. capable of identification). A member of staff trained in operating CCTV must be at the venue during times that it is open to the public. Digital images must be kept for 31 days. The equipment must have a suitable export method (e.g. CD/DVD writer) so that the Police can make an evidential copy of the data they require. Copies must be available within a reasonable time to Police on request. Cameras must:
 - (a) Be sited to cover all areas to which the public have access including any smoking area.
 - (b) Provide a linked record of the date, time of any image.
 - (c) Provide good quality images - colour during opening times.
 - (d) Have a monitor to review images and recorded quality.
 - (e) Be regularly maintained to ensure continuous quality of image capture and retention.
6. An incident log shall be kept at the premises, it will be in a hardback durable format handwritten at the time of the incident or as near to as is reasonable and made available on request to the Police, which will record the following:
 - (a) All crimes reported to the venue.
 - (b) All ejections of patrons.
 - (c) Any complaints received.
 - (d) Any incidents of disorder.
 - (e) Seizures of drugs or offensive weapons.
 - (f) Any faults in the CCTV system.
 - (g) Any visit by a relevant authority or emergency service.
7. If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the Designated Premises Supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported.

Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority shall be informed when faults are rectified.

8. The responsible person for the licensed premises will ensure that a suitable and sufficient fire risk assessment is completed for the premises, this must focus on the safety in case of fire of all “relevant persons”. Any significant findings must be recorded and acted upon.
9. Under 18s shall be accompanied by an adult at all times.
10. The Premises Licence Holder or nominated person shall erect and maintain, in a prominent position at every exit a clear, conspicuous and legible notice requesting patrons to avoid causing noise, nuisance or disturbance to any local residents.
11. Save for those in sealed containers, off sales shall be restricted to consumption within the premises at 50 Station Rd, London, N22 7TP, and shall not be permitted to be taken outside of this premises, including the terraces or any external areas. The license holder will undertake best endeavours to prevent the consumption of alcohol on the terraces or any external areas.
12. The external terraces on the 5th floor shall not be used after 2100 hours Sunday-Thursday or after 2200 hours Friday-Saturday.
13. There should be no amplified music in the open spaces at the premises at any time.
14. All staff responsible for selling alcohol shall receive regular training in the requirements of the Licensing Act 2003 and all other age restricted products stocked on the premises. Written records of this training signed and dated by the person receiving the training and the trainer shall be retained and made available to Police and authorised council officers on request.

In order to ensure the prevention of public nuisance licensing objective, the licence holder is asked to consider locking the terraces and external areas when they are not in use.

It was noted that there would be staff monitoring the site to prevent the consumption of alcohol on the terraces and external areas and that there would be CCTV on the premises. In order to ensure the prevention of public nuisance licensing objective, the licence holder is also asked to consider reviewing the CCTV footage to ensure that alcohol is not being taken onto and consumed on the terraces and external areas.

Reasons

The Committee gave serious consideration to the concerns raised by the objectors. The Committee did not wish to diminish these concerns but could not in all fairness ascribe the behaviour of previous occupants of the premises to applicants. In addition, it was noted that some of the concerns raised did not relate to licensing issues; this included some planning matters and concerns about the nature reserve adjacent to

the site. The Committee could only consider matters that fell within its responsibility, which was for licensing matters.

The Committee welcomed clarifications from the applicant that:

- Alcohol would not be permitted on the terraces or external areas;
- Members of the public would not be able to access these areas; and
- Events in these areas would not include alcohol.

These points of clarification would be set out as terms and conditions in contractual agreements for the venue hire. The Committee also welcomed the fact that staff on site would monitor the entire premises to prevent the consumption of alcohol in areas where alcohol consumption was not permitted.

The Committee noted that there was a sanction available to the applicants, namely ending the memberships of any members of Greenside House who refused and/ or failed to comply with the rules relating to alcohol and anti-social behaviour.

It was also noted that the primary use of the building was an office space, that alcohol sales would amount to approximately 5-8% of the overall café sales, and that anyone entering the building would be required to pass through reception which provided for a greater degree of control.

The Committee acknowledged that the applicant had voluntarily accepted a number of conditions suggested by the responsible authorities. In particular, the Committee noted that the applicant had agreed to limit the hours of use for the terraces and external areas.

The Committee noted that the applicant had offered to provide a contact email address to residents and wished to encourage communication between the applicants and local residents if any issues arose. Residents asked about what steps could be taken if issues did arise and were informed about the existence of a review process under the licensing regime and that other issues could be raised with Council departments in response to any complaints that might arise in the future.

It was also noted that some residents had indicated that they were not aware of this licensing application. It was confirmed that there was a statutory process for licensing applications, including notification on the website and a notice at the premises, which had been followed by the licensing authority in this application.

Appeal Rights

This decision is open to appeal to the Magistrates Court within the period of 21 days beginning on the day upon which the appellant is notified of the decision. This decision does not take effect until the end of the appeal period or, in the event that an appeal has been lodged, until the appeal is dispensed with.

Date: 12 May 2021