

STATEMENT OF LICENSING POLICY

**ALCOHOL,
REGULATED ENTERTAINMENT
& LATE NIGHT REFRESHMENT**

**UNDER THE
LICENSING ACT 2003**

**In effect
From 1 September 2020**

Foreword:

We are pleased to present to you the latest proposed Statement of Licensing Policy for London Borough of Redbridge under the Licensing Act 2003. This edition has been extensively revised to reflect clearly the expectations of Redbridge Council in its role as a Licensing Authority and incorporates legislative changes that have been introduced since the previous version of the Policy was published in August 2015.

The Licensing Act 2003 requires us to prepare and publish a Statement of Licensing Policy at every five years.

We recognise that it is not always possible to reach decisions that satisfy all parties, but we endeavour to carefully balance the interests of licence holders, employees, customers and neighbours of licensable premises and remain focused on the promotion of the four licensing objectives.

Our aim is to ensure that Redbridge continues to offer a wide choice of high quality and well managed entertainment and cultural venues within a safe, orderly and attractive environment, valued by those who live, work and do business in, and visit, the Borough.



**Councillor Bob Littlewood
Cabinet Member for Crime, Safety
and Community Cohesion**



**Councillor Namreen B. Chaudhry
Chair of Licensing Committee**

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Chapter 1 – Overview:

This Policy document includes the proposed Statement of Licensing Policy of the London Borough of Redbridge.

Definitions Used in this Policy:

‘the Act’ means the Licensing Act 2003

‘the Council’ means the Council of the London Borough of Redbridge

‘the Guidance’ means the Guidance to Licensing Authorities issued by the Home Office under Section 182 of the Licensing Act 2003

‘late night refreshment’ means late night refreshment as defined in Schedule 2 of the Licensing Act 2003

‘Licensing Authority’ means the Council of the London Borough of Redbridge

‘Licensing Committee’ refers to the Committee of the London Borough of Redbridge established under s7 (1) of the Licensing Act 2003 comprised of fifteen Members

‘licensable activities’ means the sale of alcohol by retail, the supply of alcohol by a qualifying club to its members and their bona fide guests, the provision of late night refreshment, or the provision of regulated entertainment

‘Licensing Sub-Committee’ refers to a Sub-Committee of the Licensing Committee established to consider applications under the Licensing Act 2003

‘regulated entertainment’ means regulated entertainment as defined in Schedule 1 of the Licensing Act 2003 as amended. A summary of what is currently defined as ‘regulated entertainment’ can be found by visiting www.redbridge.gov.uk and searching for ‘regulated entertainment’

‘relevant representations’ means a representation conforming to the legal requirements of the Licensing Act 2003

‘the Regulations’ refers to Regulations under the Licensing Act 2003 issued by the Secretary of State

‘responsible authority’ means the Council’s Licensing Enforcement Team, the Metropolitan Police, the London Fire and Emergency Planning Authority (LFEPA), the Council’s Health and Safety Team (or the Health and Safety Executive where appropriate), the Council’s Planning Service, the Council’s Trading Standards Team, the Council’s Anti-Social Behaviour Team, the Council’s Public Health department and the Council’s Children’s and Families Team.

‘the Statement’ refers to this Statement of Licensing Policy

Introduction:

1. This Statement satisfies the requirements of Section 5 of the Licensing Act 2003 and has been written with a view to promoting the four licensing objectives:
 - The prevention of crime and disorder.
 - Public safety.
 - The prevention of public nuisance.
 - The protection of children from harm.
2. This document is a statement of the Licensing Authority's policies with respect to the exercise of its licensing functions under the Act. In exercising its licensing functions, the Licensing Authority will apply the standards and policies set out in this Statement unless good reason exists not to do so. Each application will be considered individually on its merits and both applicants and those making relevant representations will be treated fairly and objectively.
3. The London Borough of Redbridge seeks through its Statement of Licensing Policy to contribute to the establishment of a safe, sustainable and thriving economy that can be enjoyed by persons of all ages and from all sections of the community.
4. The policies set out in this Statement do not seek to undermine the right of any individual to apply under the Act for a variety of permissions and to have any such application considered on its individual merits, nor to override the right of any person under the Act to make representations about an application, or to seek a review of a licence or certificate issued by the Licensing Authority.
5. In some cases, the promotion of the licensing objectives may lead the Licensing Authority to make exceptions to its policies. Where this happens, reasons will be given. Circumstances justifying an exception to a policy are likely to be unusual. Nonetheless, the Licensing Authority will consider each application on its own merits and it will apply the policies flexibly.
6. In deciding whether an exception should be made to the policy, the Licensing Authority will consider the reasons underlying the policy and determine whether the objectives of the policy would be undermined by making an exception to it.
7. As required, the Licensing Authority has had regard to the Guidance when preparing this Statement. The Licensing Authority may depart from the Guidance if there is reason to do so. Where this happens, the Licensing Authority will provide full reasons whenever the exercise of licensing functions involves a departure from the Guidance.
8. This Statement of Licensing Policy will be formally reviewed when required by legislation, but may be reviewed during that period if it is deemed

appropriate.

9. This Statement of Licensing Policy will not be used to attach conditions that duplicate other regulatory regimes.
10. The Licensing Authority will not use this Policy to seek to impose standard conditions on licences without regard to the merits of the individual case.

Consultation on this Statement:

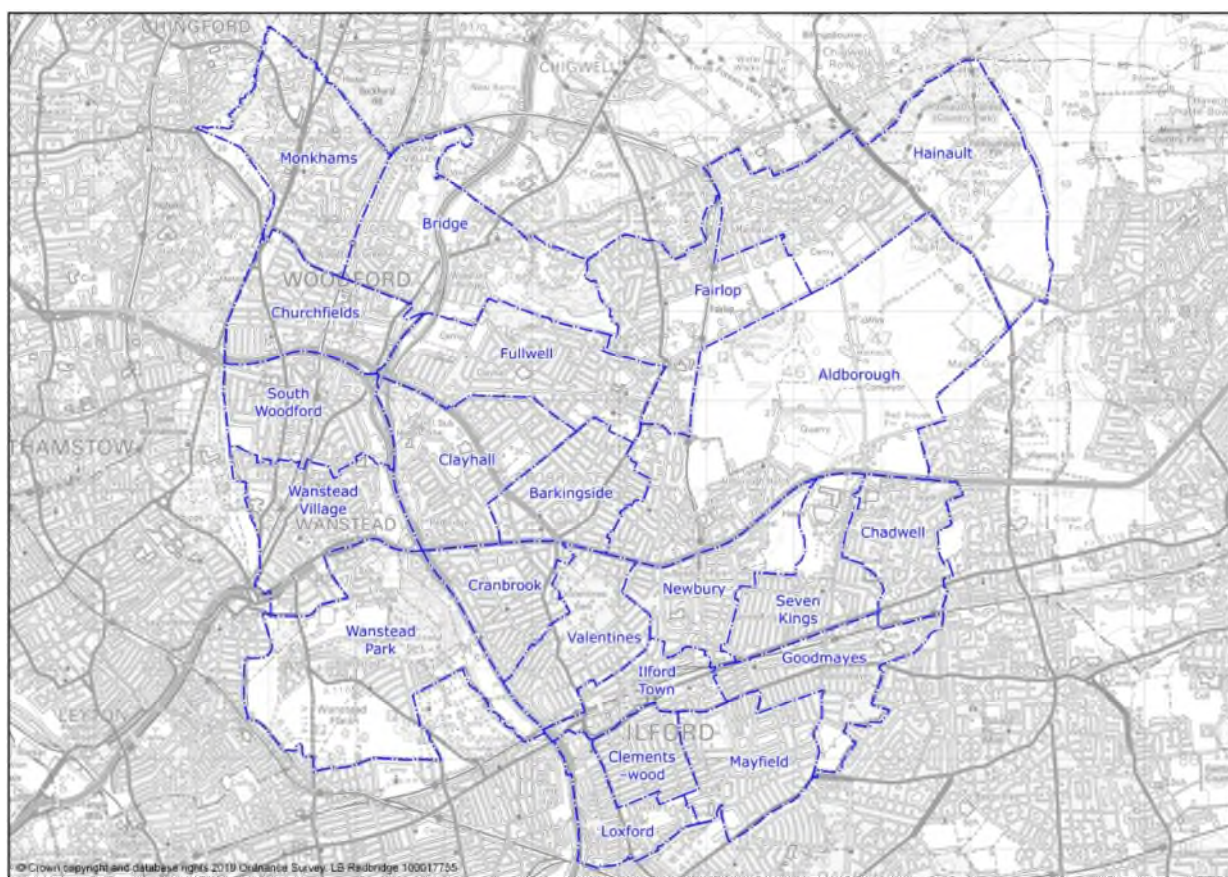
11. Those that have been consulted with regarding this Policy included the parties specified in s5(3) of the Licensing Act 2003:
 - the Chief Officer of Police.
 - the Fire Authority.
 - Public Health.
 - representatives of holders of existing Premises Licences and Club Premises Certificates in the Borough.
 - representatives of businesses and residents in the Borough.
12. An email advertising the consultation was also sent to around three hundred community and voluntary groups in the Borough via Redbridge Community and Voluntary Services (RCVS).
13. A public notice was displayed for the duration of the consultation period at Ilford Town Hall, advising people how to comment on the policy revision and an advertisement of the consultation was published in the Ilford Recorder.
14. We also sent details of the consultation to Ilford Town Centre and Hainault Business Park Business Improvement Districts (BIDs) and the Councillors and Members of Parliament (MPs) within the boundary of the Borough.

Chapter 2 – The London Borough of Redbridge:

This section gives a description of Redbridge and describes the various initiatives and strategies that may impact on licensed activities in the Borough.

General Description:

1. The London Borough of Redbridge covers an area of 56 square kilometres (5.642 hectares) of outer London, to the north east of the capital bordering Waltham Forest, Havering, Barking and Dagenham and Essex. The London Borough of Redbridge stretches from Ilford and Seven Kings in the south, through Newbury Park and Barkingside, to Woodford Green, Woodford Bridge and Hainault in the north.
2. Redbridge has a thriving, vibrant multi-cultural community and Greater London Authority estimates reflect a population of 305,911 residents. Approximately 66% of our population describe themselves as coming from a minority ethnic background.
3. Redbridge is comprised of 22 wards (below). It has many residential areas, each with its own distinctive identity and characteristics. There are numerous parks and open spaces within the Borough, including Valentines Park, Hainault Forest and Fairlop Waters.



4. Redbridge is home to The Exchange Shopping Centre in Ilford as well as a variety of local centres catering to all sections of our community. These include Ilford Lane, Barkingside, Wanstead, South Woodford and Gants Hill. Redbridge has excellent road, rail and tube links to Central London and Docklands and is close to both London City and Stansted airports.

Redbridge Equality Objectives:

5. The Borough has set out an Equality and Diversity Strategy and Action Plan (2016-20), a copy of which can be found on the Council website <https://www.redbridge.gov.uk/media/1419/equality-strategy-a4-v8-rbi.pdf>.
6. The Equality Objectives associated with this have been considered when developing this Statement of Licensing Policy, particularly in respect of protecting vulnerable people from the harmful impact of crime and anti-social behaviour and ensuring the diversity of Redbridge is celebrated. To this end, an Equalities Impact Assessment (EIA) was conducted in the formulation of this Policy and a copy of this can be obtained by contacting the Council's Licensing Team.
7. The Borough's Equality Objectives are as follows:
 - Supporting a fairer Redbridge by making equality and diversity issues a key priority at all levels of the Council as a key part of all decision-making processes.
 - Ensuring that services are accessible and welcoming to all communities.
 - Fostering greater community cohesion by creating a Borough where difference and diversity is understood, celebrated and valued.
 - Promoting a strong sense of community pride by encouraging and empowering people from all backgrounds to work together for the benefit each other and the Borough.
 - Engaging and working with local statutory and voluntary, community and faith partners to further equality in Redbridge.
 - During times of austerity aim to protecting services to those most in need (or at risk of becoming so) and further equality through commissioning and procurement.
 - Developing and sustaining a diverse, skilled and committed workforce able to meet the needs of local people.
 - Ensuring that all staff are valued and account is taken of their diversity.
 - Promoting equality through leadership across the Council.

Redbridge Partnership Plan for 2025:

8. The Redbridge Partnership Plan for 2025 sets out the strategic vision for the Borough and its Strategic Delivery Plan sets out how its priorities will be achieved, all of which are relevant to this Statement of Licensing Policy:

- Ensuring regeneration benefits our communities.
 - Being a great place to live as a family.
 - Tackling the root causes of social challenges.
9. A copy of the Redbridge Partnership Plan can be found online at <https://www.redbridge.gov.uk/media/7257/building-a-new-redbridge-for-2025.pdf>.

Economy and Culture:

1. The Council's Local Plan (2015-30), which can be found at <https://www.redbridge.gov.uk/planning-and-building/planning-policy/local-plan/>, sets out its vision and strategy for planning and economic development in Redbridge. The Plan responds to new opportunities and pressures such as a rising population, housing growth, boosting the economy, maximising benefits of Crossrail and other social and community infrastructure for residents and businesses.
2. Regarding the night-time economy, the Local Plan states that the Council will support and foster a diverse and safe night-time economy in the Borough by:
 - Supporting night-time uses within the Borough's town centres.
 - Ensuring there is no undue impact on the amenity of neighbouring and local residents due to noise, disturbance and anti-social behaviour; and
 - Supporting measures that address issues over community safety and litter.
3. It is unlikely that proposals for late night uses will receive planning permission unless the applicant can demonstrate:
 - There is no individual or cumulative adverse effect on the amenity of nearby residential properties because of unreasonable levels of noise, parking or general disturbance; and
 - Adequate and suitable off-street parking facilities, together with adequate provision for short stay and car borne disabled customers is available at all late night and evening activities where the proposal is not located adjacent to a public transport node or on a public transport route.
4. Activities that predominantly operate in the evenings contribute to the local economy and are a valuable source of employment. However, careful consideration needs to be given regarding their location to ensure that they do not adversely affect the amenity of surrounding uses, and that they complement rather than replace or supersede the daytime economy of the area where they are located. Where appropriate, further guidance regarding the future roles and direction for individual centres, including issues, is detailed in Chapter 6 (Area Policies).

5. The Council recognises the Mayor of London's night-time strategy, 'Think Night: London's Neighbourhoods from 6pm to 6am' <https://www.london.gov.uk/what-we-do/arts-and-culture/24-hour-london/think-night>, which is designed to promote more diverse, and vibrant, night-time economies across the capital. Whilst the Licensing Authority is keen to promote this, it recognises that this can, if not properly managed, give rise to public nuisance impacting adversely on persons living near licensed premises and there is a balance to strike.

Redbridge Community Safety Partnership (RCSP) Plan 2017-2021:

10. The RCSP Plan, a copy of which can be found on the Council's website , <https://www.redbridge.gov.uk/crime-and-public-safety/redbridge-community-safety-partnership/> sets out the following objectives and priorities for the Borough:
- Safeguarding Victims – including tackling violence against women and girls, hate crime and repeat victims.
 - Reducing Vulnerability to Offend – including gangs, reducing drug and alcohol-related crime and integrated offender management.
 - Encouraging and Enforcing Civic Pride – improving public realm and promoting model behaviour amongst communities to make Redbridge a safe and pleasant place to live in (this includes the impact of non-compliant licensed premises).
11. The reduction of alcohol-related crime and prevention of nuisance to residents caused by non-compliant licensed premises are the two areas most relevant to licensing. The Partnership has pledged to undertake the following steps to help address these issues:
- Engaging in multi-agency work to engage and tackle problematic street drinking and the crime and disorder that it generates, including the introduction of a Public Space Protection Order (PSPO) and around the sale of high-strength alcohol by volume (ABV) drinks.
 - Placing appropriate conditions on, or withdrawing the licenses of, licensed premises if one or more of the four licensing objectives are undermined.
 - Maintaining the existing Cumulative Impact Zones in the Borough, where supportable through continued evidence.
 - Ensuring applicants for licences provide sufficient evidence to demonstrate they will not cause or contribute to public nuisance to residents. This includes issues pertaining to noise from the arrival and dispersal of patrons and entertainment noise such as music.
 - Undertaking enforcement compliance visits, as well as responding swiftly to complaints and taking appropriate remedial actions in order to promote a positive night-time economy.

Protecting Children From Harm:

12. The Licensing Authority is committed to protecting children from harm and

views this as an important licensing objective. The Licensing Authority is mindful that alcohol misuse and abuse can be recurring key 'parental factors' in child protection and safeguarding. Alcohol misuse may be a contributing factor to parental neglect of children domestic abuse and violence within families and underage drinking (facilitated by licensed premises) indicates the need for partner agencies to intervene.

13. Alcohol is often a factor in child sexual exploitation, where young people may be encouraged or coerced to drink, or alcohol may be a factor in risk-taking behaviour by young people who drink irresponsibly and then become involved in activities that they otherwise would not. Nationally, evidence has been found of the exploitation of children taking place on licensed premises, or licensed premises being used for the purposes of grooming and enticement.
14. The Council's Licensing Team works with Children's Social Services during the development of licensing policy where the protection of children is concerned. Intelligence sharing and the exchange of current strategy developed by the Redbridge Safeguarding Children Partnership (RSCP) to ensure the protection of children from harm remains key. The RSCP and the Multi Agency Sexual and Criminal Exploitation B (MASCE) Panel will, along with other statutory authorities, work with the licensing trade to promote risk management in relation to the exploitation of children including criminal and sexual exploitation.
15. The Statement of Licensing Policy reference to Child Sexual Exploitation (CSE) is based on the guidance on 'Working Together to Safeguard Children' (July 2018), which reads as follows:

"Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

16. Operators of licensed premises or events are expected to:
 - Ensure that they are fully aware of the signs of child exploitation and understand that the sexual exploitation of a child is sexual abuse and a crime.
 - Raise the awareness of their staff about child sexual exploitation and provide intelligence to the appropriate authorities about concerns and about perpetrators who may be operating in their areas.
 - Report any concerns to the Police (101) or Children's Services on 02087 083885 (daytime) or 02087 085897 (evenings and weekends), or via e-mail on CPAT.Referrals@redbridge.gov.uk.

- Undertake robust processes when recruiting staff members or volunteers for events that will have contact with children, including DBS checks, previous referees and value-based interviewing.
17. The RSCP can provide advice to assist licensees to identify risk and report concerns at different types of licensed premises so that children remain safe and licenses premises and events operate responsibly. Also, the RSCP has a webpage dedicated to providing local information about child exploitation policies and procedures including risk factors and signs and symptoms, including an annual report, which can be found at www.redbridgescp.org.uk.

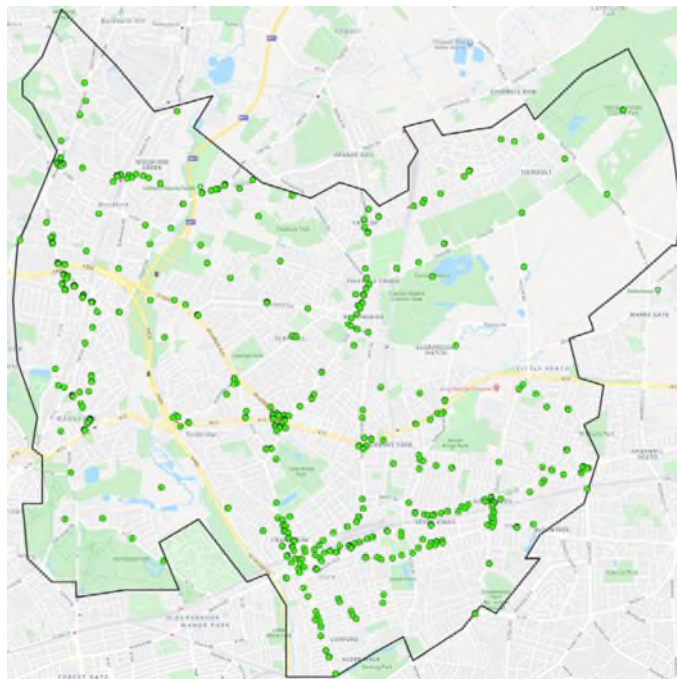
Protecting Vulnerable Adults:

18. An adult at risk is someone aged 18 or over who may be in need of care and support because of a disability or illness; or who is experiencing, or is at risk of abuse or neglect and, as a result, unable to protect themselves. In the case of licensed premises or events, this may include providing additional safeguards around the sale of alcohol and spotting signs of vulnerable adults being economically exploited.
19. The Council's Licensing Team works with Adult Social Services and the partner organisations that form the Redbridge Adults Safeguarding Board (RASB). The RASB is working to make life safer for adults who are most at risk of being harmed and collaborating with the RSCP (above) to examine, and mitigate, issues relating to vulnerable individuals transitioning from adolescence to adulthood. The RASB has a specific website with information regarding the exploitation of vulnerable adults including risk factors and signs and symptoms, which can be found on the Council's website at: <https://mylife.redbridge.gov.uk/redbridge-homepage/categories/keeping-safe/redbridge-safeguarding-adults-board/>.
20. Operators of licensed premises or events are expected to:
- Ensure that they are fully aware of the signs of exploitation of adults and understand that the exploitation of adults is a crime.
 - Raise the awareness of their staff about exploitation and provide intelligence to the appropriate authorities with concerns and about perpetrators who may be operating in their areas.
 - Report any concerns to the Police (101) or Adult Social Services on 02087 087333 (daytime) or 02085 335825 (evenings or weekends), or via e-mail on Adults.Alert@redbridge.gov.uk.
 - Undertake robust processes when recruiting staff members or volunteers for events that will have contact with vulnerable adults, including DBS checks, previous referees and value-based interviewing.
21. The RASB can provide advice to assist licensees to identify risk and report concerns at different types of licensed premises so that vulnerable adults remain safe and licenses premises and events operate responsibly. Also,

the RSCP has a webpage dedicated to providing local information about sexual exploitation policies and procedures including risk factors and signs and symptoms, including an annual report, which can be found by accessing the link above.

Public Health:

22. Redbridge has a number of strategic priorities for improving the health of its population (in relation to alcohol consumption, smoking, fast food consumption and substance misuse). We would encourage all prospective applicants and existing businesses to engage with the initiatives outlined in Redbridge's Health and Wellbeing Strategy (2017-21) and take steps, where practicable, to support the Borough's health improvement objectives. The Health and Wellbeing Strategy can be found at <https://www.redbridge.gov.uk/health-and-wellbeing/public-health-strategies-and-policies/>.
23. Notwithstanding the importance of public health, this Statement of Licensing Policy can only directly influence premises licensed to sell alcohol, late night refreshment and events requiring a license under the Licensing Act 2003 insofar as they relate to the four licensing objectives.
24. In Redbridge, there is a clear link between deprivation and poor health outcomes, with those living in the most deprived parts of the borough most likely to suffer from conditions related to alcohol misuse or dependency. The map below shows the location of premises licensed to sell alcohol. The map shows that there are a higher concentration licensed premises located in some of the most deprived areas of the Borough (Loxford, Hainault, Ilford Town, Clementswood and Goodmayes Wards):



Premises licensed to sell alcohol in Redbridge

25. Excessive alcohol consumption and addiction causes a range of poor health outcomes including cancer, heart disease, liver disease and other ill-health. It can also be associated with domestic violence, financial hardship and homelessness. The harm caused by someone's consumption of alcohol can impact others, such as relationships with partners, children, relatives, friends, co-workers and strangers. According to Redbridge's Annual Public Health Report (2019/20), there are around 2,200 alcohol-dependent drinkers in the borough, with men three times more likely than women to be alcohol-dependent.
26. Statistics by Public Health England (PHE) also identify the disproportionate impact of alcohol consumption on residents, particularly men over the age of 40:

| | | | |
|--|---------|--------|-------|
| Years of life lost due to alcohol-related conditions | 2017 | Male | 668 |
| | | Female | 200 |
| Admission episodes for alcohol-related conditions - Under 40s (per 100,000 of population) | 2017/18 | Male | 217 |
| | | Female | 106 |
| Admission episodes for alcohol-related conditions - 40 to 64 years (per 100,000 of population) | 2017/18 | Male | 732 |
| | | Female | 337 |
| Admission episodes for alcohol-related conditions - Over 65s (per 100,000 of population) | 2017/18 | Male | 1143 |
| | | Female | 479 |
| Admission episodes for alcoholic liver disease (per 100,000 per population) | 2017/18 | Male | 101.8 |
| | | Female | 17.4 |
| Admission episodes for alcohol-related cardiovascular disease (per 100,000 of population) | 2017/18 | Male | 2067 |
| | | Female | 954 |
| Incidence rate of alcohol-related cancer (per 100,000 population) | 2017/18 | Male | 29.5 |
| | | Female | 35.24 |
| Admission episodes for alcohol-related unintended injuries (per 100,000 of population) | 2017/18 | Male | 191.9 |
| | | Female | 62.4 |
| Admission episodes for intentional self-poisoning by, and exposure to, alcohol (per 100,000 of population) | 2017/18 | Male | 7.8 |
| | | Female | 6.9 |

Public Health Statistics for Redbridge (source: PHE)

27. Local data shows that there are a large number of dependent street drinkers and rough sleepers in Redbridge. This is particularly visible within wards such as Ilford Town and Loxford. Consequently, as a Licensing Authority, we would expect new applicants and existing license holders to take robust steps to mitigate and discourage street drinking. Chapter 6 sets out the locations in the borough where street drinking is most prevalent and Appendix 3 contains the conditions we would expect applicants and license holders to adopt.
28. Licensing Authorities cannot, under the Licensing Act 2003, review a licensed premises, or amend or refuse a licensing application, on the sole grounds that it is to the detriment of public health. However, the Public Health Team are, as a Responsible Authority, entitled to comment on licensing applications and their feedback shall be considered when the Licensing Authority reaches any decision.

Chapter 3 – Purpose of the Statement of Licensing Policy:

This section explains the role the Council's Statement of Licensing Policy plays in the licensing process.

Overview:

1. The Licensing Act 2003 specifies four objectives that underpin every decision the Licensing Authority takes, all of which are of equal importance, and which as follows:
 - the prevention of crime and disorder.
 - the prevention of public nuisance.
 - the protection of children from harm.
 - public safety.
2. The Guidance identifies key aims and purposes which are vitally important for those who work in the field of licensing:
 - protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises.
 - giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems.
 - recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises.
 - providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area.
 - encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.
3. The Council acknowledges these aims, but recognises they may at times conflict and, where this happens, a balance must be struck between competing interests. The Council recognises the wish of local people to live and work in a safe and healthy environment, and the importance to the local economy and community of well-run leisure and entertainment premises.
4. The Licensing Authority acknowledges that the abolition of generic licensing hours may, in some areas, mitigate the problems experienced when large numbers of persons leave licensed premises at the same time. The Guidance makes clear, however, that *“the four licensing objectives*

should be paramount considerations at all times". To ensure that residents are protected from the potential negative impact of extended licensing hours, the Licensing Authority has adopted a policy on hours. This Policy is set out in Chapter 5 and applies to all applications in all areas, except for Personal Licence applications.

5. From 2010, 2011 and 2014, Ilford Town Centre, South Woodford and Gants Hill, respectively, were identified as areas where the number, type and density of premises selling alcohol for consumption was having a serious negative impact on the local community and local amenities. Consequently, the previous Statement of Licensing Policy (effective 2015) contained Cumulative Impact Zones (CIZs) for Ilford Town, South Woodford and Gants Hill.
6. Following a review of these areas, and evidence supplied by the Metropolitan Police, and the public consultation period, all three CIZs remain in place, albeit with some alteration in the case of Ilford Town (area increased) and South Woodford and Gants Hill (areas reduced) compared to the previous policy. Chapter 6 of this Policy makes specific reference to all three CIZs and the other Area Policies for various locations around the Borough, showing what we would expect to see from applicants in those areas. However, the absence of a special policy for an area does not prevent any responsible authority or other person making representations because an application might infringe one or more of the licensing objectives.
7. Applicants for Premises Licences and Club Premises Certificates are required to produce an Operating Schedule to accompany their application from the outset, showing how they will mitigate the impact of their activities on matters such as public nuisance and crime and public disorder. The Operating Schedule lays out the licensable activities to be provided, the times during which they may be carried out, and describes how the applicant intends to run the premises to promote all four licensing objectives.
8. Responsible Authorities and other persons may view applications for Club Premises Certificates and Premises Licences, and may make representations to the Licensing Authority where they believe the application undermines one or more of the licensing objectives.
9. If relevant representations are received by the Licensing Authority, the application will be determined by a Licensing Sub-Committee consisting of three Members of the Licensing Committee. Unopposed applications will be granted by officers under delegated powers.
10. In making decisions on licence applications, the Licensing Sub-Committee must have regard to the Act and any relevant Regulations and the Guidance, as must the Magistrates Court when considering appeals made against a decision of the Licensing Authority.

11. Applicants must also have regard to these documents when preparing their application.
12. The Operating Schedule will form the conditions of the Premises Licence or Club Premises Certificate, if granted, together with mandatory conditions imposed by law. In the case of unopposed applications, these matters will form the only conditions on the Licence or Certificate. Where applications are opposed, the Licensing Authority may:
 - amend the conditions volunteered in the Operating Schedule.
 - restrict the hours during which licensable activities may take place.
 - limit the type of licensed activities that may be carried out.
 - impose further conditions on the Licence or Certificate.
 - refuse the application.
13. This Statement of Licensing Policy should be referenced by applicants when preparing their applications and by persons making representations.

Conditions:

14. The Licensing Authority acknowledges that licensing is about regulating the carrying on of licensable activities on licensed premises, at qualifying clubs and at temporary events within the terms of the Licensing Act.
15. Any conditions attached to Premises Licences or Club Premises Certificates will relate to matters within the control of the individual licensee. Conditions will centre on the premises and the vicinity of those premises. As such, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public who live, work or are engaged in normal activity in the area concerned. However, the Licensing Authority will not stipulate conditions that are impractical to implement.
16. In order to avoid duplication with other regulatory regimes, conditions will only be attached to licences if they are appropriate to promote one or more of the licensing objectives and are not covered by other legislation. In each case, conditions will be tailored to the individual style and characteristics of the premises and the events concerned.
17. When making relevant representations, responsible authorities and other persons can suggest conditions that would satisfy their concerns. Applicants may also suggest additional conditions after relevant representations are made if they feel the concerns raised can be addressed.
18. Appendix 3 contains example conditions for different kinds of premises. And are intended to assist applicants, responsible authorities and other persons, Licensing Sub-Committee members and Magistrates. These should not be regarded as a standard list of conditions to be applied universally to all Premises Licences and Club Premises Certificates

without regard to the merits of the individual case. Nor should they be regarded as a definitive or exhaustive list of conditions. In some cases, other conditions tailored to individual circumstances will be appropriate.

Chapter 4 – Preparation and Submission of Applications:

This chapter explains the Licensing Authority's approach to submission of applications and gives information on the four licensing objectives and risk assessments.

Introduction:

1. This Policy Statement sets out the Licensing Authority's expectations in terms of licence applications. It is very important that applicants take note of the issues the Licensing Authority expects them to address and structure their applications accordingly. Applications should consider guidance on the Council's website (which can be accessed at www.redbridge.gov.uk/business/licensing-including-street-trading/beer-and-entertainment-licences/) and, if necessary, seek advice from the Licensing Authority prior to preparing their Operating Schedule. In some cases, it will be appropriate to consult with local residents, elected members and responsible authorities such as the Metropolitan Police and Public Health and Trading Standards Teams to establish whether they have any concerns before submitting an application.
2. Since becoming a licence holder carries extensive responsibilities, the Licensing Authority expects all applicants to demonstrate they can run licensed premises responsibly. It is essential that applicants make a realistic effort to assess the implications of their proposals and, having regard to the terms of this Policy and this Chapter in particular, include measures and conditions to manage such impacts in their Operating Schedule. Where an applicant fails to propose adequate measures to deal with relevant concerns arising from the licensing objectives, this will be brought to the Licensing Sub-Committee's attention at any hearing.
3. It may be difficult for local residents and responsible authorities to understand the potential impacts of applications that are not properly structured and presented. Such applications are therefore much more likely to attract representations. In many cases, it will be impractical for the Licensing Sub-Committee to draft additional conditions during a Sub-Committee hearing. Applications accompanied by an inadequately drafted Operating Schedule are more likely to be refused. It is in the best interests of all parties to ensure that Operating Schedules are properly drafted prior to the application being submitted to the Licensing Authority for consideration.
4. Paragraph 8.42 of the Guidance states that, in respect to Operating Schedules, *"applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:*

- *the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;*
- *any risk posed to the local area by the applicants' proposed licensable activities; and*
- *any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks."*

5. Paragraphs 8.43 to 8.47 of the Guidance go on to say *"applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact policy), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy. It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider how this impact upon their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application. The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:*

- *the Crime Mapping website*
- *Neighbourhood Statistics websites*
- *websites or publications by local responsible authorities*
- *websites or publications by local voluntary schemes and initiatives;*
and
- *online mapping tools.*

Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises."

6. Applicants are advised to refer to the Local Alcohol Profile for England (LAPE) tool, which is provided by Public Health England (PHE) and updated annually, and can be found at <https://www.lape.org.uk/>. The LAPE tool gathers routine data and intelligence from a range of sources (including the Department of Health and the Home Office) concerning alcohol related harm. This provides a national indicator set intended to inform and support local, sub-national and national alcohol policies. There

are twenty-six indicators identifying local areas of concern.

7. Officers in the Council's Licensing Team, who can be contacted on can be contacted on licensing.authority@redbridge.gov.uk are able to give advice on applications via its pre-application advice service.

Planning Consent:

8. Licensing and Planning are two separate regimes and, under the law, the Licensing Authority cannot refuse an application if appropriate planning consent has not yet been granted. However, the Licensing Authority generally expects applicants to have planning and other relevant permissions required for lawful operation of the premises in place at the time of the licensing application. For the avoidance of doubt, the granting of a licence or variation to an existing licence which involves a material alteration to a building or construction of a new building does not relieve the applicant of the need to apply for planning permission, listed building consent or building regulations approval, where appropriate.
9. The above does not prohibit the Planning Authority from making representations to the Licensing Authority about the likely impact of an application on promotion of one or more of the licensing objectives. For example, if the Council has refused planning consent on the basis that it would cause a lack of amenity to local residents, the Planning Authority are entitled to make representations about the grant of a licence on the grounds that they believe granting the licence would cause public nuisance to persons living in the locality.
10. The Licensing Authority will, however, have regard to Paragraph 9.45 of the Guidance when considering applications where planning consent and licensing permissions have been sought simultaneously, namely *“where businesses have indicated...that they have also applied for planning permission or that they intend to do so, licensing committees and officers should consider discussion with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.”*

Negotiation and Compromise:

11. The Licensing Act 2003, and consequently the Authority, strongly encourages a spirit of negotiation and compromise between parties. Where an application attracts representations, these can often be fully or partially addressed through the applicant and/or their representative engaging in dialogue with the parties raising the representations prior to the Licensing Sub-Committee Hearing. Licensing issues can sometimes be emotive, so when an applicant seeks to negotiate, it is imperative that negotiations are conducted in a courteous, sensitive and respectful way.
12. As negotiation can lead to representations being withdrawn or the parties

agreeing conditions to address concerns, the Licensing Authority welcomes applicants engaging in positive negotiations with other parties. This helps to demonstrate the applicant is a reasonable and responsible person or body and has sought to listen to and address concerns. Where negotiations would clearly have been helpful and an applicant has not sought to initiate them, the Licensing Sub-Committee may take this into account in their determination.

13. Officers in the Council's Licensing Team, who can be contacted on licensing.authority@redbridge.gov.uk, are able (via their pre-application advice service) to give advice about how negotiations can be conducted and, in some cases, may be able to assist in mediation between parties.
14. Where negotiations are to be initiated, the Licensing Authority will expect the applicant to ensure these take place as far in advance as possible of the Sub-Committee Hearing. The applicant should seek to involve all (and not just some) of the parties who have made representations in the negotiations, or at the very least keep all parties informed in writing of progress and outcomes. In order for the Licensing Sub-Committee to take negotiations into account, it is imperative that the Licensing Authority is informed in writing of the outcome of any negotiations at least 48 hours before the Sub-Committee hearing is scheduled to take place.

Risk Assessments:

15. While the production of a risk assessment to accompany an application under the Act is not mandatory, the Licensing Authority encourages applicants to complete one prior to making an application so the impact of their proposals can be properly considered. Risk assessments should have regard to:
 - the location of the premises, e.g. the nature of nearby premises, the times they are used, what they are used for, and whether this could affect the proposed activities at the licensed premises.
 - the individual style and characteristics of the premises.
 - the proposed licensable activities and use.
 - the proposed hours of operation.
 - the anticipated number of persons who will be on the premises when licensable activities are taking place.
 - the expected customer profile. What kind of person are the services offered likely to attract? How might these people behave? Bear in mind customer profiles may change depending on the time of day and the time of the week.
 - the potential for public nuisance arising from customers smoking, eating and drinking in outdoor areas and on the highway outside the premises.
16. Guidance on producing a risk assessment can be obtained by visiting the Health and Safety Executive's website at www.hse.gov.uk/risk/index.htm.

17. License holders should remember that risk assessments must be followed by the implementation of operating procedures and other steps to minimise and mitigate the risks identified. These should be detailed in the Operating Schedule accompanying the application.
18. The Operating Schedule forms part of the application. It sets out the type of licensable activity to be provided; the times during which it is proposed that licensable activities will take place; any other times during which it is proposed that the premises are to be open, and the steps that will be taken to promote the licensing objectives.
19. The following types of applications have Operating Schedules set out within the application form:
 - Applications for new Premises Licences and new Club Premises Certificates.
 - Full variations of Premises Licences and Club Premises Certificates.
 - Applications for Provisional Statements.
20. Premises and use-type vary enormously and it is important that Operating Schedules are specific to the premises and use type in respect of which the application is made. Applicants should therefore make informed judgements as to the steps that may need to be taken to promote the licensing objectives and consider whether these steps need to be included within the Operating Schedule.
21. When preparing their Operating Schedule, applicants should have particular regard to the relevant Framework Hours (Chapter 5), Area and Cumulative Impact Policies (Chapter 6) and Premises Policies (Chapter 7) set out in this Policy.
22. The Operating Schedule will form the basis of conditions attached to any licence granted and the following applies:
 - If no relevant representations are made, the application will be granted in accordance with the application and be subject to conditions consistent with the Operating Schedule and the relevant mandatory conditions
 - If relevant representations are made, the Licensing Authority will (unless the relevant parties agree otherwise) hold a hearing. Where a hearing is held, the Licensing Authority has discretion as to whether or not to grant the application as requested.
23. When determining applications at a hearing, the Licensing Authority will consider the adequacy of the steps or conditions offered by the applicant in the Operating Schedule.
24. Breaching the conditions of a Premises Licence or Club Premises Certificate is a criminal offence. Therefore, applicants should only volunteer conditions in their Operating Schedule that they are willing and

able to comply with.

25. Conditions volunteered in Operating Schedules should be expressed in clear, meaningful and unambiguous terms. For example, an applicant should not make the statement *“door supervisors shall be provided at the premises”* without stating the number of staff to be provided and the times or circumstances during which those staff shall be on duty.
26. Paragraphs 10.5 to 10.7 of the Guidance state that *“it is not acceptable for licensing authorities to simply replicate the wording from an applicant’s operating schedule. A condition should be interpreted in accordance with the applicant’s intention. The 2003 Act provides that where an operating schedule or club operating schedule has been submitted with an application and there have been no relevant representations made by responsible authorities or any other person, the licence or certificate must be granted subject only to such conditions as are consistent with the schedule accompanying the application and any mandatory conditions required under the 2003 Act. Consistency means that the effect of the condition should be substantially the same as that intended by the terms of the operating schedule. If conditions are broken, this may lead to a criminal prosecution or an application for a review and it is extremely important therefore that they should be expressed on the licence or certificate in unequivocal and unambiguous terms. The duty imposed by conditions on the licence holder or club must be clear to the licence holder, club, enforcement officers and the courts”*.
27. To this end, the Licensing Authority shall reword meaningless, unenforceable or ambiguous conditions in Operating Schedules, where necessary, in order to ensure the conditions offered are translated into something meaningful, enforceable and consistent with the applicant’s intention. Where an applicant believes the condition has been interpreted incorrectly, they shall notify the Licensing Authority in writing within ten days of issue of the Premises Licence, Provisional Statement or Club Premises Certificate. Any representations made about the rewording of conditions in the Operating Schedule made after this time will not be considered and in such cases the licence holder will need to apply to vary the Premises Licence, Provisional Statement or Club Premises Certificate if they wish the condition to be amended.

Plans:

28. The plan accompanying a licence application also forms part of the Premises Licence or Club Premises Certificate. When submitting plans, applicants must ensure it shows all parts of the premises within the control of the licence holder that are available to be used by the public. This includes all floors open to the public, beer gardens, external private forecourts and toilet areas.
29. It is only possible for responsible authorities and other persons to make informed representations on applications where the plan shows the areas

outlined above. Where a plan does not show such areas and they are later used by a licence holder, the holder will be deemed to be committing an offence under s.136 of the Licensing Act 2003.

Chapter 5 – Framework Hours:

This section explains the Council's Policy in respect of licensing hours.

General:

1. The policy set out in this chapter applies to applications for:
 - A new Premises Licence.
 - A new Club Premises Certificate.
 - Full variation of a Premises Licence.
 - Full variation of a Club Premises Certificate.
 - Reviews.
 - Provisional Statements.
2. Any condition setting out the hours of premises refers to the hours during which licensable activities may take place pursuant to the Premises Licence or Club Premises Certificate. The Licensing Authority will usually expect the premises to close thirty minutes after the terminal hour for licensable activities.
3. Framework Hours are intended to guide applicants on the Licensing Authority's expectations when preparing their Operating Schedules. However, if no relevant representations are received, the application will nonetheless be granted by the Licensing Authority under delegated powers.

Reasons for the Policy Approach:

4. Redbridge has many premises licensed to sell alcohol late at night and into the early hours of the morning and many are located close to residential areas. Against this background, the Licensing Authority considers the possibility of disturbance to residents late at night and in the early hours of the morning, and the effect such disturbance may have, is a proper matter for it to consider when addressing the hours during which licensable activities may be undertaken.
5. The end time for Framework Hours is not the 'usual' or 'normal' terminal hour for licensable activities in Redbridge. Instead, Framework Hours identify the times outside of which the Licensing Authority will pay particular regard to the likely effect of the hours sought on the prevention of crime and disorder and prevention of public nuisance licensing objectives.

The Policy:

6. The Framework Hours for the sale of alcohol and late night refreshment are as follows:

| Type of Premises | Larger Commercial Centres | Smaller Commercial Centres | Residential Areas |
|--|--|--|--|
| | Iford Town Centre; South Woodford; Gants Hill | Seven Kings & Goodmayes; Ilford Lane; Cranbrook Road (from Ilford Hill to Northbrook Road); Wanstead and Snaresbrook; Barkingside; Woodford Bridge; Woodford; Chadwell Heath; Hainault | Other non-commercial residential areas. |
| Licensed restaurants and cafes | Mon-Thurs 10:00-23:30 hrs Fri and Sat 10:00-00:00 hrs Sun 11:00-23:00 hrs | Mon-Thurs 10:00-23:00 hrs Fri and Sat 10:00-23:30 hrs Sun 11:00-22:30 hrs | |
| Public houses, wine bars or other drinking establishments and bars in other types of premises | Mon-Thurs 10:00-23:30 hrs Fri and Sat 10:00-00:00 hrs Sun 11:00-23:00 hrs | Mon-Thurs 10:00-23:00 hrs Fri and Sat 10:00-23:30 hrs Sun 11:00-22.30 hrs | Mon-Sat 10:00-23:00 hrs Sun 11:00-22.30 hrs |
| Hotel bars and guesthouses (to members of the public) | Mon-Thurs 10:00-23:30 hrs Fri and Sat 10:00-00:00 hrs Sun 11:00-23:00 hrs No restrictions for residents | Mon-Thurs 10:00-23:00 hrs Fri and Sat 10:00-23:30 hrs Sun 11:00-22.30 hrs No restrictions for residents | Mon-Thurs 10:00-23:00 hrs Fri and Sat 10:00-23:30 hrs Sun 11:00-22.30 hrs No restrictions for residents |
| Nightclubs (with 'sui generis' planning classification) | Each application considered on its own merits | Each application considered on its own merits | Not considered appropriate. |
| Off-licences and alcohol sales at grocers and supermarkets | Mon to Sat 08:00-23:00 hrs Sun 10:00-22.30 hrs | | |
| Alcohol Delivery Companies | Each application considered on its own merits | Each application considered on its own merits | Not considered appropriate. |
| Takeaway establishments | Each application considered on its own merits | Each application considered on its own merits | Not considered appropriate. |
| Licensed cinema and theatres | Mon to Thurs 10:00-00:00 hrs Fri and Sat 10:00-02:00 hrs Sun 11:00-22.30 hrs | | |
| Qualifying members' clubs | Mon to Thurs 10:00-23:00 hrs Fri and Sat 10:00-23:30 hrs Sun 11:00-22.30 hrs | Each application considered on its own merits | |
| Event premises/ spaces where sale of alcohol is included in range of activities, including meals | Mon to Thurs 10:00-22:00 hrs Fri and Sat 10:00-23:00 hrs Sun 11:00-22.00 hrs | | |

Additionally, the Licensing Authority expects applicants to provide particularly robust conditions in their Operating Schedule to prevent public nuisance in cases where external areas of premises such as gardens and patios will be used by customers after 22:00 hours any night of the week.

7. The Licensing Authority would expect licensed premises to close within thirty minutes after the last time for Framework Hours.
8. Where applications are made to provide licensable activities outside Framework Hours, the applicant will be expected to volunteer particularly robust conditions in their Operating Schedule in respect of the prevention of crime and disorder and the prevention of public nuisance objectives.
9. In these cases, blank or insufficient Operating Schedules will not normally be acceptable. Operating Schedules are insufficient where they do not propose vigorous measures to deal with the likely impact of later hours on the licensing objectives. Where relevant representations are received, such applications are more likely to be refused, attract limitations in hours, or have conditions imposed on them by the Licensing Authority.
10. In preparing the Operating Schedule, applicants who wish to provide licensable activities outside the Framework Hours should have particular regard to:
 - The location of the premises and the character of the area in which they are situated.
 - The proximity of the premises to the nearest residential premises.
 - The means by which customers will be leaving on licensed premises at night and the effect this may have on persons living in the area.
 - The proposed hours during which licensable activities will take place and the proposed hours during which customers will be permitted to remain on the premises.
 - The adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance.
 - Any relevant issues that may have arisen where the premises were previously licensed.
 - The proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises.
 - Policies and proposals for the orderly dispersal of customers.
11. If an application is for hours within the Framework Hours, there is no presumption the application will automatically be granted.

Deciding on Hours:

12. Applicants should take note of the following when deciding on the hours they propose to operate:
 - Applicants should limit their applications to the hours they genuinely intend to operate and not submit 'speculative' applications.
 - When completing the Operating Schedule, applicants should give careful consideration to the crime and disorder and public nuisance objectives.
 - Where relevant representations are made, the Licensing Sub-Committee shall determine whether the proposals in the Operating

Schedule address the issues underpinning the Framework Hours Policy.

13. Subject to any relevant representations that may be made to the contrary in individual cases, theatres, cinemas and qualifying clubs are not considered to make a significant contribution to the problems of late night crime and disorder and anti-social behaviour and, as such, will generally have greater freedom to operate outside framework hours.

Chapter 6 - Area Policies and Cumulative Impact Zones:

This Part of the Statement explains the Council's approach to its Area and Cumulative Impact Policies.

Area Policies:

1. The Licensing Authority considers the following policies to be appropriate in the following districts:

| Area | Current Licensing Issues | Consideration of Licence Applications |
|--|--|--|
| Ilford Town Centre | Cumulative Impact Zone - High prevalence of off licences and street drinking. Public Spaces Protection Order (PSPO) in place. | Applications for bona fide restaurants will be considered appropriate within Framework Hours. Applicants must demonstrate that their premises would not contribute to public nuisance, street drinking, litter, crime and disorder. Applications for off licences will be expected to volunteer no sales of beers or ciders above 6.5% ABV and no sale of single cans. |
| Seven Kings & Goodmayes | There is a proliferation of late night refreshment premises and off licences operating late at night in this area. Issues include public nuisance and litter. | Applicants must demonstrate their premises would not contribute to crime, public nuisance and litter. |
| Ilford Lane | There is a proliferation of late night refreshment premises and off licences operating late at night in this area, which has contributed to issues such as street drinking, public nuisance, prostitution, litter, crime and disorder. | Applicants must demonstrate that their premises would not contribute to public nuisance, street drinking, litter, crime and disorder. Applications for off licences will be expected to volunteer no sales of beers or ciders above 6.5% ABV and no sale of single cans. |
| Cranbrook Road (From Ilford Hill to Northbrook Road) | There is a proliferation of off licences in this area. This has contributed to an increase in street drinking, underage sales of alcohol and crime and disorder. | Applicants must demonstrate that their premises would not contribute to street drinking, underage sale of alcohol, crime and disorder. Therefore, applications for off licences will be expected to volunteer no sales of beers or ciders above 6.5% ABV and no sale of single cans. |
| South Woodford | Cumulative Impact Zone. | Applicants must demonstrate their premises would not contribute to crime, public nuisance and litter. Off licence applications will be expected to volunteer no sales of beers or ciders above 6.5% ABV and no sale of single cans. |

| | | |
|------------------------|---|--|
| Gants Hill | Cumulative Impact Zone | Off licence applications will be expected to volunteer no sales of beers or ciders above 6.5% ABV and no sale of single cans. |
| Wanstead & Snaresbrook | This area is a 'village' type location and conservation area and known for being a restaurant destination. There are many local residents living near commercial areas. | Applications for restaurants may be considered providing conditions are offered that alcohol will only be sold ancillary to food. Applicants wishing to open a late night takeaway or off licence must demonstrate their premises will not add to public nuisance or crime and disorder. Particular emphasis should be placed on preventing underage sales (due to number of schools in area). |
| Barkingside | There is a proliferation of late night takeaways in this area. | Applicants must demonstrate their premises would not contribute to underage sales of alcohol, street drinking, public nuisance, crime and disorder. Off licence applications will be expected to volunteer no sales of beers or ciders above 6.5% ABV and no sale of single cans. |
| Woodford Bridge | This is a mixed use residential/commercial area but is primarily residential. Also a conservation area. | Applications for restaurants may be considered providing conditions are offered that alcohol will only be sold ancillary to food. |
| Woodford | Street drinking and associated begging in the vicinity of Woodford Station and PSPO in place. | Applicants will have to demonstrate their premises will not add to street drinking problems in the area. Off licence applications will be expected to volunteer no sales of beers or ciders above 6.5% ABV and no sale of single cans. |
| Chadwell Heath | This is a largely residential area with restaurants and bars. | Applicants must demonstrate their premises would not contribute to underage sales of alcohol, public nuisance and crime and disorder. |
| Hainault | Largely residential with a commercial centre at Manford Way | Applicants must demonstrate their premises would not contribute to underage sales of alcohol, public nuisance and crime and disorder. |

Cumulative Impact Zones (CIZs):

2. The Guidance states that the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a licensing authority to consider in developing its Statement. Paragraph 14.20 of the Guidance states that 'cumulative impact' is *"the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area"*.
3. The CIZs create a rebuttable presumption that licence applications for

premises in any area designated as a CIZ will be refused. Only in exceptional circumstances where an applicant can demonstrate that granting an application will not add to cumulative impact may a licence be granted. The CIZs set out in this Chapter apply to the following types of application:

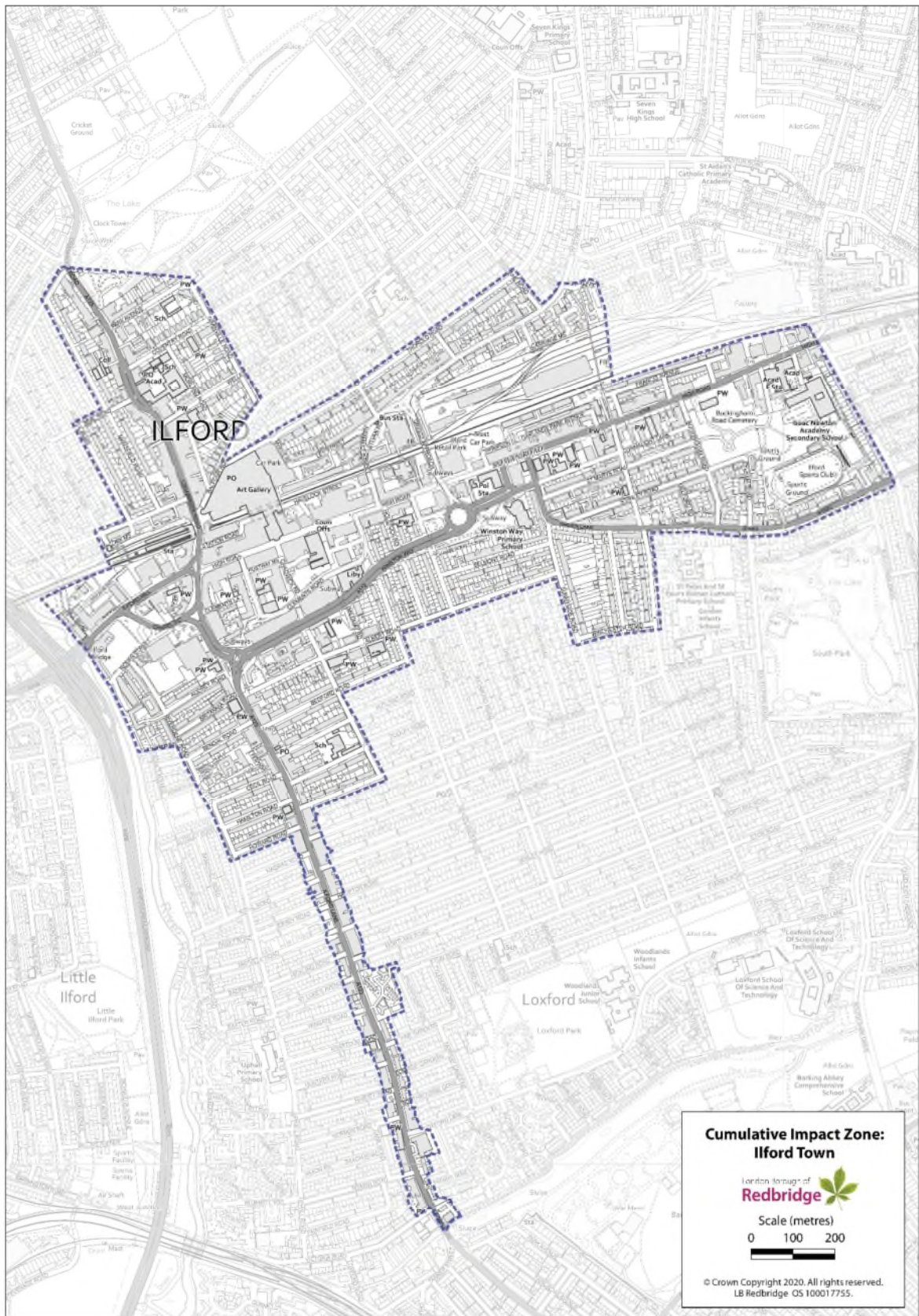
- Applications for new Premises Licences and Club Premises Certificates.
 - Applications that will increase the capacity of the licensed premises.
 - Applications to extend the hours during which licensable activities may take place in existing licensed premises.
 - Applications for Provisional Statements.
 - Variations that may otherwise have a negative impact on cumulative impact in the area, such as the addition of licensable activities that may change the character of the premises.
4. If no relevant representations are made, the Licensing Authority will grant the application in accordance with the Act.
 5. The presumption is to refuse applications in the CIZs. Each case will be considered on its merits, though applicants should be aware that departures from the Policy in respect of cumulative impact will only be made in exceptional circumstances.
 6. As a result of data and impact statements received from the Metropolitan Police, and following public consultation, the Council has retained all three CIZs, subject to some changes to Ilford Town (area to increase) and South Woodford and Gants Hill (areas to decrease), compared to the previous 2015 Policy. The Council's CIZs apply to all types of application, including applications for off licensed premises and late night takeaways as well as on licensed premises. Maps of all three CIZs are contained within this Chapter.

Exceptions to CIZs:

7. Examples of factors the Licensing Authority may consider as exceptional may include, though are not limited to:
 - Small premises with a capacity of fifty persons or less who only wish to operate during Framework Hours.
 - Premises operating as bona fide restaurants under strict 'restaurant conditions' making alcohol sales ancillary to food who only wish to operate within Framework Hours. Examples of restaurant only conditions can be found in the 'Premises Policies' section of this policy under 'Restaurants, Cafes and Coffee Houses' in Appendix 4.
 - Instances where the applicant has recently surrendered a licence for another premises of a similar size and providing similar licensable activities in the same CIZs.
 - Exceptions mentioned in the Area Policies above.

8. Examples of factors the Licensing Authority will **not** consider as exceptional include:
- The premises will be well managed and run.
 - The premises will be constructed to a high standard.
 - The applicant operates similar premises elsewhere without complaint.

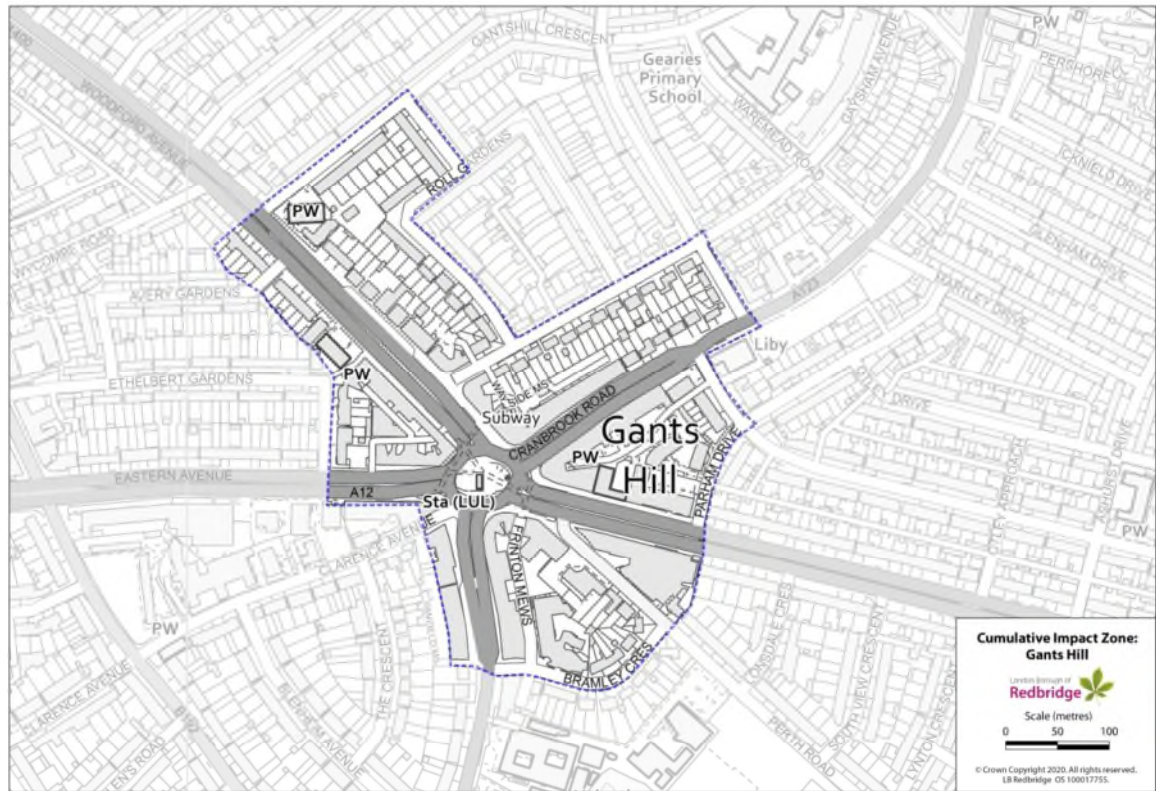
Map of Ilford Town CIZ:



Map of South Woodford CIZ:



Map of Gants Hill CIZ:



Chapter 7 – Premises Policies:

This section outlines the Council's policies in respect of the different types of premises that may apply for licences.

General Considerations:

1. This Chapter provides guidance to operators of certain premises on the Council's primary considerations for certain types of venue. It is not exhaustive, and does not cover every type of venue, or every possible situation, that should be considered by applicants when preparing their Operating Schedule. This section should be read in conjunction with the preceding sections relating to the licensing objectives, risk assessments, operating schedules, Framework Hours and Cumulative Impact. All applicants are advised to complete a risk assessment prior to submitting their application, as risk factors and matters to be addressed will be different in each situation.

Restaurants, Cafes and Coffee Houses:

2. This part of the Policy applies to premises used primarily as restaurants or cafes, or late-night refreshment venues where hot food and drink is sold only for the consumption of customers seated on the premises. Late night refreshment venues wishing to serve hot food and drink to standing customers or for takeaway should refer to the section relating to 'Premises Supplying Hot Takeaway Food and Drink' and the related conditions in Appendix 3.
3. For the purposes of this Policy, premises shall only be considered as a restaurant or cafe if the sale of alcohol is made only to seated customers who are also eating a substantial table meal and where this is volunteered as a condition in the Operating Schedule for the premises. Where such conditions have not been offered, the premises will be considered as a public house or bar.
4. Premises shall not be considered to be used primarily as restaurants where tables are cleared at a certain time to create the provision of an area to be used for dancing or other regulated entertainment. Restaurants wishing to provide entertainment should consider this section in conjunction with the section relating to premises providing music and dance.
5. Premises used primarily as restaurants as defined in this Policy are not generally associated with high levels of crime, disorder, anti-social behaviour and nuisance. However, care still needs to be taken where external areas of the premises may be used by persons dining or smoking. Furthermore, controls still need to be in place to ensure that alcohol is not sold to underage children.

6. Example conditions that may be appropriate to restaurants are shown in Appendix 3. These conditions are particularly relevant to restaurants wishing to operate outside Framework Hours. All restaurants are expected to volunteer Condition 1 and, if this is not volunteered, the premises will be treated as a public house or bar and the applicant should refer to the relevant section of this Chapter.

Premises Supplying Takeaway Food and Drink:

7. This Policy applies to late night refreshment venues whose activities include supplying hot food and drink for consumption off the premises between the hours of 23:00 hours and 05:00 hours. Such premises can attract large groups of customers who have come from bars and clubs in the area and who have consumed considerable quantities of alcohol. These customers can be noisy and cause disturbance in the vicinity long after other nearby licensed premises have closed.
8. In some cases, it may be necessary for takeaway food premises located in busy late night economy areas to provide door supervisors to control queues and deal with potentially drunken customers.
9. Consumption of food away from takeaway premises can also lead to public nuisance being caused by deposition of litter in the area.
10. Operators of late night refreshment venues are not required to hold Personal Licences in the same way that alcohol licensed premises are. However, as customers of these venues are often intoxicated and can be difficult to control, the Licensing Authority strongly recommends that holders of licences for such premises ensure their staff are trained to deal with such situations effectively and fully uphold the licensing objectives.
11. Late night refreshment venues will almost always operate outside Framework Hours. However, they are expected to provide a robust Operating Schedule outlining, in particular, how they will address the prevention of crime and disorder and public nuisance objectives.

Alcohol Delivery Services:

12. As with any other off-licenced premises, the Authority would expect alcohol delivery companies to have robust processes in place to ensure that sales are only made to those who are over 18 years old and that deliveries are not made to people who cannot verify their age at the point of delivery or to non-residential or commercial address.
13. The Authority would also expect web and paper advertising material not to encourage the consumption of alcohol to under 18s and for all delivery staff to be trained on the Licensing Act 2003 and safeguarding.
14. Appendix 3 contains suggested conditions that would apply to any alcohol delivery applications made to the Authority.

Public Houses and Bars:

15. This part of the Policy applies to public houses and bars where the sale of alcohol is the primary licensable activity. It also applies to proprietary clubs (i.e. members clubs run for profit such as snooker clubs) and restaurants where no condition is in force restricting the sale of alcohol to customers who are also taking substantial table meals at the premises.
16. Venues that provide regulated entertainment should refer also to the section on premises that provide live and recorded music below.
17. Late night bars operating outside Framework Hours that provide facilities for dancing should refer to the conditions outlined in Appendix 3.
18. Public houses and bars provide a valuable service to people living in, working in, and visiting Redbridge. However, they may also contribute to crime, disorder, anti-social behaviour and nuisance in an area due to customers consuming excessive quantities of alcohol on the premises.
19. Pubs and bars, including those only operating within Framework Hours, need to address how they will avoid the sale of alcohol to underage persons, how they will control potential nuisance from customers drinking and smoking in gardens and on pavements and how they will reduce the risk of causing nuisance to their neighbours when customers leave the premises at night.
20. Though it is a mandatory condition of the Licensing Act 2003 for premises selling alcohol to have a Proof of Age policy in place, it is important that all staff responsible for selling alcohol are trained to ask for, and recognise, acceptable means of identification, and are aware the policy exists.
21. Particular care should be taken where customers use pavement areas to consume alcohol or smoke. Additionally, customers congregating outside licensed premises can block pavements and cause considerable public nuisance without necessarily behaving in a rowdy manner.
22. Premises operating outside Framework Hours should pay even greater attention to the prevention of crime and disorder and prevention of public nuisance objectives, and ensure they have prepared a robust Operating Schedule in this respect.

Premises Providing Live or Recorded Music:

23. The Licensing Authority recognises the cultural importance and significance of premises providing entertainment. However, whilst the Licensing Authority is keen to promote this, this can, if not properly managed, give rise to public nuisance impacting adversely on persons living in the vicinity.

24. The conditions suggested in Appendix 3 apply to any premises who wish to provide regulated entertainment including licensable live or recorded music as part of their licensable activities.
25. Generally, where an applicant wishes to provide these activities, the Licensing Authority expects the applicant to appoint a noise consultant competent to carry out a noise impact assessment. This will identify, for example, any structural weaknesses in the building, such as open vents, poor quality glazing or party wall issues. It will also give professional guidance on how to avoid causing noise nuisance from such activities to persons living in the vicinity.
26. Where a noise impact assessment is not obtained, the Council's Anti-Social Behaviour Team will normally make a representation to the Licensing Authority concerning the prevention of public nuisance objective, unless the applicant can comprehensively demonstrate in their Operating Schedule that they are able to operate the premises in the manner intended without causing public nuisance.
27. Examples of conditions that may be necessary for premises providing music, dance and similar entertainment are shown in Appendix 3.

Nightclubs and Other Late-Night Dance Venues:

28. Nightclubs and late-night dance venues often contribute to higher levels of alcohol related violence than other licensed venues. As a result, nightclub and late-night dance venue operators are expected to pay particular regard to the prevention of crime and disorder objective when preparing their Operating Schedule.
29. It is extremely important that operators of such venues prepare a risk assessment before considering appropriate conditions for their Operating Schedule.
30. The conditions outlined in Appendix 3 should be read in conjunction with the section applicable to premises providing live and recorded music.

Off Licences:

31. This part of the Policy applies to shops, supermarkets and stores selling alcohol for consumption off the premises. Such premises can contribute to anti-social behaviour and disorder through the consumption of alcohol on the street and in open spaces by groups of drinkers, through the sale of alcohol to children, and through the sale of alcohol to street drinkers and persons who are already drunk.
32. There is a significant street drinking problem in several parts of Redbridge and areas where street drinking is currently a problem are referenced in the Area Policies in Chapter 6. These areas may, however, change during the lifetime of this Policy. Applicants wishing to obtain a new licence for an

off licence in Redbridge are advised to contact the Licensing Authority on licensing.authority@redbridge.gov.uk, prior to submitting their application, to check whether there is a street drinking problem in that particular location.

33. In areas where street drinking has been identified as a problem, the Licensing Authority will usually only agree to granting an application for a new off licence where the applicant volunteers the following conditions:
 - No beers or ciders above 6.5% ABV shall be sold or offered for sale at the premises.
 - No single cans of beer and cider shall be sold or offered for sale at the premises.
34. The Licensing Authority expects off licences to show particular diligence in areas where street drinking is prevalent, and to strictly monitor the way they sell alcohol where the premises are located close to hostels and similar premises that provide shelter or services to alcohol-dependent persons. Guidance regarding this can be found on the Council's Public Health page www.redbridge.gov.uk/health-and-wellbeing/public-health-strategies-and-policies/.
35. It is important that staff working at off licences are suitably trained in the Licensing Act 2003 and can discharge their duties in full compliance with the licence conditions and requirements of the Act. This includes the ability to competently check customers' identification where necessary.
36. Examples of conditions that may be appropriate to off licences are shown in Appendix 3.

Theatres, Cinemas, Qualifying Clubs and Community Premises:

37. The Licensing Authority welcomes the contribution that theatres, cinemas and community premises make in providing diverse entertainment for people of all ages in the Borough. Such venues are less likely to be linked with crime and disorder and generally have less impact on residents than other licensable activities.
38. Similarly, qualifying clubs such as working men's clubs and other affiliated social clubs generally have strong membership conditions that tend to discourage alcohol related crime, disorder and anti-social behaviour.
39. However, where such premises wish to provide regulated entertainment in the form of music and dance, they are advised to refer to the relevant section on music and dance venues in this chapter for guidance.
40. A Club Premises Certificate permits only the supply of alcohol to Club members and sale to their bona fide guests on a non-profit basis. Clubs are not permitted to supply alcohol to members of the public unless they are guests of a member. Clubs who wish to let rooms out for private hire

with a paid bar must obtain a Premises Licence for this, or a Temporary Events Notice (TEN).

41. Other conditions relevant to such venues are shown in Appendix 3.

Hotels:

42. Hotels often provide a range of licensable activities that may include entertainment for guests as well as providing a venue for private parties such as weddings and corporate hospitality.
43. Hotels wishing to provide regulated entertainment should follow the policy in the appropriate section of this Chapter.
44. Where hotels have a prominent bar area generally open and advertised to the public, this shall be considered by the Licensing Authority in the same manner as a bar or public house.
45. Appendix 3 highlights the additional conditions hotels will generally be expected to offer in their Operating Schedule.

Regulated and Indoor Sports Entertainment:

46. Following the Deregulation Act 2015, Section 16 of the Guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf highlights which forms of entertainment do not require a licence and any applicant is encouraged to read this before making an application to the Licensing Authority.
47. Appendix 3 highlights the conditions considered appropriate for indoor sports entertainment:

Premises providing Nudity, Striptease and other Adult Entertainment:

48. This section applies to premises wishing to offer occasional adult entertainment that would not cause the premises to fall within the definition of a sex establishment under the terms of the Local Government (Miscellaneous Provisions) Act 1982.
49. Applicants wishing to offer adult entertainment such as full or partial nudity, striptease, lap dancing or the showing of R18 films are expected to complete Box N of the Operating Schedule and give details of the entertainment to be provided. If Box N is left blank, this will be translated into a condition consistent with the Operating Schedule, i.e. that no adult entertainment shall be provided on the premises.
50. Applicants should read this section in conjunction with other relevant sections of this Policy such as Nightclubs and venues providing live or

recorded music where appropriate. In any case, applicants would be expected to offer CCTV conditions and provide door supervisors as a minimum.

51. Appendix 3 highlights the conditions such venues would be expected to offer within their Operating Schedule.

Large Temporary Events:

52. This Section relates to applications for large events that are temporary in nature, but cannot be authorised under a Temporary Event Notice because of the number of persons who will be present or because the event spans more days than permitted by a TEN. Generally, these events will be licensed under a time limited Premises Licence lasting for the duration of the event.
53. Those wishing to hold such events are expected contact the Licensing Authority on licensing.authority@redbridge.gov.uk for advice prior to making an application. The Licensing Authority will ask applicants seeking a time-limited Premises Licence for a large event to attend a meeting of the Safety Advisory Group (SAG), details of which can be found at www.redbridge.gov.uk/business/licensing-including-street-trading/events-safety-advice-and-guidance/.
54. Event organisers should read the Purple Guide to Health, Safety and Welfare at Music and Other Events, and familiarise themselves with it, before planning an event. The Purple Guide, which was updated in 2015, can be accessed by going online to www.thepurpleguide.co.uk.

Other Considerations:

Dispersal Policies (clubs late-night bars and events venues):

55. One of the most common complaints the Licensing Authority receives is about nuisance caused by customers as they leave licensed premises at night.
56. The Licensing Authority recommends that primarily alcohol-led premises such as nightclubs, pubs, late night bars and events venues where located in close proximity to any residential premises, implement a dispersal policy at their venue and ensure all staff are trained in its use. All relevant staff should be trained in any policy, and all reasonable steps should be taken to ensure it is adhered to. Appendix 3 contains conditions showing how this can be achieved.
57. The behaviour of patrons leaving licensed premises is a proper matter for the Licensing Authority to consider when determining applications for the grant, variation or review of a licence. If nuisance or disorder is occurring as a result of patrons leaving the premises when they close, conditions may be imposed on the licence requiring the licensee to take preventative

steps. Alternatively, hours may be curtailed, or the application may be refused.

58. It is particularly important for premises operating outside Framework Hours to have a dispersal policy in place, and the Licensing Authority shall scrutinise each application carefully to ensure this issue has been addressed within the Operating Schedule accompanying the application.

Drunkenness:

59. Under the Licensing Act 2003, it is a criminal offence to sell alcohol to someone who is drunk and staff at the Premises should be trained and have policies in place to prevent and mitigate this.

Drug Use:

60. As with excessive alcohol use, Premises should be trained and have policies in place to prevent and mitigate drug use. Advice on how to spot signs of drugs use can be obtained from the Police (101) or the Council's Public Health Team. Drug wipes can also be used to check if customers are using surfaces such as toilet cistern lids to take drugs. This may prove useful in ascertaining whether there is a problem with drug use at the premises.
61. A documented drugs policy should be in place and all staff, including door staff, should be made aware of it. Staff should be trained to spot details of drug use. Posters should be displayed throughout the venue, on the entrance and in the toilets, stating that drug use will not be tolerated. The policy should state what action will be taken if someone is found to be using, possessing, or selling drugs in the venue. It should also form part of the overall risk assessment for the premises. The consequences of ejecting patrons who have taken illegal drugs should be carefully considered and appropriate control measures put in place to ensure ejections are handled as safely as possible.
62. Where drug use is prevalent, the Premises should be provided with a drug safe to enable confiscated drugs to be stored safely and securely before being handed over to Police with keys held only by the licence holder and Designated Premises Supervisor.

Transport:

63. Licence holders should consider the means available for customers to leave the premises at night.
64. Taxi numbers should be displayed prominently in the premises and bar staff should be aware of them. Customers should be encouraged to wait inside the venue for taxis. Large groups of customers lingering outside are noisy and can cause disruption to local residents. If booking a taxi for a customer, staff should ask the driver to come inside to collect the fare.

65. Where patrons travel to the venue by car, problems can be caused by inconsiderate parking. If this is a problem, customers should be given information about where to park safely in promotional literature and on the premises website if there is one.
66. Staff should be familiar with local public transport links and last times for buses, tubes and trains. Information on public transport should be provided on any website and promotional literature to enable customers to plan their journey home in advance.

Pubwatch:

67. Pubwatch can be an invaluable resource for licensees and the Authority encourages such schemes. It enables them to share information, intelligence and advice about crime, disorder and anti-social behaviour in the area with each other, the Council and the Police. This can include sharing information such as photographs of offenders and the “Barred from One, Barred from All” scheme. This can in turn assist with dispersal because known troublemakers cannot gain access to licensed premises in the first instance.

Door Supervisors:

68. It may be helpful for door supervisors (where needed) to wear high visibility tabards when supervising patrons leaving premises at night. This ensures they are easily recognisable by customers and can give a greater sense of authority.
69. Although door supervisors cannot physically control the behaviour of patrons once they are away from the licensed premises, they may ask noisy patrons to be quiet and can direct customers to nearby transport and so forth.
70. Door supervisors can also be requested to hand out lollipops or sweets to customers as they leave. This can reduce noise from customers talking as they exit licensed premises.

Chapter 8 – Licence Variations:

This section provides guidance on the Licensing Authority's approach to reviews and to variations of existing Premises Licences and Club Premises Certificates.

Full Variations:

1. A licence holder who wishes to make changes to an existing Premises Licence or Club Premises Certificate must do so by making an application to the Licensing Authority to vary their existing authorisation.
2. A full variation application can be used to:
 - Extend the hours during which licensable hours activities can take place.
 - Add licensable activities that may impact on one or more of the licensing objectives.
 - Remove or amend conditions that may impact on one or more of the licensing objectives.
3. A variation application cannot be used where substantial changes are being made to the building, as set out in section 36(6)(b) of the Licensing Act 2003. In such cases, an application would have to be submitted for the grant of a new authorisation.
4. A variation application cannot be used to extend the time period of a time limited Premises Licence, as set out in section 36(6)(a) of the Licensing Act 2003.
5. The Licensing Authority also expects an application for the grant of a new authorisation to be sought in cases where the nature of the licensed premises is being substantially changed (e.g. a restaurant being converted to a nightclub).
6. If applicants are in any doubt as to whether a variation or grant of an authorisation is required, they should seek the advice of the Licensing Authority on licensing.authority@redbridge.gov.uk prior to submitting an application.

Minor Variations:

7. The minor variations procedure allows licensees to apply to the Licensing Authority for minor changes to an existing Premises Licence or Club Premises Certificate, without the need to make a full application to vary the existing authorisation.
8. Minor variations do not have to be copied to the Responsible Authorities and are only advertised by way of a white notice displayed at the premises

for a period of ten working days starting on the first working day after the application was given to the Licensing Authority.

9. Minor variations can only be used in cases where the variation sought shall not impact adversely on the licensing objectives.
10. There is no right to a hearing to consider minor variations. Decisions as to whether a minor variation is appropriate will be made by the Trading Standards and Licensing Manager, whose decision shall be final.
11. In making such decisions, officers must have regard to any relevant representations received within the statutory time limit. Representations shall only be regarded as relevant where they relate to the likely effect of the grant of the application on one or more of the licensing objectives.
12. Officers shall consult with relevant responsible authorities when minor variation applications are received.
13. If the Licensing Authority fails to respond to a request for a minor variation within fifteen working days, the application will be treated as refused and any fees paid in respect of the application must be refunded. However, the Licensing Authority and applicant may agree that the Licensing Authority retain the fee and treat the undetermined application as if it were a new one.
14. Where an application for a minor variation is refused and a full variation subsequently applied for, the rules governing applications for full variations apply, including all relevant time limits.
15. The Licensing Authority considers the following to be situations in which a minor variation might successfully be sought:
 - Reductions in the hours during which licensable activities may take place.
 - Reductions in opening hours.
 - Minor changes to the layout of premises that do not impact on the licensing objectives, such as moving the location of display cabinets for alcohol within a supermarket or shop.
 - The removal of a licensable activity.
 - Adding conditions to an authorisation that will assist in promoting the licensing objectives.
 - Amending conditions that are badly worded to make them clearer.
 - Rewording conditions that are unenforceable.
 - Removing conditions that are obsolete.

Relevant Considerations:

16. The Licensing Authority shall consider the following matters when deciding whether a minor variation should be approved:

- Whether the application increases the capacity for consuming alcohol on the premises.
- Whether access to emergency exits or escape routes shall be blocked by the proposed changes.
- Whether the alterations might affect the operation of noise reduction measures.
- Whether the addition of a licensable activity might impact on the promotion of the licensing objectives.
- The proximity of the licensed premises to residential accommodation
- Conditions volunteered by the applicant to mitigate the effects of any changes.
- The previous history of the premises.
- The proximity and density of other licensed premises if customers from these premises may be attracted by the licensable activities being offered.
- Whether the premises is already licensed during that period for other licensable activities.

This list is not intended to be exhaustive and cannot anticipate every scenario as each case shall be determined on its merits.

Chapter 9 – Responsibilities of Licence Holders and Licence Reviews:

This section outlines the Licensing Authority's expectations of Licence Holders and its approach to reviews of Premises Licences and Club Premises Certificates.

Responsibilities of Licence Holders:

1. Being a licence holder carries special responsibilities, and licensees holders must give meaningful effect to the terms and conditions of the licence with a view to preventing problems arising.
2. If management issues arise, it is essential that licence holders proactively engage with the Licensing Authority, responsible authorities and local people in order to address them. In particular, the licence holder should listen to concerns and seek to identify specific steps they can take to deal with problems in a way that promotes the licensing objectives.
3. The Licensing Authority shall endeavour to give licence holders early warning of concerns about problems and the need for improvement. In some cases, the Licensing Authority (where time allows) may also be able to facilitate mediation between the licence holder and people who are concerned about the operation of the premises. However, the ultimate responsibility for addressing problems lies with the licence holder. The Licensing Authority will, in particular, expect licence holders to take immediate action to deal with problems that are seriously affecting the quality of life of local people.

Failure on the part of the licence holder to respond proactively to management issues may lead the Council to take enforcement action (see Chapter 12). It may also trigger a party seeking a review of the licence. In considering such a review, the Licensing Authority will have regard to the actions of the licence holder and the extent to which they have co-operated with other parties in attempting to deal with issues.

Reviews:

4. A review may be sought by a responsible authority or other person on the grounds of concerns about the premises, or may be triggered automatically followed a Police closure of the premises due to disorder. A review must relate specifically to the premises that are the subject of the review.
5. The Licensing Authority may reject an application for review from persons other than responsible authorities on the grounds that it is frivolous, vexatious or repetitious, or because it is not relevant to the licensing objectives. The Licensing Authority may not reject review applications from responsible authorities except on the latter ground.

6. The Licensing Authority would expect a review to be sought only where other mechanisms to deal with problems at the premises have been exhausted. For example, a review application would not be appropriate, and may be regarded as vexatious, if a local resident has not brought the problems to the Licensing Authority's attention previously and given officers an opportunity to fully investigate their complaint.
7. At a review hearing, the Licensing Authority may:
 - Add conditions to the licence.
 - Modify conditions of the licence.
 - Remove certain licensable activities from the licence.
 - Reduce the hours during which licensable activities may take place.
 - Remove the Designated Premises Supervisor.
 - Suspend the licence for up to three months.
 - Revoke the licence.

Expedited Reviews:

8. The Police have powers to seek expedited reviews of Premises Licences where the sale of alcohol is a licensable activity. The powers do not apply to other types of licence, nor to Club Premises Certificates.
9. Expedited review powers are aimed at tackling serious crime and serious disorder, including the use of guns and knives.
10. The powers allow:
 - The Police to trigger a fast track process where they consider that the premises are associated with serious crime or serious disorder (or both); and
 - The Licensing Authority to respond by taking interim steps quickly, where appropriate, pending a full review.
11. The Chief Officer of Police may apply to the Licensing Authority for an expedited review of a Premises Licence where a senior Police Officer has issued a certificate stating that in their opinion the premises are associated with serious crime or serious disorder.
12. On receipt of the application and the certificate, the Licensing Authority must within 48 hours consider whether it is necessary to take interim steps pending determination of the review of the Premises Licence. In any event, the Licensing Authority must undertake a review within 28 days of receiving the application.
13. At the interim steps hearing, the Licensing Authority may:
 - Modify the conditions of the Premises Licence.

- Exclude the sale of alcohol by retail (or other licensable activities) from the scope of the licence.
 - Remove the Designated Premises Supervisor from the licence.
 - Suspend the licence.
14. Following the full review hearing, the Licensing Authority may do any of the above, or revoke the licence.
 15. “Serious crime” is defined as “(a) conduct that constitutes an offence for which a person 21 years of age or over with no previous convictions could reasonably be expected to be sentenced to imprisonment for three or more years or (b) conduct that involves the use of violence, results in substantial financial gain, or is conducted by a large number of persons in pursuit of a common purpose.”
 16. “Serious disorder” is not defined, but should be understood in its ordinary English sense.
 17. There do not have to have been a spate of incidents for an expedited review to be initiated. One serious incidence of crime or disorder may be sufficient to trigger the process depending on the circumstances.
 18. The Premises Licence holder may make representations against the interim steps taken by the Licensing Authority. There is no time limit for this, though at some point this would be superseded by the full review, which must be completed within 28 days. On receipt of the representations, the Licensing Authority must (if the representations are not withdrawn) hold a hearing within 48 hours of receipt, excluding non-working days.
 19. In the case of an expedited review, the Licensing Sub-Committee will decide at the final review hearing whether the interim steps imposed by it should remain in force during any period within which an appeal may be brought or until the determination or abandonment of that appeal. The licence holder will be notified of this in the decision notice. The decision of the Licensing Authority taken at the full review hearing will take no effect during the period within which an appeal may be brought or until the determination or abandonment of the appeal.

Chapter 10 – Temporary Event Notices:

This chapter outlines the Licensing Authority's approach to the authorisation of temporary events.

General Considerations:

1. Temporary Event Notices (TEN's) are not licences. They are notices served on the Licensing Authority that an event is going ahead. Only the Police and the Council's Environmental Health Team can object to a Temporary Event Notice, though they may object on any of the four licensing objectives.
2. Temporary Event Notices can be used to provide licensable activities at unlicensed premises (for example, by allowing the one off showing of a film in a hall) or can be used to add or extend licensable activities at premises already holding a licence (e.g. allowing pubs to extend their hours or hold a lap dancing night). As previously mentioned, Section 16 of the Guidance highlights what regulated entertainment does not require a licence and we would encourage applicants to consult with this first.
3. Conditions cannot be imposed to Temporary Event Notices. However, where licensed premises give a TEN and the Police or the Anti-Social Behaviour Team object, the Licensing Sub-Committee may decide the existing conditions on the licence remain in effect during the period of the TEN. The only other alternative to the Licensing Sub-Committee where there are objections to a TEN is to refuse the application.
4. The Police and Environmental Health Team have a period of three working days from when they are given the notice to object to it under any of the four licensing objectives. Where an objection is given, there is provision under section 106 of the Act for the Police or Environmental Health Team officer to agree with the premises user to modify the TEN.

Limitations on Temporary Event Notices:

5. Temporary Event Notices are expected to be used in occasional circumstances and their limits are outlined in Paragraph 7.15 of the Guidance:
 - The number of times a premises user may give a TEN is fifty times in a calendar year for a personal licence holder and five times in a calendar year for other people.
 - The number of times a premises user may give a late TEN is limited to ten times in a calendar year for a personal licence holder and twice for other people. Late TENs count towards the total number of permitted TENs (i.e. the limit of five TENs a year for non-personal licence holders and fifty TENs for personal licence holders). A notice that is given less than ten working days before the event to which it

relates, when the premises user has already given the permitted number of late TENs in that calendar year, will be returned as void and the activities described in it will not be authorised.

- The number of times a TEN may be given for any particular premises is fifteen times in a calendar year;
- The maximum duration of an event authorised by a TEN is one hundred and sixty-eight hours (seven days);
- The maximum total duration of the events authorised by TENs in relation to individual premises is twenty-one days in a calendar year;
- The maximum number of people attending at any one time is four hundred and ninety nine; and
- the minimum period between events authorised under separate TENs in relation to the same premises (not including withdrawn TENs) by the same premises user is twenty-four hours.

Types of Temporary Event Notice:

6. There are two types of TEN: a Standard TEN and a Late TEN. A Standard TEN is given no later than ten working days before the event to which it relates. A Late TEN is given not before nine and not later than five working days before the event.
7. Temporary Event Notices received less than five working days before the event cannot be accepted.
8. The number of Late TENs that can be given in a calendar year is limited to ten for Personal Licence Holders and two for non-Personal Licence Holders. Late TENs count towards the total number of permitted TENs. Once these limits have been reached, the Licensing Authority must issue a counter notice (permitted limits) if any more are given.
9. If the Police or Environmental Health Team object to a Late TEN, the TEN will be refused without a hearing and the event will not be able to proceed.
10. As noted above, the Police or Environmental Health Team may contact the premises user to discuss their objections and try to come to an agreement which will allow the event to proceed. The TEN can be modified, for example, by changing the parts of the premises that are to be used, the nature of the intended activities or their duration. The premises user has to agree with the modification.

Chapter 11 – Personal Licences and Designated Premises Supervisors:

Personal Licences:

1. Persons who wish to sell alcohol, or authorise the sale of alcohol, in accordance with a Premises Licence must apply for a Personal Licence. Applications should be made to the Licensing Authority for the area in which the applicant is ordinarily resident or, in any other case, may be made to any licensing authority using the prescribed form and providing suitably endorsed photographs, proof of accredited training and a Basic Disclosure dated not before one month of the date of the application.
2. Personal Licence holders must notify the Licensing Authority who granted the Personal Licence of:
 - Any change in their name and/or address.
 - Any conviction of a relevant offence or foreign offence.
3. Personal Licence Holders who appear in Court in relation to any criminal offence must also notify the Court that they are a Personal Licence Holder.
4. All sales of alcohol must be authorised by a Personal Licence Holder. This does not require the presence of the Designated Premises Supervisor or Personal Licence Holder on the premises at all times. A Personal Licence Holder may authorise members of staff to make sales of alcohol, but may be absent at times from the premises when a transaction takes place. However, the Personal Licence Holder will not be able to escape responsibility for the actions of anyone they have authorised to make sales.
5. Paragraph 10.32 of the Guidance describes 'authorisation' as:
 - the person(s) authorised to sell alcohol at any particular premises should be clearly identified
 - the authorisation should have specified the acts which may be carried out by the person being authorised
 - there should be an overt act of authorisation, for example, a specific written statement given to the individual being authorised; and
 - there should be in place sensible arrangements for the personal licence holder to monitor the activity that they have authorised on a reasonably regular basis.

Paragraphs 10.33 to 10.35 of the Guidance also state that *“it is strongly recommended that personal licence holders give specific written authorisations to individuals whom they are authorising to retail alcohol. A single written authorisation would be sufficient to cover multiple sales over an unlimited period. This would assist personal licence holders in demonstrating due diligence should issues arise with enforcement*

authorities; and would protect employees if they themselves are challenged in respect of their authority to sell alcohol. Written authorisation is not a requirement of the 2003 Act and its absence alone could not give rise to enforcement action. It must be remembered that whilst the designated premises supervisor or a personal licence holder may authorise other individuals to sell alcohol in their absence, they are responsible for any sales that may be made. Similarly, the premises licence holder remains responsible for ensuring that licensing law and licence conditions are observed at the premises.”

6. The Licensing Authority generally expects licence holders to have regard to the advice from the Home Office when authorising non Personal Licence Holders to make sales of alcohol under the terms of the licence.

Designated Premises Supervisors:

7. Premises Licences that authorise the sale of alcohol must contain details of the Designated Premises Supervisor (DPS), save for the exceptions relating to certain community premises outlined below. All applications to appoint a person as DPS must be accompanied by a form of consent from that person. Applicants for new licences authorising the sale of alcohol should include the prescribed information in their application in respect of the individual they wish to specify as DPS. Applications to vary an existing licence to specify a new person as DPS must be made in the prescribed form and be accompanied by the specified documents and fee.
8. There is no requirement for a DPS to be on the premises at all times alcohol is being sold. However, the Licensing Authority expects the DPS to be a person with day to day managerial control of the premises who will take reasonable steps to ensure the licensing objectives are promoted and licence conditions are adhered to.
9. In cases where a DPS is absent for a prolonged period, perhaps due to ill health, maternity leave or extended holiday, the Licensing Authority would expect a new DPS to be appointed to cover the period of absence.
10. If there are concerns that a DPS is repeatedly absent, the Police may apply for a review of the Premises Licence if this gives rise to concerns about the operation of the premises and its impact on the licensing objectives.
11. A person who no longer wishes to fulfil the role of the DPS must give notice of this in writing to the Licensing Authority, accompanied by the original Premises Licence or the reason(s) why it has not been enclosed. Within forty-eight hours they must also give a copy of the notice to the holder of the Premises Licence.
12. Should the DPS cease to work for the premises at which they are nominated, the Licensing Authority will consider there is no DPS for those premises. This consideration shall apply regardless of whether that person

is still named on the Premises Licence, or whether they have asked for their name to be removed from it. This consideration shall apply until such time that an application is received to nominate a new DPS. In such cases, the Licensing Authority shall expect no sales of alcohol to take place until an application to vary the DPS has been submitted to the Licensing Authority.

Disapplication of Mandatory Conditions for Community Premises:

13. The Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls Order 2009 (“the Order”) created an exemption for the requirement for a DPS for community premises, who may make application to the Licensing Authority to apply the alternative Mandatory Condition to their licence.
14. The alternative Mandatory Condition is that every supply of alcohol under the Premises Licence must be made, or authorised by, the Management Committee.
15. The term “Management Committee” is defined, in relation to community premises, as a committee or board of individuals with responsibility for the management of the premises. The Order defines “community premises” as a church hall, chapel hall or other similar building, or a village hall, parish hall, community hall or other similar building. It applies also to premises that form part of such buildings.
16. In most cases it should be clear whether premises meet the “community premises” definition under this part of the Act. However, if there is any doubt, the Licensing Authority will consider each case on its merits, with primary consideration being given as to how the premises are predominantly used.
17. Premises that are genuinely made available for community benefit most of the time, accessible to a wide range of sectors of the local community, and used for purposes beneficial to the community as a whole are likely to meet the definition. This could feasibly 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 the particular school in question. Community premises are usually multi-purpose and a variety of activities can be expected to take place in them, such as playschools, senior citizens’ clubs, indoor sports, youth clubs and public meetings.
18. The fact that a school or private hall is made available for hire by the community would not in itself be sufficient to qualify the premises as “community premises”. Though this may be provision of a service to the community, the Licensing Authority will consider whether halls used largely for private hire by individuals or private entities are genuinely by their nature “community premises”. The statutory test is directed at the nature of the premises themselves, as reflected in their predominant use, and not only at the usefulness of the premises for members of the community for

private purposes.

19. Generally, premises whose use is restricted to members of a club or association would not be classed as “community premises” for the purposes of the Act. However, the hire of the premises to individual organisations and users who restrict their activities to their own members and guests would not necessarily conflict with the status of the premises as “community premises”, provided the premises are generally available for use by the community in the sense described above.
20. Qualifying clubs entitled to seek a Club Premises Certificate to supply alcohol to their members should not instead seek a Premises Licence with the disapplication of the condition to have a DPS.
21. The Licensing Authority must be satisfied that the arrangements for the management of the premises by the committee or board are sufficient to ensure the adequate supervision of the supply of alcohol on the premises.
22. The Licensing Authority expects the Management Committee to be a formally constituted, transparent and accountable management committee or structure. The Committee should provide sufficient oversight of the premises to minimise any risk to the licensing objectives. This could include management committees, executive committees and boards of trustees. The application form requires the applicants to provide the names of the management committee’s key officers e.g. the Chair, Secretary, Treasurer.
23. Applicants must explain how the premises are managed, its committee structure and how alcohol sales will be supervised in different situations (e.g. when the hall is hired to private parties). They should also describe how responsibility is determined in individual cases and how issues arising are discussed and reviewed within the committee procedure. Copies of any constitution or other management documents must be provided together with names of key officers such as the Chair, Secretary and Treasurer.
24. Where the management arrangements are less clear, the Licensing Authority may 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, subject to the views of the Metropolitan Police. Community premises may wish to check with the Licensing Authority before making an application.
25. The Management Committee is strongly encouraged to notify the Licensing Authority if there are key changes in the committee’s composition e.g. to the Chair, Secretary or Treasurer, and to submit a copy to the Chief Officer of Police. Failure to do so may result in a review of the Premises Licence.
26. The Management Committee will be collectively responsible for ensuring

compliance with licence conditions and the law, and may remain liable to prosecution for one of the offences in the Licensing Act, even in cases where a member of the Management Committee is not present during licensable events. Management Committees are strongly advised to provide hirers with a written summary of their responsibilities under the 2003 Act in relation to the sale of alcohol and to take reasonable steps to ensure that the hirer has read, understood and is able and willing to comply with the summary. In such cases, the Management Committee is likely to be treated as having taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

27. In exceptional circumstances, the Chief Officer of Police can object to a request for inclusion of the alternative licence condition on the grounds of crime and disorder, and any responsible authority and/or interested party can seek reinstatement of the mandatory conditions through a review of the licence. The Police will consider any history of incidents at an establishment in light of the actual or proposed management arrangements, including the use of appropriate hire agreements. If the Chief Officer of Police issues a notice seeking the refusal of the application to include the alternative licence condition, the Licensing Authority must hold a Licensing Sub-Committee hearing to decide whether to grant the application.
28. Any applicant seeking to apply for a licence for a community premises should check with Section 16 of the Guidance that a license is, in fact, required for the activities they propose to undertake.

Chapter 12 – Enforcement and Monitoring:

This Part outlines in general terms the Licensing Authority's approach to licensing enforcement.

1. The primary aim of enforcement is to achieve compliance. Though enforcement may be taken to mean the formal approach, it may also include advice and support to business to achieve compliance.
2. Compliance may be achieved through encouraging a sense of community, improved communication, and proactive work with licensees and businesses. Such proactive work may include project work, giving advice and information, and initiatives that educate, inform and encourage partners and stakeholders to work together efficiently and effectively. The principal objective in taking a holistic approach to managing the night time economy is to prevent problems from occurring before they begin.
3. However, it is recognised that such aims cannot always be achieved, and that active enforcement of the law may be the only effective means of securing compliance. To this end the following enforcement options are available to the Licensing Authority:
 - Verbal or written advice.
 - Verbal warning.
 - Written warning.
 - Mediation between licensees and residents.
 - Closure of premises under the Anti-Social Behaviour Act 2014.
 - S.19 closure notice under the Criminal Justice and Police Act 2001.
 - S.20 closure order under the Criminal Justice and Police Act 2001.
 - Licence review.
 - Simple caution.
 - Prosecution.
4. These actions are not mutually exclusive and it may be that one course of action follows another, depending on the individual circumstances.
5. The Licensing Authority operates a partnership approach to dealing with enforcement matters concerning licensed premises. This may include working with the Police or any of the other responsible authorities under the Act, or working with colleagues from other Council departments or outside agencies.
6. One of the key mechanisms the Licensing Authority and its partners use to manage alcohol related crime and disorder and public nuisance in licensed premises is the Tasking Group, held fortnightly and is comprised of representatives from various agencies and departments of the Council. Meetings are operationally focussed and partners provide and share intelligence in the form of crime, complaints and any other relevant information. The Tasking Group determine which agency or team is best

equipped to deal with the particular problem and create a task. The outcomes from that task are reported back to the group at the following meeting and appropriate further action taken if necessary.

7. The Licensing Authority need to be satisfied that premises are being run in accordance with the provisions of the Act and any conditions attached to the Premises Licence or Club Premises Certificate. To achieve this, the Licensing Enforcement Team will inspect premises, meet with licence holders and carry out general monitoring of areas as necessary.
8. Inspection and enforcement under the Act will be based on the principles of risk assessment, a graduated response and the targeting of problem premises. The frequency of inspections will be determined on risk-based criteria with high risk operations receiving more attention than premises carrying low public safety, crime and disorder or public nuisance risks.
9. Premises found to be fully compliant will attract a lower risk rating. Those where breaches are detected will attract a higher risk rating.
10. The Licensing Authority will take appropriate enforcement action against those responsible for unlicensed premises or activities. Action will be carried out in accordance with the Enforcement Policy.
11. Before deciding which course of action to take, the Licensing Authority shall consider the following matters:
 - The history of the premises.
 - The history of the offender.
 - The offender's attitude.
 - The circumstances of the offence.
 - Whether the offender has a statutory defence to the allegations.
 - The impact or potential impact of the breach on the public.
 - The quality of the evidence against the offender.
 - The likelihood of achieving success in a prosecution.
 - The likely punishment that will be incurred if the case goes to Court.
 - Whether the course of action proposed is likely to act as a deterrent.
 - Whether the course of action, if it is publicised, is likely to have a beneficial effect on the behaviour of others.

Chapter 13 – Film Classifications:

1. The British Board of Film Classification (BBFC) classifies films to be exhibited in cinemas on behalf of Licensing Authorities. However, the Licensing Authority is the classification body for films shown in the Borough, and, as such, has the right to issue film classifications to films that are shown in premises such as cinemas upon request.
2. All requests to classify a film must be accompanied by a synopsis of the film and a full copy of the film in DVD or other appropriate format at least twenty-eight days before the film is due to be shown. Requests shall be assessed by officers of the Licensing Authority against the BBFC guidelines and the licensing objectives. Officers shall view the entire film and make a final decision on the classification.
3. Requests for films to be classified by the Licensing Authority that are not submitted within the time limits above may be denied.
4. All Premises Licences for the showing of films are subject to the following mandatory condition from the Licensing Act 2003:

“Admission of children to films must be restricted in accordance with any recommendation made by the film classification body. Where the film is unclassified, or where the Council has notified the holder of the Premises Licence that they wish to make their own classification, admission of children must be restricted in accordance with any recommendation made by the Council. “Children” means any person aged under 18 and “film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (authority to determine availability of video works for classification).”

However, organisers of outdoor film exhibitions should be aware of the potential for age restricted films to be overheard by persons in the vicinity of the site who are outside the control of the licensee. The Licensing Authority would therefore expect organisers of such events to address this, so far as is practicable, in the Operating Schedule forming part of their application.

Chapter 14 – Late Night Levy and Early Morning Restriction Orders:

Late Night Levy:

1. The Licensing Authority has the ability to introduce a Late Night Levy that would apply to its entire district.
2. The Late Night Levy is an annual fee that would apply to all premises licensed to sell alcohol (on and off the premises) during the period from midnight and 06:00 hours, as determined by the Authority.
3. There are restrictions on the types of services that licensing authorities can fund with levy revenue. The levy must be spent on tackling alcohol-related crime and disorder and services connected to the management of the late night economy. The Authority will be able to deduct permitted administration, collection and enforcement costs from the gross levy revenue.
4. A minimum of 70% of revenue raised by the levy must go to the Police, with the remainder going to the Authority.
5. Regulations permit the Licensing Authority to determine that certain classes of premises are exempt from the levy.
6. The Licensing Authority recognises that the Late Night Levy would capture the Council's entire administrative area and not affect only the premises contributing the most to late-night crime and disorder. The Authority does not propose to introduce a levy in Redbridge, although it will continue to monitor the situation and consider implementation of a levy if the circumstances become appropriate.

Early Morning Restriction Orders:

7. The Licensing Authority may also implement Early Morning Restriction Orders (EMROs). The effect of an EMRO is to limit the sale of alcohol in a particular area or the entire district of the Council at a time determined by the Licensing Authority, which must fall within midnight and 06:00 hours, if this would be appropriate for the promotion of the licensing objectives.
8. EMROs are designed to address recurring problems such as high levels of alcohol-related crime and disorder in specific areas at specific times; serious public nuisance and other instances of alcohol-related anti-social behaviour which is not directly attributable to specific premises.
9. An EMRO would limit the times when alcohol may be sold at any premises selling alcohol under the authority of a Premises Licence, Club Premises Certificate or Temporary Event Notice, regardless of the hours to which that authority may initially have been granted.

10. Any proposal to introduce an EMRO must be evidence based and the Council must be able to demonstrate that it has taken other reasonable steps to address alcohol related crime, disorder and public nuisance first. This would include such steps as introducing a Cumulative Impact Zone, making use of best practice schemes and reviewing the licences of particular problem premises.
11. The Licensing Authority recognises an EMRO is a 'last resort' and would have a serious economic impact on an area.
12. The Licensing Authority does not currently intend to introduce an EMRO in any part of its district. This will remain under review and if an EMRO is felt to be appropriate then consideration may be given to introducing one at a later stage.

Chapter 15 – Licence Fees:

1. The Licensing Authority is required under the Licensing Act 2003 to suspend a Premises Licence or Club Premises Certificate if the annual fee is not paid when it is due. However, this does not apply immediately if the payment was not made before or at the time of the due date because of an administrative error, or because the holder disputed liability for the fee before or at the time of the due date. In either of these cases, there is a grace period of twenty-one days. This period is intended to allow the Licensing Authority and the licence or certificate holder an opportunity to resolve the dispute or error. If the dispute or error is not resolved during this 21 day period, the licence will be suspended.
2. The licence or certificate holder will only be accepted as having disputed liability for the annual fee where they have disputed this in writing with the Licensing Authority on or before the date on which the annual fee was due. This will be accepted where the licence or certificate holder can produce a copy of any correspondence sent to the Licensing Authority disputing liability for the fee within the appropriate timeframe.
3. Where the Licensing Authority suspends a licence or certificate, we will notify the holder in writing and specify the date on which the suspension takes effect. This date must be at least two working days after the day we give the notice. We will also inform the Police that the licence or certificate has been suspended.
4. The suspension will cease on the day we receive full payment of the outstanding fee(s).
5. A Premises Licence or Club Premises Certificate that has been suspended will no longer authorise licensable activities. However, it can be subject to a hearing or application for transfer. The licence will nevertheless only be reinstated when the outstanding fee has been paid.
6. Though the debt is owed by the holder who held the licence at the time it was suspended, in practice it is more likely the new licence holder will actually make the payment.
7. The Licensing Authority cannot concern itself with whose responsibility it is to pay the fee when it suspends the licence or certificate. This is a matter for the incoming licensee and previous licensee to negotiate amongst themselves. The licence or certificate will remain suspended until the fee is paid, regardless of who originally incurred the debt.
8. The suspension of licences and certificates is only applicable to unpaid annual fees that become due after 25 April 2012. In the case of a licence or certificate where more than one payment year has been missed since that date, payment of the outstanding fee in relation to each year will be required to reinstate the licence.

Appendix 1 – Responsible Authorities:

The following are 'Responsible Authorities' in Redbridge under the terms of the Licensing Act 2003:

Metropolitan Police

Romford Police Station
19 Main Road
Romford, RM1 3BJ
redbridgelicensing@met.police.uk

Health & Safety Team

London Borough of Redbridge
Lynton House
255-259 High Road
Ilford, IG1 1NN
healthandsafety@redbridge.gov.uk

Community Protection Team

London Borough of Redbridge
Ley Street Depot
531 Ley Street,
Ilford, IG2 7QZ
GM_Community.SafetyASBTeam@redbridge.gov.uk

Trading Standards Team

London Borough of Redbridge
Lynton House
255-259 High Road
Ilford, IG1 1NY
trading.standards@redbridge.gov.uk

Planning Service

London Borough of Redbridge
Lynton House
255-259 High Road
Ilford, IG1 1NY
planning.admin@redbridge.gov.uk

Children and Families

London Borough of Redbridge
Lynton House
255-259 High Road
Ilford, IG1 1NY
caroline.cutts@redbridge.gov.uk

Licensing Authority

London Borough of Redbridge
Lynton House
255-259 High Road
Ilford, IG1 1NY
licensing.authority@redbridge.gov.uk

Public Health Team

London Borough of Redbridge
Lynton House
255-259 High Road
Ilford, IG1 1NN
andrew.hardwick@redbridge.gov.uk

London Fire Brigade

169 Union Street
London, SE1 0LL
FSRNorthadmin@london-fire.gov.uk

Appendix 2 – Scheme of Delegation:

| MATTER TO BE DEALT WITH | LICENSING SUB-COMMITTEE | OFFICERS |
|--|-----------------------------------|------------------------------------|
| Application for Personal Licence | If a police objection | If no objection made |
| Application for Personal Licence with unspent convictions | All cases | |
| Application for Premises Licence or Club Premises Certificate/Provisional Statement | If a relevant representation made | If no relevant representation made |
| Application to vary a Premises Licence or Club Premises Certificate | If a relevant representation made | If a relevant representation made |
| Application to vary designated premises supervisor | If a police objection | All other cases |
| Request to be removed as designated premises supervisor | | All cases |
| Application for transfer of Premises Licence | If a police objection | All other cases |
| Application for Interim Authorities | If a police objection | All other cases |
| Application to review Premises Licence/Club Premises Certificate | All cases | |
| Decision on whether a representation or review application is irrelevant, frivolous, vexatious, etc | | All cases |
| Decision to object when local authority is a consultee and not the relevant authority considering the application | All cases | |
| Determination of an objection to a Temporary Event Notice | All cases | |
| Determination of application to vary Premises Licence at community premises to include the alternative licence condition | If a police objection | All other cases |
| Decision whether to consult other Responsible Authorities on an application for a minor variation | | All cases |
| Determination of minor variation application | | All cases |

Appendix 3A – Licensing Act 2003 Mandatory Conditions:

For Premises Licences that authorise the sale of alcohol:

1. No supply of alcohol may be made under the Premises Licence—
 - i. at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or
 - ii. at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.

For Premises Licences and Club Premises Certificates that authorise the sale of alcohol:

1. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
2. In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

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

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
- 5. The responsible person must ensure that-
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-
 - i. beer or cider: ½ pint;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- 6. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 7. For the purposes of the condition set out in the paragraph above:
 - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) “permitted price” is the price found by applying the formula $P = D + (D \times V)$ where –

- i. P is the permitted price,
- ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a Premises Licence:

- i. the holder of the Premises Licence,
- ii. the Designated Premises Supervisor (if any) in respect of such a licence, or
- iii. the Personal Licence Holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a Club Premises Certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given shall be taken to be the price actually given rounded up to the nearest penny.
9. The paragraph immediately below applies where the permitted price on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
10. The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Where a Premises Licence or Club Premises Certificate includes consent for film exhibitions:

1. The admission of children to the exhibition of any film shall be restricted in accordance with this section.
2. Where the film classification body is specified in the licence, unless subsection (3) (b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

3. Where—
 - (a) the film classification body is not specified in the licence, or
 - (b) the relevant Licensing Authority has notified the holder of the licence that this subsection applies to the film in question,admission of children must be restricted in accordance with any recommendation made by that Licensing Authority.
4. In this section—
 - (a) “children” means persons aged under 18; and
 - (b) “film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).

Where the Premises Licence includes a condition that door supervisors shall be provided at the premises:

1. Each individual who must be at the premises to carry out a security activity must be licensed by the Security Industry Authority.
2. But nothing in subsection (1) requires such a condition to be imposed—
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to—
 - i. any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - ii. any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
3. For the purposes of this section—
 - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Where a Club Premises Certificate permits the supply of alcohol for consumption off the premises:

1. The supply must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the Club Premises Certificate, to members of the club for consumption on the premises.
2. Any alcohol supplied for consumption off the premises must be in a sealed container.
3. Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

Additional information about the mandatory conditions is available in the Guidance, which can be found on the Licensing Act 2003 website https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf.

Guidance on the application of mandatory conditions at individual premises can be obtained by contacting licensing.authority@redbridge.gov.uk.

Appendix 3B – Premises- Specific Conditions:

Restaurants, Cafes and Coffee Houses:

1. The premises shall operate as a restaurant (i) where the supply of alcohol is by waiter or waitress service only; (ii) which provides food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non-disposable crockery; (iii) which do not provide any takeaway food service of food or drink for immediate consumption and (iv) which do not sell or supply alcohol otherwise than for consumption by persons who are seated in the premises and bona fide taking substantial table meals there and provided always that the consumption of alcohol by such persons is ancillary to taking such table meals.
2. No alcoholic beverages or glass containers shall be taken outside the premises by customers at any time.
3. The use of the garden/external area shall cease after *(insert time)* hours on *(insert days of the week)*.
4. No more than *(insert number)* of customers shall be permitted to smoke outside the premises at any one time.
5. To monitor and manage customers consuming alcohol outside the premises, *(insert number)* door supervisors will be used from *(insert times)* to *(insert times)* on *(insert days of the week)*.
6. Regular litter and glass collections shall be carried out in any areas where customers are congregating.
7. A physical barrier, such as a rope, will be used to mark the boundary of the area outside the premises where customers are allowed.
8. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.
9. External lighting for the premises shall be turned off after the premises are closed to the public.
10. Furniture at the premises for customer use shall be fixed in position so space cannot be made to allow the provision of dancing or other entertainment.

Premises Supplying Takeaway Food and Drink:

1. A minimum of *(insert number)* of SIA registered door supervisors shall be on the premises during the hours of *(insert times)* on *(insert days of the week)*.

2. Policies and procedures for door supervisors will be put into place around dispersal techniques for customers and procedures for dealing with incidents that occur in the vicinity of the premises.
3. CCTV must be operational at all times while the premises remain open to the public and all images captured will be recorded and stored on site for a minimum period of 31 days.
4. Copies of CCTV recordings will be made available to the Police and/or the Licensing Authority on request within 48 hours of the request being made, together with facilities for viewing where requested.
5. If the CCTV equipment is inoperative, or is otherwise not installed and working to the satisfaction of the Police and Licensing Authority, then within 48 hours the Police and Licensing Authority shall be notified and an estimate given of the repair timescale. The premises will comply with all reasonable requests from the Police and/or the Licensing Authority, which may include the suspension of licensable activities.
6. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.
7. A maximum of (*insert number*) customers shall be permitted on the premises at any one time.
8. Patrols of the area outside the premises shall be undertaken every (*insert time period*) during the use of the licence and any litter attributable to the premises cleared.
9. At least one member of staff on duty whilst this licence is being used shall be trained in the requirements of the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act and conditions of the Premises Licence. Such person shall be competent to ensure offences are not committed and that the premises shall be run in accordance with the licence.
10. A minimum of (*insert number*) litter bins shall be provided by the licence holder in (*give details of locality*) for the use of customers.
11. Policies and procedures shall be put in place for collection of street litter generated by the premises and such policies shall be implemented by staff whenever the premises are being used under the terms of this licence.
12. The Premises shall not admit children under the age of 16 after 23:00 hours.
13. All staff will be trained on the Licensing Act 2003 and the safeguarding of vulnerable people.

Alcohol Delivery Services:

1. The Premises Licence Holder will undertake an age verification check at the point of on-line sale.
2. The Premises Licence Holder must obtain a signature from an over 18 year old, proven with age verification identification, before completing their delivery.
3. Alcohol will only be delivered to a residential or commercial address, not a public place.
4. The Premises Licence Holder will not complete a delivery to people who appear drunk and a refusals log should be kept.
5. All staff will be trained on the Licensing Act 2003 and the safeguarding of vulnerable people.

Public Houses and Bars:

1. A minimum of *(insert number)* door supervisors shall be on duty on the premises during the hours of *(insert times)* on *(insert days of week)*.
2. Random searches shall be undertaken of customers entering the premises between the hours of *(insert times)* and prominent signage shall be provided to this effect. At least one male and one female door supervisor shall be provided for this purpose.
3. A minimum of *(insert number)* of door supervisors shall be provided on *(insert days of week)* to patrol external areas of the premises between the hours of *(insert times)*.
4. Customers shall not be permitted to take drinks outside with them *(after insert time)* and prominent signage shall be provided to this effect.
5. The garden/external area of the premises shall be closed to customers at *(insert time)*.
6. Staff shall regularly supervise the pavement area outside the premises to ensure customers are not blocking pavements or causing nuisance to neighbouring premises.
7. The tables and chairs outside the premises shall be brought inside at *(insert time)*.
8. No more than *(insert number)* of patrons shall be permitted to drink or smoke outside the premises at any one time.
9. Any alcohol sold for consumption off the premises shall be sold in a sealed container.

10. The premises shall be provided with CCTV to all parts of the premises (including external areas) to which the public have access, with the exception of individual toilet cubicles. This shall include the area immediately outside the premises. The system shall be capable of recording and storing images simultaneously.
11. CCTV images shall meet current Home Office standards and at least one camera shall be of sufficient quality to identify an unknown person by capturing a high quality head and shoulders image of any person entering the premises.
12. CCTV must be operational at all times while the premises remains open to the public and all images captured will be recorded and stored on site for a minimum period of 31 days.
13. Copies of CCTV recordings will be made available to the Police and/or the Licensing Authority on request within 48 hours of the request being made, together with facilities for viewing where requested.
14. If the CCTV equipment is inoperative, or is otherwise not installed and working to the satisfaction of the Police and Licensing Authority, the Police and Licensing Authority shall be notified immediately by email together with an estimate given of the repair timescale. The premises will comply with all reasonable requests from the Police and/or a duly authorised officer of the Licensing Authority, which may include the suspension of licensable activities.
15. A member of staff who is conversant with operating the CCTV system shall be on the premises at all times the premises are open to the public. This person must be able to show Police or authorised Council officers CCTV data or footage with minimal delay when requested.
16. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.
17. A maximum of (*insert number*) of customers shall be permitted on the premises at any one time.
18. The premises shall operate a written search policy which has been agreed with the Licensing Authority. All staff shall be trained in its implementation, including door supervisors.
19. The premises shall operate a written drugs policy which has been agreed with the Licensing Authority. All staff shall be trained in its implementation, including door supervisors.
20. The premises shall operate a written dispersal policy agreed with the Licensing Authority and all staff shall be trained in its implementation. (Further information on dispersal policies can be found at Appendix Eight).

21. There shall be no admittance or re-admittance to the premises after (*insert time*).
22. An incident book will be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, crimes, items seized, defects in the CCTV system, refused admission, disorder, and ejections as a minimum. The incident book shall be kept on the premises and be available for inspection at all times the premises is open.
23. Management shall regularly check the incident book to ensure all staff are using it.
24. Customers shall be supervised when leaving the premises and shall be asked to leave quietly.
25. The premises shall be a member of any local radio scheme that allows them to be in contact with other venues in the local area.
26. All staff responsible for selling alcohol shall be trained regarding underage sales, the main offences under the Licensing Act 2003 and the conditions of the Premises Licence. This training shall be provided before the person starts working at the premises and shall be repeated at least biannually thereafter.
27. Staff training records shall be retained by the licence holder or designated premises supervisor for a period of at least twelve calendar months and produced for inspection by a Police or authorised Council officer on request.
28. The Premises will have available anti drink-spiking products to customers and report immediately to the Police details of any person that has their drink spiked.

Premises wishing to operate as proprietary clubs:

1. Admission to the licensed premises shall be restricted to members of the club and their bona fide guests.
2. No person shall be admitted to the premises without an interval of at least 48 hours between application for membership and admission.
3. No more than (*insert number*) guests per member shall be admitted to the club. Details of all guests shall be recorded on site and to be made available to Police and a duly authorised officer of the Licensing Authority immediately upon request during a visit the premises.
4. The maximum number of guests in attendance shall not to exceed 25% of the total number of members present at the premises.

5. Members and guests shall be required to “sign in” when entering the premises.
6. Any book used for the signing in of members and guests shall be kept on the premises at all times and made available on request to Police and a duly authorised officer of the Licensing Authority.

Premises Providing Live or Recorded Music:

1. A noise limiting device shall be installed, set and sealed at a level approved by the Council’s Anti-Social Behaviour Team.
2. Only the Premises Licence Holder and the Designated Premises Supervisor shall have access to the noise limiter.
3. The noise limiter device shall be used whenever regulated entertainment is taking place.
4. The * doors shall be fitted with an acoustic lobby to the satisfaction of the Council.
5. All external doors and windows to the premises shall be kept closed during the provision of regulated entertainment, save during access and egress.
6. Entertainment is to be held internally only and no music or speakers shall be provided to external areas of the premises.
7. A scheme of soundproofing the (*insert areas*) the premises shall be submitted to and approved in writing by the Chief Community Safety Officer prior to any regulated entertainment] taking place.
8. The licence holder or duty manager shall make regular patrols at no less than hourly intervals around the perimeter of the premises when regulated entertainment is taking place. Noise levels shall be adjusted to ensure local residents are not disturbed by excessive noise break out.

Nightclubs and Other Late Night Dance Venues:

1. A minimum of (*insert number*) of SIA registered door supervisors shall be on duty on the premises from (*insert time*) until all customers have left the premises and its vicinity.
2. Random searches shall be undertaken of customers entering the premises between the hours of (*insert times*) and prominent signage provided to this effect. At least one male and one female door supervisor shall be provided for this purpose.
3. A metal detection device shall be randomly used by door supervisors to search patrons for weapons.

4. A search arch shall be used at the entrance to the premises to detect customers who may be carrying weapons.
5. Customers shall not be permitted to take drinks outside with them and prominent signage shall be provided at each exit from the premises to this effect.
6. Persons wishing to leave the premises to smoke shall not be permitted to take drinks outside with them.
7. No more than (*insert number*) of patrons shall be permitted to drink or smoke outside the premises at any one time.
8. Customers shall not be permitted to take glass bottles or drinking vessels outside the premises.
9. The premises shall be provided with CCTV to all parts of the premises (including external areas) to which the public have access, with the exception of individual toilet cubicles. The system shall be capable of recording and storing images simultaneously.
10. CCTV must be operational at all times while the premises remains open to the public and all images captured will be recorded and stored on site for a minimum period of 31 days.
11. CCTV cameras shall be provided to cover all public areas of the premises except inside toilet cubicles, and shall also cover all ingress points to the premises.
12. CCTV images shall meet current Home Office standards and at least one camera shall be of sufficient quality to identify an unknown person by capturing a high quality head and shoulders image of any person entering the premises.
13. Copies of CCTV recordings will be made available to the Police and/or the Licensing Authority on request within 48 hours of the request being made, together with facilities for viewing where requested.
14. If the CCTV equipment is inoperative, or is otherwise not installed and working to the satisfaction of the Police and Licensing Authority, the Police and Licensing Authority shall be notified immediately by email together with an estimate given of the repair timescale. The premises will comply with all reasonable requests from the Police and/or a duly authorised officer of the Licensing Authority, which may include the suspension of licensable activities.
15. A member of staff who is conversant with operating the CCTV system shall be on the premises at all times the premises are open to the public.

This person must be able to show Police or authorised Council officers CCTV data or footage with minimal delay when requested.

16. Notices shall be prominently displayed at each exit from the premises asking patrons to be considerate to neighbours when leaving.
17. A maximum of (*insert number*) customers shall be permitted on the premises at any one time.
18. Devices shall be used by door staff to monitor the number of persons present on the premises at any one time.
19. The premises shall operate a written search policy which has been agreed with the Police and Licensing Authority. All staff shall be trained in its implementation including door supervisors.
20. The premises shall operate a written drugs policy which has been agreed with the Licensing Authority. All staff shall be trained in its implementation including door supervisors.
21. The premises shall operate a written dispersal policy agreed with the Licensing Authority and all staff shall be trained in its implementation.
22. There shall be no admittance or re-admittance to the premises after (*insert time*).
23. An incident book will be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, crimes, items seized, refused admission, defects in the CCTV system, disorder, and ejections as a minimum. The incident book shall be kept on the premises and be available for inspection at all times the premises is open.
24. Customers shall be supervised when leaving the premises and shall be asked to leave quietly.
25. Bag clips shall be made available on all tables.
26. A free cloakroom or similar facility shall be available for customers to leave their belongings.
27. Notices shall be displayed throughout the premises to advise customers of the potential for thefts.
28. The licensee shall undertake a risk assessment of any promotion or event using the Metropolitan Police Promotion/Event Risk Assessment (Form 696) or an equivalent and provide a copy to the Police Licensing Officer at Barkingside Police Station and the Licensing Authority not less than 14 days before the event is due to take place.

29. Following submission of the risk assessment all directions of the Police shall be complied with, including cancellation of an event if necessary.
30. Where an 'event' has taken place, the licensee shall complete an MPS After Promotion/Event Debrief Risk Assessment (Form 696A) and submit this to the Metropolitan Police Licensing Officer and the Licensing Authority within three days of the conclusion of the event.
31. All bar servers shall be trained in how to identify drunk or drug impaired customers. This training shall be repeated at least biannually and written records of the training kept and made available to Police and authorised Council officers on request.
32. The Licence Holder shall not permit the use of special effects such as lasers and pyrotechnics, except with the prior consent of the Council, which may be subject to additional conditions if necessary to promote the public safety objective.
33. Door supervisors shall be provided with radios to enable them to contact each other and the duty manager at the premises.
34. The premises shall participate in any local radio scheme in operation that enables them to be in contact with other local radio scheme users.
35. Alcoholic and soft drinks should be served in polycarbonate containers.
36. All staff responsible for selling alcohol shall be trained regarding underage sales, the main offences under the Licensing Act 2003 and the conditions of the Premises Licence. This training shall be provided before the person starts working at the premises and shall be repeated at least biannually thereafter.
37. The Premises will have available anti drink-spiking products to customers and report immediately to the Police details of any person that has their drink spiked.

Off Licences:

1. No beers or ciders above 6.5% ABV shall be sold or offered for sale at the premises.
2. No single cans of beer and cider shall be sold or offered for sale at the premises.
3. No spirit miniatures shall be sold at the premises.
4. A minimum of two members of staff shall be on duty at all times whilst the premises remain open for the sale of alcohol

5. At least one person holding a Personal Licence shall be on duty when alcohol is being sold.
6. Posters shall be displayed in prominent positions around the till advising customers of the Proof of Age policy in force at the premises.
7. Posters shall be prominently displayed at any public exit from the premises stating that customers are not permitted to drink alcohol directly outside the premises.
8. An incident book will be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, crimes, items seized, defects in the CCTV system, refused admission, disorder, and ejections as a minimum. The incident book shall be kept on the premises and be available for inspection at all times the premises is open.
9. Management shall regularly check the incident book to ensure all staff are using it.
10. A refusals book shall be kept at the premises to record details of all refusals to sell alcohol. This book shall contain the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. The book shall be made available to Police and authorised Council officers on request.
11. The Designated Premises Supervisor shall regularly check the refusals book to ensure it is being consistently used by all staff.
12. All staff responsible for selling alcohol shall receive regular training in the main offences under the Licensing Act 2003 including underage sales, sale of alcohol to drunks, and breaching the conditions of the Premises Licence. This training shall include providing each staff member with the conditions of the Premises Licence. Written records of training shall be retained and made available to Police and authorised Council officers on request.
13. All alcohol kept in the public part of the premises shall be kept in display units. All display units for alcohol will have lockable shutters.
14. Shutters shall be closed and locked at the end of the permitted hours for the sale of alcohol, and shall not be unlocked again whilst the premises is open until the start of the permitted hours on the following day.
15. All alcohol shall be stored and displayed behind the service counter and not in aisles or other areas accessible to the public.
16. All alcoholic drinks shall be clearly labelled or marked with the name of the premises.

17. The premises shall operate a Challenge 25 policy.
18. The premises shall use till prompts to remind staff to ask for proof of age.
19. All staff will be trained on the Licensing Act 2003 and the safeguarding of vulnerable people.

Theatres, Cinemas, Qualifying Clubs and Community Premises:

1. No more than (*insert number*) of persons shall be present on the premises at any one time.
2. Alcoholic and soft drinks shall be served in polycarbonate containers.
3. The Licence Holder shall not permit the use of special effects, except with the prior consent of the Council, which may be subject to additional conditions if necessary to promote the public safety objective. Special effects include dry ice machines and cryogenic fog; smoke machines and fog generators; pyrotechnics, including fireworks; real flames; firearms; motor vehicles; and strobe lighting.
4. Customers shall not be permitted to sit or stand in gangways or aisles or in any position that will impede means of escape from the premises.
5. Where rooms at the premises are let to individuals or groups for private hire, a hire agreement shall be in place that includes an outline of the conditions on the Premises Licence (*or Club Premises Certificate*) and clearly states the responsibilities of the hirer in respect of upholding such conditions. The hirer shall sign the agreement and a copy of the signed agreement shall be retained on the premises for a minimum of 31 days after the event.
6. Where the premises are let to individuals or groups for private hire, a named person shall be responsible for ensuring that conditions of the Premises Licence (*or Club Premises Certificate*) are adhered to. This person shall provide their details to the licence holder (*or Secretary of the Club*) in writing in advance of the event and their details shall be retained for a period of at least thirty-one days after the date of the event.

Hotels:

1. Alcohol may be sold at any time only to hotel guests for consumption on the premises.
2. Alcohol shall only be sold to non-residents from the hours of (*insert times*) on (*insert days of the week*) and during the following times to persons attending bona fide private functions at the hotel (*insert days and times*).

Indoor Sports Entertainment:

1. The licence holder shall take all reasonable and practicable steps to minimise any risk to spectators, participants or staff from any equipment used in the entertainment.
2. At least 10 working days' notice in writing shall be given to the Licensing Authority of any proposal to use the premises for any sports entertainment.
3. Appropriately qualified medical practitioner(s) shall be present throughout any indoor sports entertainment.
4. A registered medical practitioner or a registered paramedic shall be present at any indoor sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.
5. Any ring used for boxing or wrestling shall be sited, constructed and supported to the satisfaction of the Council's Health and Safety officer.
6. At wrestling or other entertainments of a similar nature members of the public shall not occupy any seat within ** metres of the ring.
7. Staff adequately trained in rescue and life safety procedures shall be stationed and remain within the vicinity of the water at all times that indoor sporting events are taking place. (Note: The Licensing Authority will normally accept the number of such staff as recommended in Managing Health and Safety in Swimming Pools issued jointly by the Health and Safety Commission and Sport England).

Premises providing Nudity, Striptease and other Adult Entertainment:

1. No person under the age of eighteen shall be admitted to the premises or permitted to be on the premises when adult entertainment is taking place.
2. Prominent notices shall be displayed at each entrance to the premises when adult entertainment is taking place stating that there shall be no admission to the premises for persons aged under 18.
3. The premises shall be arranged so adult entertainment is not visible from the street.
4. There shall be no external advertisement at the premises for adult entertainment.
5. There shall be no leafleting or touting in respect of the adult entertainment hosted at the licensed premises.
6. Nudity shall only be permitted by performers and not by customers.
7. A minimum of one metre distance shall be maintained between dancers and customers during adult entertainment.

8. A written Code of Conduct for staff participating in the provision of striptease or nudity shall be in place, and shall be kept on the premises for inspection by Police and/or a duly authorised officer of the Licensing Authority at all times the premises are open to the public. Management shall ensure all staff are aware of the Code of Conduct and shall take all reasonable steps to ensure it is adhered to.

9. A written Code of Conduct for customers watching the striptease or nudity shall be in place and approved in writing by the Licensing Authority. This Code of Conduct shall be prominently displayed throughout the premises.

If you would like the Statement of Licensing Policy in large print, Braille, or in another format or language, please contact the Licensing Team:

Licensing Team
London Borough of Redbridge
10th Floor, Lynton House
255-259 High Road
Ilford
Essex
IG2 1NY

Phone: 020 8708 5504

Email: licensing.authority@redbridge.gov.uk

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