

Joe Harvey
Popplesten Allen
Nottingham Office
37 Stoney Street
The Lace Market
Nottingham
NG1 1LS

25 January 2024

Our Ref: 27896

Dear Joe Harvey,

Licensing Representation to the Initial Application for the Premises Licence at Palm Island Lounge, 1 Craven Park Road, NW10 8SE

I certify that I have considered the application shown above and I wish to make a representation that the likely effect of the grant of the application is detrimental to the Licensing Objectives for the reasons indicated below.

An officer of the Licensing Authority, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The application has been made for a new premises licence under section 17 of the Act.

The Licensing Authority representations are primarily concerned with the four licensing objectives;

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

Following our telephone conversation on 24 January 2024, I have assessed the contents of your email based on my concerns.

The Licensing Authority require the following points to be included in the operating schedule or added as conditions on the premises licence:

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council.
2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
3. The CCTV system shall display on any recordings the correct date and time of the recordings.
4. The Licence holder/DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request.
5. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premise is open. This staff member must be able to provide Police or Authorised Council Officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
6. A “Challenge 25” policy shall be adopted and adhered to at all times
7. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
8. Alcohol to be consumed on the premises shall only be provided as an accompaniment to a meal.
9. A personal licence holder is to be on duty at the premises whenever the premises is open for licensable activities.
10. Any staff directly involved in selling alcohol for retail to consumers and managers shall undergo basic training of Licensing Act 2003 legislation. This shall be documented and signed for by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.
11. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:
 - a) all crimes reported to the venue
 - b) all ejections of patrons
 - c) any complaints received.
 - d) any incidents of disorder
 - e) all seizures of drugs or offensive weapons
 - f) any faults in the CCTV system or searching equipment or scanning equipment.
 - g) any refusal of the sale of alcohol
 - h) any visit by a relevant authority or emergency service.
12. Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
13. The rear garden shall cease use at 22:00hrs.
14. The designated smoking area (DSA) shall be located at the front of the premises facing Craven Park Road. When the premises licence is in operation the DSA shall be limited to no more than 5 (five) people at any one time. This shall be supervised at all times.

15. There shall be a zero-tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to police.

16. Unaccompanied children shall not be permitted on the premises at any time. All children under the age of 18 shall be accompanied by a responsible adult at all times.

17. All deliveries shall take place during normal working hours (i.e.08.00hrs to 18.00hrs daily).

18. SIA door supervisors of a suitable number, gender mix and other suitable measures shall be put in place after undertaking a sufficient and suitable risk assessment based on the proposed event at the premises.

19. SIA security shall wear high visibility armbands to ensure that they are easily identifiable on CCTV.

20. A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept at the premises and made available to the Police and Licensing Authority.

21. Where the premises do not trade under the restaurant conditions imposed by this licence, the premises shall use ID Scan and for all patrons.

In order for the Licensing Authority to withdraw this representation, it will be necessary for you to confirm in writing that your client is willing to accept the above conditions.

Yours sincerely,



Esther Chan
Licensing Inspector
Regulatory Services

