

PREMISES LICENCE APPLICATION

SUPPORTING DOCUMENTS

PREMISES ADDRESS

Name	Fat Cat Desserts		
Address	34 Park Parade, Harlesden		
	London	Postcode	London

DESCRIPTION OF THE PREMISES

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<p>Fat Cat Desserts is a small take-away shop selling all manner of desserts including cakes, ice cream, waffles, crepes, hot cookie dough, milk shakes, cold drinks and hot drinks. No alcohol is sold or will be sold from the premises.</p> <p>Due to the requirement for some of these to be cooked hot, the applicant is seeking a Premises Licence for Late Night Refreshment, to allow them to open beyond 23.00.</p> <p>The shop is not a café and no seating is made available for customers inside or outside the premises, the premises work purely on a take-away and delivery model only. Due to the very limited space inside, customers attend the premises and then leave.</p> <p>The premises has operated for 4 months without incident and feel they now have the operation at a point where they can expand the hours in a responsible way and benefit from the additional number of deliveries that tend to come in later in the evenings.</p>

PROPOSED PREMISES LICENCE CONDITIONS

General – All Four Licensing Objectives

1. Appropriate induction training shall be undertaken with all relevant staff, to cover appropriate subjects for their role including:
 - a. The responsibility to refuse service to any person who is drunk and or disorderly.
 - b. To regularly clear litter to the front of the premises
 - c. The dispersal of patrons from the front of the premises
 - d. To instruct delivery drivers in noise reduction measures
 - e. Fire safety & emergency evacuation procedures

Refresher training shall be undertaken with all staff at least every 12 months

All training shall be recorded and training records made available on request to an authorised officer of the Licensing Authority or the Police.

2. The premises shall maintain written reports and registers. These shall be kept for a minimum of 12 months and made available to the police and any authorised officer of the licensing authority on request. Records shall be maintained of the following:
 - a. Any complaint against the premises in respect of any of the licensing objectives
 - b. Any crime reported at the premises
 - c. Any temporary or permanent exclusion from the premises of customers
 - d. Any fault in the CCTV system

Where required reports shall detail any follow-up action taken by the premises licence holder

3. The delivery of late night refreshments shall be only be made to a residential or business address, where the customer uses that address as an official place of residence or their recognised designated place of work. The delivery of late night refreshments shall not be made or completed in a public place (on the street, in a park, by the bus stop, etc.).

The Prevention of Crime and Disorder

4. The venue shall maintain a CCTV system. The CCTV system shall continually record whilst the venue is open for licensable activities and / or when customers remain on the premises. All recordings shall be time & date stamped, maintained for a 31-day period and be made available to the Police or authorised officer of the licensing authority upon request. The CCTV system shall:
 - a. Cover all entry points used by the public.
 - b. Enable frontal identification of persons entering in any light condition.
 - c. Cover the external frontage of the premises.
 - d. Be maintained by a suitably qualified person.
5. Sufficient competent persons should be authorised by the premises licence holder to provide the Police with downloaded CCTV data (footage and / or images) in an appropriate recorded format (usually to a

disc, memory stick or data file sent electronically) when formally requested to do so. The authorised person(s) should be sufficient to enable such data to be obtained by the police within 48 hours of a formal request being made.

6. Sufficient competent persons should be authorised by the premises licence holder to ensure that at all times the premises is open to the public, a member of staff is available to show the Police, when formally requested to do so, any images / footage from CCTV system with a minimum of delay.
7. No new admissions or re-admissions shall be allowed to the premises after 02.00 on Sunday to Thursday and 03.00 on Fridays & Saturdays.

Public Safety

8. A fire risk assessment shall be conducted and regularly reviewed. In-line with the Fire Risk Assessment:
 - a. Heat / Smoke detectors are installed and maintained by a competent person.
 - b. Fire extinguishers are installed in accordance with the recommendations of the fire risk assessment.
 - c. Emergency lighting is installed in accordance with the recommendations of the fire risk assessment.
 - d. All emergency exits are marked on the premises plan.
9. The number of persons accommodated at any one time (excluding staff) shall not exceed 10 persons.

The Prevention of Public Nuisance

10. Commercial waste shall not be collected from the premises between the hours of 22.00 and 06.00 on any day
11. Deliveries related to the permissible Licensable Activities shall not take place between the hours of 22.00 and 09.00
12. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises.
13. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
14. Telephone contact details for the premises shall be provided to residents and the Responsible Authorities on request.
15. A sign requesting customers to respect local residents and leave the premises quietly, shall be displayed at each public the exit to the premises.
16. All external doors to the premises shall remain closed after 23.00 except for entrance and egress, to prevent noise escaping from the premises.
17. Staff shall actively discourage patrons from congregating around the outside of the premises after 23.00 and shall actively attempt to move them away from the premises.
18. Alcohol shall not be brought onto the premises by customers.

19. Notices shall be displayed at the premises asking delivery drivers to use their vehicles in a responsible manner so as not to cause a nuisance to any residents or generally outside the premises; not to leave engines running when the vehicles are parked; and not to obstruct the highway.

The Protection of Children from Harm

20. Unaccompanied children under the age of 18 years shall not be permitted on the premises after 00.00 on any day.
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