

Proposed Annex Two Conditions

Carlton Lounge, 232 – 234 Kingsbury Road, London, NW9 0BH (Premises licence number: 362998)

The prevention of crime and disorder.

1. The premises shall install, operate, and maintain a digital colour CCTV system. The CCTV system shall continually record whilst the premises are open for licensable activities and all recordings shall be kept for 31 days. [To replace Annex Two, Condition 1]
2. A member of staff who is conversant with the operation of the CCTV system shall always be available at the premises whilst open to the public. CCTV footage shall be provided on removable media (i.e., USB, hard drive, CD etc.). [To replace Annex Two, Condition 1]
3. The CCTV system shall display on any recordings, the correct date and time of the recording. [To replace Annex Two, Condition 1]
4. The CCTV system shall be capable of obtaining clear facial recognition images of every person entering or leaving the premises with further CCTV cameras covering the internal areas stipulated on the premises plan and any additional external area that members of the public can access. [Additional]
5. Signage stating that CCTV is in operation shall be clearly and prominently displayed at the premises. [Additional]
6. A minimum of 2 SIA licensed door supervisors shall be on duty after 22:00 if the premises will be open past 01:00. [To replace Annex Two, Condition 2]
7. All SIA licenced door supervisors shall wear clothing that can be clearly and easily identified. [Additional]
8. A log shall be kept of the SIA door supervisors working on any night to include their full name, date of birth, Security Industry Authority licence number, company and booking on-off times. A copy of SIA door supervisor log shall be

available upon request by Police and authorised officers from Brent Council.
[Additional]

9. There shall be no open glass vessels permitted outside the area defined on the premises plan. [To replace Annex Two, Condition 3]
10. An incident log shall be kept at the premises and made available for inspection upon request by an authorised officer of Brent Council or the Police, which will record the following:
 - (a) any incidents of crime and disorder.
 - (b) any customers barred from the premises.
 - (c) any ejections from the premises.
 - (d) seizures of drugs or offensive weapon.
 - (e) any complaints received.
 - (f) any faults in the CCTV system.
 - (g) any visit by a relevant authority or emergency service.[To replace Annex Two, Condition 4]
11. Any entries into the log shall be made within 24 hours of any incident and shall contain the time/date of the incident, the nature of the incident, a description of the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. [To replace Annex Two, Condition 4]
12. The premises licence holder shall undertake a written search policy as a preventative measure to negate patrons from bringing in any prohibited drugs, weapons, or any other unlawful item onto the premises. [To replace Annex Two, Condition 5]
13. Notices shall be conspicuously displayed at the entrance notifying patrons that the premises reserves the right to undertake searches upon entry to the premises and that the premises has a “no drugs policy”. [To replace Annex Two, Condition 5]
14. Substantial meals and alcohol-free drinks shall be always available for patrons whilst the premises are selling alcohol. [To replace Annex Two, Condition 9]
15. There shall be no entry or re-entry to the premises permitted after 00:30 on Sunday to Thursday and 02.00 on Friday and Saturday. [To replace Annex Two, Condition 28]
16. There shall be at least 4 members of bar staff on site after 00:00 hours.
[Additional]

Public safety.

17. The maximum number of persons permitted on the Ground Floor shall not exceed 300 persons including staff. The maximum number of persons permitted on the First Floor shall not exceed 150 persons including staff. [To be kept as per Annex Two, Condition 21]
18. There shall be no smoking of shisha through "alcoholic drinks". [To replace Annex Two, Condition 20]

The prevention of public nuisance.

19. The outside drinking areas shall be closed after 23:00. [To replace Annex Two, Condition 7].
20. Ingress and egress notwithstanding, all doors and windows shall remain during any regulated entertainment and/or after 22:00 in all circumstances. Staff shall undertake regular checks to ensure that all doors and windows are closed. [To replace Annex Two, Condition 12, 17 & 18]
21. The playing of live or recorded music shall not be permitted in any external area after 22:00 hours apart from within the designated shisha areas as defined on the premises plan. [To replace Annex Two, Condition 14]
22. The internal areas from which any recorded music or live music is undertaken, the premises shall ensure that it sound proofed to prevent noise breakout. [To replace Annex Two, Condition 16]
23. If any live or recorded music provided at the premises, noise monitoring shall be undertaken by a trained member of staff between 22:00 until the closure of the premises. Noise monitoring shall involve walking to the nearest noise sensitive premises and take place at least once every two hours. [Additional]
24. All noise monitoring visits shall be recorded in writing, stating the time of the visit, location, whether noise was or was not audible and any action taken. The noise monitoring log shall be kept at the premises in hard copy form and be produced upon request to any authorised officer of Brent Council. [Additional]
25. A telephone number shall be made available to be used by residents in relation to any complaint of noise resulting from the premises. The premises licence holder shall ensure that all complaints made by residents, and any action taken, are recorded within the incident log. [Additional]

26. Clear and legible notices shall be prominently displayed at the exit requesting patrons to respect the needs of residents when leaving the premises. [To replace Annex Two, Condition 13]
27. The placing of bottles into receptacles outside the building shall not be permitted between 22:00 hours & 09:00 hours the following morning. [To replace Annex Two, Condition 25]

The protection of children from harm

28. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport, or proof of age card with the PASS Hologram. [Additional]
29. A Challenge 25 notice shall be conspicuously displayed at the point of sale. [Additional]
30. A logbook shall be kept recording all refused sales of alcohol. The log shall contain the time/date of the refusal, a description of the customer, the name of the staff member who refused the sale, the reason the sale was refused and any other relevant observation. The refusals register shall be made available for inspection upon request of an authorised officer of a Brent Council and the Police. [Additional]
31. No person under the age of 18 shall be admitted unless accompanied by a responsible adult. [To replace Annex Two, Condition 24]
32. No person under the age of 18 shall be permitted entry or allowed to remain at the premises after 21:00 hours. [Additional]
33. Staff training shall be undertaken by all members of staff involved with licensable activities. Additionally, all staff shall undergo refresher training every 12 months which shall also be recorded. Staff training shall include the following topics:
- (a) Age verification policy.
 - (b) CCTV operation.
 - (c) Conflict management.
 - (d) Operating procedures.
 - (e) Proxy Sales.
 - (f) Permitted hours and relevant conditions.
 - (g) Noise monitoring.
- [To replace Annex Three, Condition 29]

34. Training records shall include the time/date of the training, staff members name, training topic and must be signed off by the relevant staff member and the respective premises licence holder/designated premises supervisor/duty manager. [To replace Annex Three, Condition 29]
35. A copy of staff training shall be available upon request by Police and authorised officers from Brent Council. [To replace Annex Three, Condition 29]

Wembley Stadium Event Days

36. During Wembley Stadium event days, patrons shall not be permitted to congregate outside the premises, save for ingress. [To replace Annex Two, Condition 10]
37. During Wembley Stadium event days, all drinks shall be decanted into either toughened glass, polycarbonate material or any other type of plastic vessel. [To replace Annex Two, Condition 10]
38. During Wembley Stadium event days, the DPS or relevant duty manager shall work in partnership with the Police and if necessary, comply with any direction given by a senior Police Officer, or Licensing Authority, on duty at the event. These directions may include:
 - (a) Cease the sale of alcohol for a specified amount of time. This shall be monitored, and the supply of alcohol reinstated as soon as is possible.
 - (b) Closing the entire premises for a specified amount of time. This shall be monitored, and the premises reopened as soon as possible.

The following conditions are to be removed:

1. *Signs alerting customers to theft shall be displayed. [To be removed, as it's unenforceable]*
2. *A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises. [To be removed, duplication of existing legislation]*
3. *No noise or vibration shall be detectable at any neighbouring noise sensitive premises. [To be removed as inaudibility conditions have been quashed due to lack of precision. As per Developing Retail Ltd v East Hampshire Magistrates' Court [2011] EWHC 618 (Admin)]*

4. *Nudity, striptease and other entertainment of an adult nature shall not be permitted on the premises. [To be removed, duplication of existing legislation]*
5. *The locks and flush latches on the exit doors and gates shall be unlocked and kept free from fastenings other than push bars or pads whilst the public are on the premises. [To be removed, as it's unenforceable]*
6. *The socket outlets (or other power supplies used for DJ equipment, band equipment and other portable equipment) that are accessible to performers, staff or the public shall be suitably protected by a residual current device (RCD having a rated residual operating current not exceeding 30 milliamps). [To be removed, as it's unenforceable]*
7. *The Licensee shall undertake a risk assessment of any significant promotion or event, using the Metropolitan Police Service Promotion/Event Risk Assessment Form (Form 696) or an equivalent and provide a copy to the Metropolitan Police and Brent Council's Licensing Unit not less than 14 days before the event is due to take place. [To be removed, The Metropolitan Police Service has withdrawn the use of Form 696 and therefore it's unenforceable.]*
8. *Where an event has taken place the licensee shall complete a Debrief Risk Assessment Form (Form 696A) and submit this to the Metropolitan Police and Brent Council's Licensing Unit within 3 days of the conclusion of the event. [To be removed, The Metropolitan Police Service has withdrawn the use of Form 696 and therefore it's unenforceable.]*