

Condition	This is condition being complied with
<p>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:</p> <p>(a) all crimes reported to the venue</p> <p>(b) all ejections of patrons</p> <p>(c) any complaints received</p> <p>(d) any incidents of disorder</p> <p>(e) all seizures of drugs or offensive weapons</p> <p>(f) any faults in the CCTV system or searching equipment or scanning equipment</p> <p>(g) any refusal of the sale of alcohol</p> <p>(h) any visit by a relevant authority or emergency service</p>	<p>Yes/No</p>
<p><b>Closing down procedure</b></p> <p>On a nightly basis, all staff need to evaluate the issue of our customers waiting for transport outside the premises, and implement a policy that will minimise any noise disturbance that our neighbours may be subjected to. Safe travel at night also needs to be considered and groups of customers / friends should be encouraged to go home together and not leave others behind.</p>	<p>Yes/No</p>
<p>Managers must implement a staggered closure policy, across the different room of the premises</p>	<p>Yes/No</p>
<p>Managers must implement a Soft Closure Policy for the final 20 minutes of an evening, allowing customers to compose themselves, think about &amp; plan their journey home (cab, bus, a ride from a sober friend) while they're still inside the premises. If customers enquire as to transport or taxi information, direct them to the signage displayed on the window by the main entrance or behind the bar. Once they leave The Premises, there is a better chance of them dispersing quicker from the pavement. So, for the final 20 minutes of the night:</p> <ul style="list-style-type: none"> <li>• Leave lights low</li> <li>• Turn the music off</li> </ul>	<p>Yes/No</p>
<p>Door Supervisors must remain on site until all customers have been cleared from the premises and dispersed from the surroundings. Make sure they are safely and quietly on their way.</p>	<p>Yes/No</p>
<p>When customers are leaving The Premises at night, their noise on the street must be minimised by implementing the following:</p>	<p>Yes/No</p>

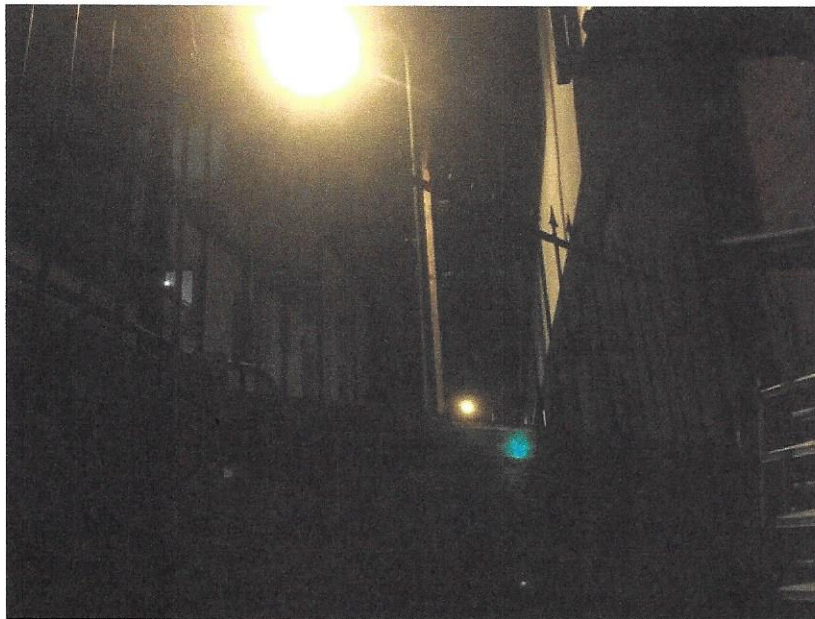
Condition	This is condition being complied with
Ensure that no customers leave the premises with their drinks. No drinks are allowed outside at any time.	Yes/No
Provide taxi telephone details and night bus details to customers by way of signage and verbal communication from staff to customers.	Yes/No
Allow extra time for drinking up so that customers leave The Premises over a longer period of time. This should minimise the congregation of crowds outside the Premises	Yes/No
If customers are congregating outside the Premises at closing time on any given night, a staff member must facilitate the dispersal of these customers to minimise noise and eliminate flash points.	Yes/No
All staff, including Door Supervisors, must be trained to carry out these tasks and to facilitate effective crowd dispersal at the end of any given evening, and ensure that they have signed a staff record form to verify that they have been trained in these processes	Yes/No

<u>Other observations</u>	<u>Yes / No</u>
Premises is compiling with all mandatory licence conditions	Yes / No / NA
Premises has a fully functional CCTV system that is installed and maintained	Yes / No / NA
Premises has an up to date fire risk assessment that is available for inspection	Yes / No / NA
All fire safety equipment is up to date and operational, and all means of escape are adequately lit and unobstructed.	Yes / No / NA
Premises has documented evidence of staff training, including ( not exclusive ) not serving to persons intoxicated, under age, first aid, crime prevention and under age sales	Yes / No / NA
<u>Surveillance Inspection Notes</u>	<u>Date and time</u>

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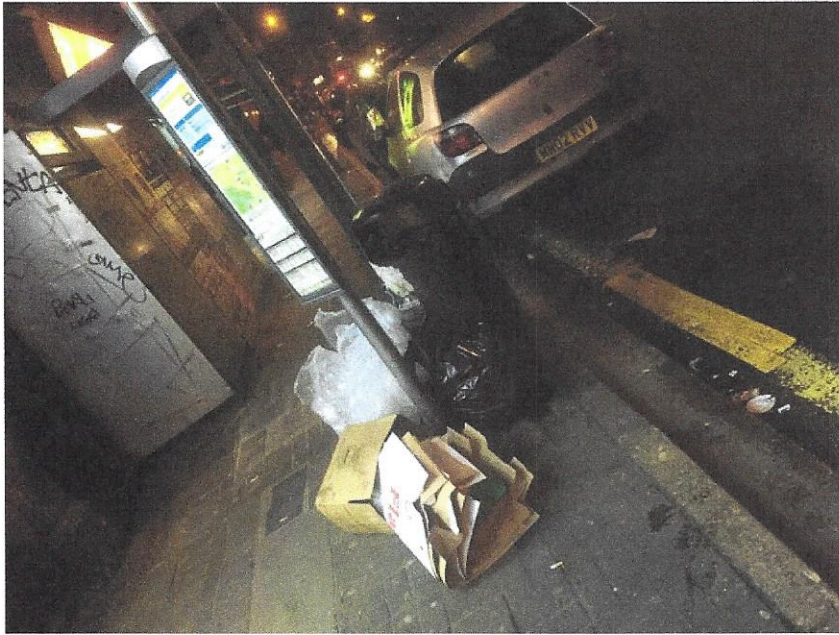
Customer peeing at 00:12 not Paradise customer.

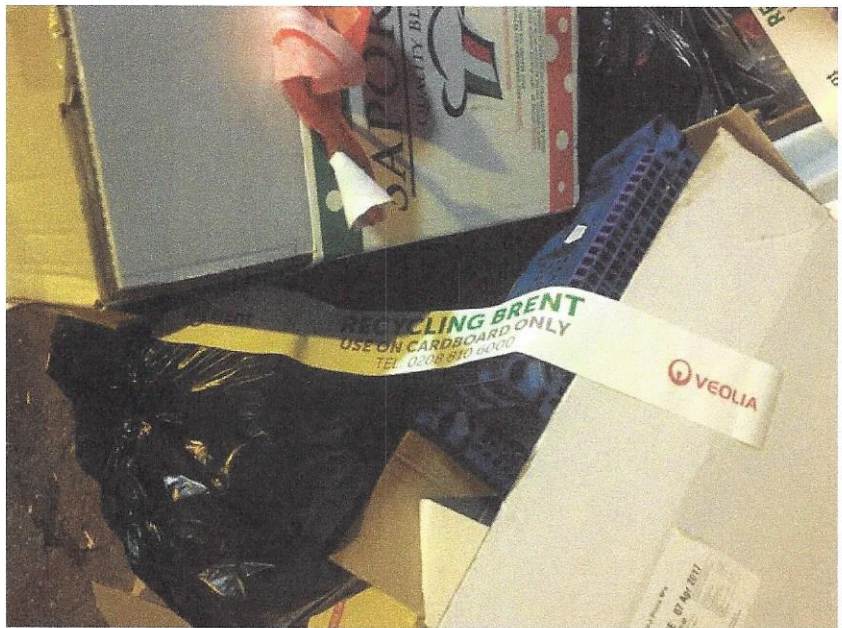
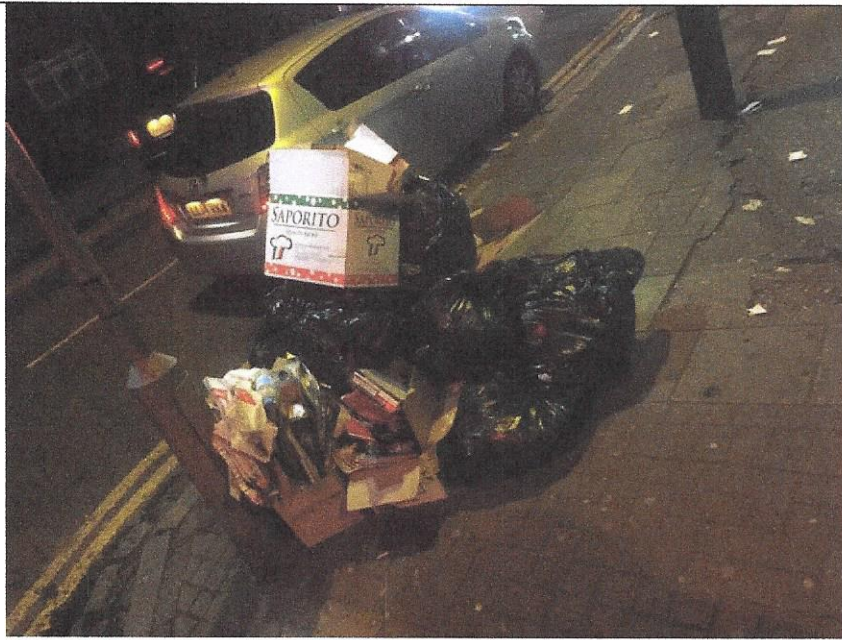
Took picture of people using the waste bin as table for street drinking The waste bin is unfortunately on the curtilage of the premises so not on Council land



Took picture of garden railing, I believe it would be worth investing acoustic panelling or a screen to prevent customer noise escape from the garden.

Pictures of rubbish left on the street from other licensed premises, all Paradise rubbish is kept on the premises and collected during the day time





0056 urinating not customer from paradise

Three late night refreshment premises within 20 metres of Paradise. The Road is mostly double yellow lines, the latest one is opened is 05:00. Will check licenses on line.

There is a bar restaurant on Regent Street with a terminal hour for alcohol of 02:00, it closed at 01:00 this evening.

Regent Street has double yellow lines, and is also traffic through route.

**Other information**

41 members Staff employed on a Saturday, in total there are 23 left to close including 4 managers per shift minimum of 3 on a weekend shift

Garden closed at 0130.

At a duty manager is positioned outside sole responsibility to help with quiet egress

SIA Security at end of the road at 0130.

SIA Security were giving people travel information as they were leaving the premises.

Customers leave the premises via taxi, this is combination of Black taxi, Ubers, and people being directed to the local taxi company.

0208 2 people left in upstairs room.

Taxi management is a challenge that the management need to remain on top of as the road is narrow, at 01:00 two night buses passing beeped hours to say hello.

28 CCTV camera in the premises including two camera covering outside area of the premises

<u>Office observations</u>	<u>Yes / No</u>
Premises has no outstanding enforcement action in respect of Licensing Act 2003	Yes / <b>No</b> (If yes details specified below)
Premises have not been served a Section 19 closure notice in last 12 months.	Yes / <b>No</b> (If yes details specified below)
Premises has no outstanding enforcement action in respect of Environmental Protection Act	Yes / <b>No</b> (If yes details specified below)
Premises is an active participant in pub watch or other business to business best practice scheme	<b>Yes / No</b>

**Declaration by inspecting person**

**Print Name: Niall Forde**

**Date: 05 March 2017**



**Signed**

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**TAB 13**

**NIALL FORDE APPENDIX 5**

**PARADISE LICENSING TRAINING LOG**

## Paradise Ingress & Egress Plan.

Head of security to arrive 1-hour pre doors to go over the security arrangements and to assign positions.

At 8:55pm prior to door girl starting, rest of the door team arrives for brief. This includes door girl, a manager and rest of security team.

Rope barriers are put up on the outside the front door along the right hand side on Kilburn Lane. These barriers are put up in a 3 queue configuration. Care must be taken not to block the the footpath and always making sure the front door is free at all times , as this is a designated fire escape. The barriers is never extend beyond the corner of the Paradise.

Rope barriers are also put on the left of the venue cordoning an area for smokers.

Security will be placed in the following manner as to insure no fire exits are blocked and to direct customers into the correct queue. These locations are as follows. One at front door of Paradise opening and closing doors for the guests, one at the beginning of the barriers monitoring the queue , one floating in the front area being vigilant and making his presence felt on the footpath and the smoking area on the left of the entrance.

A steward must be placed at the Regent Street making sure people are not to make any noise or any other antisocial behavior in his presence.

**NO BARRIERS OR TRAFFIC CONES ARE PERMITTED TO BLOCK OR OTHERWISE OBSTRUCT THE ROAD AT ANY POINT!**

The following arrangements must be adhered to without fail.

Security must make a conservative effort in ensuring that every one leaving the venue to do so in a quite and civilized manner.

All doors leading to the front door area must remain closed as much as possible to prevent sound leakage. Door are not to be propped open at any point.

Steward must position themselves in a High Visibility jacket at the junctions with Kilburn Lane & Regent Street to ensure that any one entering from this side is asked to remain quite as this is a residential area.

No barriers, traffic cones, boards of any kind should be used to block or otherwise obstruct the flow of traffic at any point.

Any vehicles blocking the road should be asked to move on swiftly.

No vehicles should be allowed to park in front of the venue obstructing traffic.

Any guest exiting the venue must be asked to remain quite while leaving the area.

No bottles or glasses are permitted outside the venue and any such objects must be removed from the area at the soonest available opportunity.

After the last guest has left the building all security must be implemented to move all guests from the area and towards the Chamberlene Road or Harrow Road.

Any disturbances must be reported to the General Manager or to the duty manager at the end of the night.

Any communication from our neighbors, the local authorities & the police should be reported to a manager immediately.

The area outside the venue and the length of Regent Street must be swept and all bottles glasses and other materials are to be picket up at the end of the night.



# Paradise Entrance and Egress document

00057

## Entrance Mode

- Head of security to arrive 1-hour pre doors to go over the security arrangements with management and to assign positions.
- At 5min prior to door girl starting rest of the front door team arrives for brief. This includes door girls, a manager and rest of security team.
- Rope Barriers are put up outside the front door on the right hand side for queuing up and on the left hand side for smoking. Care must be taken not to block the main entrance, as this is a designated fire escape.
- It is the responsibility of the security to control noise levels outside the front door area and to inform passersby that this is a residential area and to keep quite.
- All searches to be conducted just before the entrance outside the main doors.
- If you are positioned on the front door it is your responsibly to:
  - i. To actively monitor and control all noise levels from customer, passersby and vehicles.
  - ii. Ensure the safe queuing of all customers in a controlled manner.
  - iii. To be informative in relation to entry cost, safety and waiting times (at the managers instruction.
  - iv. To ensure that any underage, intoxicated or abusive guests are pointed out to the head of security/ management.
- Once the customer has passed the cashier the security team member there should direct customers into the venue and be able to give directions and answers to the cloakrooms, bars, toilets etc.
- A steward is stationed at the junction of Regent Street and Kilburn Lane all night to keep area clear.
- Security should then take their places at the following positions at the front of the venue as directed by the head of security.
  1. In this position you are responsible for the accurate clicker count of people entering & exiting the building. Inform the door girl/management of any VIP/DJ arrival.
  2. In this position you are responsible for managing the front of the queues, bag checks and body search if need be. Here the door person/manager, answering the front customer's questions & inform customers to take care and look after their belongings while searching all customer bags. All of this in a polite friendly manner.
  3. This position entails: Insure the step is unobstructed, monitor and control the queue system, allow guests to move in a controlled manner and direct customers to the back of the queue if they try to jump the queue. Also in this position you should re-inform customers to have tickets & correct money ready and check ID's in a polite friendly manner.

**All of the above should be done in a polite & professional matter.  
If you have any questions about the above please ask a manager or the Head of security.**

## Exit Mode

The exit setup must be implemented when we close the garden area, times vary on night depending on busyness usually half an hour before we close and front smoking area barriers to be taken off at 10minutes to close. Main queue barriers are to be taken off as to direct the flow at the same time.

*The Columbo Group Ltd- Paradise By Way of Kensal Green*

## **Licensing Instructions**

There are strict laws and company rules concerning the sale of alcohol. This form is designed to ensure that you understand your responsibilities. You must therefore observe the rules and sign this form before you are allowed to serve alcohol.

Breaking the law can result in heavy fines and the loss of our licence. At the very least, in the event of the authorities discovering that you have served alcohol to someone under the age of 18 or someone who is drunk, you could be issued with an £80 fixed penalty notice, which would be your personal responsibility to pay. A conviction for any matters listed over on the next page, not only leaves you with a criminal record but may also prevent you from becoming a personal licence holder in the future. In addition, if you do not comply with these rules, disciplinary action may be taken against you that could result in the loss of your job.

The licensing act 2003 requires that every sale of alcohol must be *made* or *authorised* by a Personal Licence Holder. A Personal Licence Holder is someone who has been trained in Licensing Law and satisfied a number of criteria in order to obtain their Personal Licence.

**You are authorised to sell alcohol at Paradise By Way Of Kensal Green, 19 Kilburn Lane, W10 4AE by Steve Ball**

1. It is **illegal** to sell alcohol to anyone who is under 18 and if I have any doubts I **must** challenge for ID. If I break this rule, I will be committing a criminal offence
2. CHALLENGE 25 - If a customer looks under 25 you **must** ask for identification
3. Acceptable ID is a valid passport, a UK photocard driving licence, or ID card which has the PASS logo in the hologram. **No other form of ID is acceptable**
4. You **must** inform any other member of staff who is serving someone, if you believe that person is under 18
5. It is **illegal** to serve alcohol to someone over 18 if you suspect it may be for a person **under 18**
6. It is **illegal** for anyone under 18 to consume alcohol on the premises.
7. It is **illegal** to serve anyone who is drunk or appears to be drunk
8. You **must** not serve alcohol to the companion of a drunken person for the drunken person's consumption
9. You **must** ask anyone you believe to be drunk or disorderly to leave the premises
10. You **must not** serve any alcoholic drinks after the end of trading hours

Weights and Measures Act specifies the measures in which some drinks are to be dispensed and type of glasses in which they are sold.

**WHISKEY, GIN, RUM and VODKA**

- The Weights and Measures Act (Intoxicating Liquor) Order 1988 further requires that whiskey, gin rum and vodka be sold for consumption in a bar in measures of 25ml or multiples thereof, or 35ml or multiples thereof.
- These measure requirements do not apply:
  - When a drink including whiskey, gin, rum or vodka contains a mixture of three or more liquids.
  - When a customer specifies the quantity of any of these spirits required in a mixed drink.
  - The customer should always be able to see you pouring the measure either via optic or thimble measure.

### **WINE**

- Licensees are increasingly offering wine to their customers and it is often sold by the glass. When sold by the glass the wine must be in measures of 125ml or 175ml or multiples thereof. Both measures may be used on the premises. The licensee must display a statement setting out the measures that are in use. This statement may be included on the menu or wine list. There is no requirement to serve wine in a lined glass.

Measures are 175ml, 250ml and 750ml. Any or all of these measures may be used in the same premises and the licensee is required to display a statement setting out the quantities contained in such carafes or vessels. This statement may be included on the menu or wine list.

### **ADULERATION**

- You **MUST** not add any other substance e.g. water to any drinks unless requested by the customer.
- I have read and understand the information above, and understand that non-compliance to these laws could result in disciplinary action

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

00061

Training	Licensing Instructions			
Trainer	SCOTTIE			
Date	1/10/17			
Employee	Attendance	Attendance		
Argent		Y		
Orsola		Y		
Hollie		Y		
Ali		Y		
Josh		Y		
Justas		Y		
Lora		Y		
Tom		PT		
Kaled		Y		
Alice		H		
Cristina		Y		
Daniele		Y		
Luke		Y		
sheree		Y		
Vincenzo		Y		
COSIMO		Y		
PIETRO		Y		
Waqas		Y		
Thamila		Y		
Paula		Y		
Stella		Y		
Julija		Y		

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**TAB 14**

**NIALL FORDE APPENDIX 6**

**CUSTOMER SIGNAGE**

103

**THIS IS A  
RESIDENTIAL AREA**

---

**PLEASE RESPECT  
OUR NEIGHBOURS**

00063

PLEASE KEEP  
NOISE DOWN  
& RESPECT OUR  
NEIGHBOURS  
THIS IS A  
RESIDENTIAL  
AREA

105



00064

PLEASE KEEP  
NOISE DOWN  
& RESPECT OUR  
NEIGHBOURS  
THIS IS A  
RESIDENTIAL  
AREA

106

**TAB 15**

**NIALL FORDE APPENDIX 7**

**PARADISE INCIDENT LOGS**



**All incidents must be recorded.**  
Where an incident may lead to further action, for example an accident or injury to a customer or a team member it is vital that the Company Incident reporting procedure is followed in full, and that all relevant details are recorded, and the appropriate CCTV tapes are retained on site to assist in any investigation  
Where there are no incidents on that particular date please ensure that the log clearly states that this is the case, and that the log is not just simply left blank.

Time	Type of Incident	Details & Action Taken <small>(Note if Police/Ambulance called)</small>	Name/ Badge No.	Signature	Reported									
02-30		PEACEFUL NIGHT GUEST EXITED PEACEFULLY. SECURITY MANNED KILBURN LANE AND REGENT STREET. NO ISSUES'												
<table border="0"> <tr> <td>Expulsions</td> <td>Disorderly Conduct</td> <td>Other</td> </tr> <tr> <td>Drunk</td> <td></td> <td></td> </tr> <tr> <td>Smoke Violations</td> <td></td> <td></td> </tr> </table>						Expulsions	Disorderly Conduct	Other	Drunk			Smoke Violations		
Expulsions	Disorderly Conduct	Other												
Drunk														
Smoke Violations														
Enforcement Visit Log	Time of Visit	Details of visit/action taken	Manager Informed											

Daily Sign off – "I confirm that all incidents have been recorded and all information is correct."	<input checked="" type="checkbox"/>	Signature	Date
Head Doorman		<i>[Signature]</i>	8/3/17
Duty Manager			

### DOOR SUPERVISORS DUTY LOG

00066

Day <b>Friday</b>			Date <b>03/03/2017</b>		
Door supervisors on duty					
Name	Badge No.	Expiry Date	Time on	Time off	Signature
<b>Dee White</b>	<b>0130110422045387</b>	<b>2018</b>	<b>20:00</b>	<b>02:30</b>	<b>[Signature]</b>

Fire Exit Check	
I confirm that all fire exits are clear and unobstructed	
Time Checked	Initials
Start of Shift	
20:00	<b>DD</b>
20:30	<b>DD</b>
21:00	<b>DD</b>
21:30	<b>DD</b>
22:00	<b>DD</b>
22:30	<b>DD</b>
23:00	<b>DD</b>
23:30	<b>DD</b>
00:00	<b>DD</b>
00:30	<b>DD</b>
01:00	<b>DD</b>
01:30	<b>DD</b>
02:00	<b>DD</b>
02:30	<b>DD</b>
03:00	
03:30	
04:00	

Floor/Toilet Check Log	
Floor & toilet areas checked for spillage/glass and smoke violations at the following times and any hazards reported to the manager	
Time Checked	Initials
Start of Shift	
20:00	<b>DD</b>
20:30	<b>DD</b>
21:00	<b>DD</b>
21:30	<b>DD</b>
22:00	<b>DD</b>
22:30	<b>DD</b>
23:00	<b>DD</b>
23:30	<b>DD</b>
00:00	<b>DD</b>
00:30	<b>DD</b>
01:00	<b>DD</b>
01:30	<b>DD</b>
02:00	<b>DD</b>
02:30	<b>DD</b>
03:00	
03:30	
04:00	

Capacity Check Log	
Venue Capacity: <b>265</b>	
Time Checked	Initials
Start of Shift	
20:00	<b>DD</b>
20:30	<b>DD</b>
21:00	<b>DD</b>
21:30	<b>DD</b>
22:00	<b>DD</b>
22:30	<b>DD</b>
23:00	<b>DD</b>
23:30	<b>DD</b>
00:00	<b>DD</b>
00:30	<b>DD</b>
01:00	<b>DD</b>
01:30	<b>DD</b>
02:00	<b>DD</b>
02:30	<b>DD</b>
03:00	
03:30	
04:00	

Number of refusals at door <b>65</b>	Details of Complaints <b>NONE</b>
Reasons of refusals <b>NOT ON GUEST LIST</b>	Frequency of toilet checks <b>15</b>
Drunk <b>5</b>	Any incidents reportable <b>NONE</b>
No ID (Under age) <b>NONE</b>	Any contact with authorities <b>NONE</b>
Disorderly Conduct <b>NONE</b>	Details of external visits by our ops team <b>NONE</b>
Concealed Weapons <b>NONE</b>	No. of ID's Scanned <b>—</b>

FRIDAY 03/03/2018  
00067

**Paradise Security Log Book** - REGENT STREET

Time	Security Name				
22:00	NO ACTIVITY -	✓	✓	✓	✓
22:10	NO ACTIVITY	✓	✓	✓	✓
22:20	NO ACTIVITY	✓	✓	✓	✓
22:30	PEACE ON REGENT STREET	✓	✓	✓	✓
22:40	✓	✓	✓	✓	✓
22:50	NO ACTIVITY				
23:00	DROP OFF ON KILBURN LANE - NO ACTIVITY.				
23:10	NO ACTIVITY ON REGENT STREET.				
23:20	✓	✓	✓	✓	✓
23:30	✓	✓	✓	✓	✓
23:40	✓	✓	✓	✓	✓
23:50	POLITELY ASKED CLUB GUEST TO BE QUIET.				
00:00	NO ACTIVITY - PEACEFUL.				
00:10	✓	✓	✓	✓	✓
00:20	✓	✓	✓	✓	✓
00:30	✓	✓	✓	✓	✓
00:40	✓	✓	✓	✓	✓
00:50	PEACEFUL MOVEMENT - VERY QUIET.				
01:00	✓	✓	✓	✓	✓
01:10	✓	✓	✓	✓	✓
01:20	✓	✓	✓	✓	✓
01:30	✓	✓	✓	✓	✓
01:40	✓	✓	✓	✓	✓
01:50	ALTERCATION ON KILBURN LANE.				
02:00	CLUB SHUT NO ISSUES GUEST EXIT ON REGENT STREET.				

00068

SAT - 11 - 03 - 17

### Paradise Security Log Book

Time	Security Name	Notes
	DEE OSHILL	
22:00		NO ACTIVITY ON REGENT ST. - MANNED
22:10		MANNED - NO ISSUES
22:20		NO ACTIVITY ON REGENT STREET
22:30		✓ ✓ ✓ ✓ ✓
22:40		PEACE ON REGENT STREET
22:50		TAXI PICK UP ON REGENT STREET
23:00		PEDESTRIANS ON REGENT STREET
23:10		NO TRAFFIC OR DROP OFFS ON R/ STREET
23:20		BUS ACTIVITY ON KILBURN LANE
23:30		NO ACTIVITY ON REGENT STREET
23:40		MANAGERS PRESENT ON REGENT STREET
23:50		MANAGERS / STEWARDS ON REGENT ✓
00:00		1 ICI MAN WAS CAUGHT URINATING OUTSIDE NO 2 REGENT STREET
00:10		2 ICI MANS REFUSED ENTRY ATTEMPTED TO URINATE
00:20		
00:30		
00:40		ABOUT 15 GUEST FROM PARLOUR WENT INTO NO 2 REGENT ST.
00:45		ANOTHER 5 MORE GUEST WENT IN @ 00:46
01:00		GUEST LEAVING PARADISE CLUB
01:10		GUEST ASKED TO QUIET ON KILBURN LANE
01:20		SECURITY ABSENCE ON REGENT STREET
01:30		SMOKING AREA CLOSED
01:40		GUEST LEAV CLUB - REGENT STREET QUIET
01:50		GUEST GATHER QUIETLY ON KILBURN LANE R/S / QUIET
02:00		GUEST LOITERING OUTSIDE WAITING FOR CAR

|||

00069

FRI 10-03-17

Paradise Security Log Book

DEE OSWALD

Time	Security Name
22:00	SECURITY MAINTAINED REGENT'S STREET
22:10	ALL QUIET ON REGENT STREET
22:20	NO ACTIVITY ON REGENT STREET
22:30	REGENT STREET QUIET
22:40	NO ACTIVITY ON REGENT STREET
22:50	ALL QUIET ON REGENT STREET
23:00	✓ ✓ ✓ ✓
23:10	✓ ✓ ✓ ✓
23:20	REGENT STREET NO ACTIVITY
23:30	✓ ✓ ✓ ✓
23:40	✓ ✓ ✓ ✓
23:50	DROP OFF TAXI ON REGENT ST NO 2 RESIDENT
00:00	TAXI DROP OFF ON KILBURN LANE
00:10	NO ACTIVITY ON KILBURN LANE
00:20	✓ ✓ ✓ ✓
00:30	TAXI PICK UP ON REGENT STREET
00:40	ALL QUIET ON REGENT STREET
00:50	✓ ✓ ✓ ✓
01:00	GUEST ASKED TO BE QUIET ON KILBURN LANE
01:10	MORE GUEST LEAVING CLUB EXIT KILBURN LANE
01:20	TAXI PICK UPS ON KILBURN LANE
01:30	TWO SECURITY MAINTAIN REGENT STREET
01:40	SECURITY PRESENCE ON REGENT STREET
01:50	MORE GUEST LEAVING KILBURN LANE
02:00	GUEST QUIET WHILE EXITING CLUB

**All incidents must be recorded.**  
 Where an incident may lead to further action, for example an accident or injury to a customer or a team member it is vital that the Company incident reporting procedure is followed in full, and that all relevant details are recorded, and the appropriate CCTV tapes are retained on site to assist in any investigation.  
 Where there are no incidents on that particular date please ensure that the log clearly states that this is the case, and that the log is not just simply left blank.

Time	Type of Incident	Details & Action Taken <small>(Note if Police/ambulance called)</small>	Name/ Badge No.	Signature	Reported
		GUESTS REGULAR TO THE PREMISES WERE REFUSED ENTRY BECAUSE THEY WERE NOT ON THE GUEST LIST.			
		NO ISSUES - PEACEFUL NIGHT.			
Expulsions Drunk <input type="checkbox"/> Disorderly Conduct <input type="checkbox"/> Other <input type="checkbox"/> Smoke Violations <input type="checkbox"/>					
Enforcement Visit Log		Time of Visit	Details of visit/action taken		Manager Informed

Daily Sign off - "I confirm that all incidents have been recorded and all information is correct."

Head Doorman	<i>[Signature]</i>	Signature	<i>[Signature]</i>	Date	10/3/17
Duty Manager					



# DOOR SUPERVISORS DUTY LOG

00071

Date 10/03/2017

Door Supervisors on duty					Signature
Name	Badge No.	Expiry Date	Time on	Time off	
<u>DEE OSWALD</u>	<u>01501L0422045587</u>	<u>2018</u>	<u>20:00</u>		<u>[Signature]</u>

### Fire Exit Check

I confirm that all fire exits are clear and unobstructed

Time Checked	Initials
Start of Shift	
20:00	<u>DO</u>
20:30	<u>DO</u>
21:00	<u>DO</u>
21:30	<u>DO</u>
22:00	<u>DO</u>
22:30	<u>DO</u>
23:00	<u>DO</u>
23:30	<u>DO</u>
00:00	<u>DO</u>
00:30	<u>DO</u>
01:00	<u>DO</u>
01:30	<u>DO</u>
02:00	<u>DO</u>
02:30	<u>DO</u>
03:00	<u>DO</u>
03:30	<u>DO</u>
04:00	<u>DO</u>

### Floor/Toilet Check Log

Floor & toilet areas checked for spillages/glass and smoke violations at the following times and any hazards reported to the manager

Time Checked	Initials
Start of Shift	
20:00	<u>DO</u>
20:30	<u>DO</u>
21:00	<u>DO</u>
21:30	<u>DO</u>
22:00	<u>DO</u>
22:30	<u>DO</u>
23:00	<u>DO</u>
23:30	<u>DO</u>
00:00	<u>DO</u>
00:30	<u>DO</u>
01:00	<u>DO</u>
01:30	<u>DO</u>
02:00	<u>DO</u>
02:30	<u>DO</u>
03:00	<u>DO</u>
03:30	<u>DO</u>
04:00	<u>DO</u>

### Capacity Check Log

Venue Capacity: \_\_\_\_\_

Time Checked	Initials
Start of Shift	
20:00	<u>DO</u>
20:30	<u>DO</u>
21:00	<u>DO</u>
21:30	<u>DO</u>
22:00	<u>DO</u>
22:30	<u>DO</u>
23:00	<u>DO</u>
23:30	<u>DO</u>
00:00	<u>DO</u>
00:30	<u>DO</u>
01:00	<u>DO</u>
01:30	<u>DO</u>
02:00	<u>DO</u>
02:30	<u>DO</u>
03:00	<u>DO</u>
03:30	<u>DO</u>
04:00	<u>DO</u>

Number of refusals at door <u>65</u>	Details of Complaints <u>MANY GUESTS COMPLAINTING BECAUSE THEY WERE REFUSED -</u>
Reasons of refusals <u>NOT ON GUEST LIST</u>	Frequency of toilet checks <u>15</u>
Drunk <u>3</u>	Any incidents reportable <u>NONE</u>
No ID (Under age) <u>NONE</u>	Any contact with authorities <u>NONE</u>
Disorderly Conduct <u>2</u>	Details of external visits by our ops team <u>NONE</u>
Concealed Weapons <u>NONE</u>	No. of ID's Scanned <u>NONE</u>



00072  
INCIDENT REPORT



All incidents must be recorded.

Where an incident may lead to further action, for example an accident or injury to a customer or a team member it is vital that the Company incident reporting procedure is followed in full, and that all relevant details are recorded, and the appropriate CCTV tapes are retained on site to assist in any investigation

Where there are no incidents on that particular date please ensure that the log clearly states that this is the case, and that the log is not just simply left blank.

Time	Type of Incident	Details & Action Taken (Note if Police/ambulance called)	Name/ Badge No.	Signature	Reported
00:05	ICA	MALE WHO WAS DENIED ENTRY ATTEMPTED TO URINATE OUTSIDE NUMBER 2 REGENT STREET. HE WAS ADVISED TO MOVE AWAY.			
00:45		ABOUT 15 GUESTS FROM PARLOUR WENT INTO NO 2 REGENT STREET.			
00:46		ANOTHER GROUP OF 5 GUESTS WENT INTO 2 N/S STREET			
Expulsions		Disorderly Conduct		Other	
Drunk					
Smoke Violations					
Enforcement Visit Log		Time of Visit	Details of visit/action taken		Manager Informed

Daily Sign off - "I confirm that all incidents have been recorded and all information is correct."		<input checked="" type="checkbox"/>	Signature	Date
Head Doorman	Dee Osburne		DSH	11/3/17
Duty Manager				

KD SECURITY LTD

16 Old Town, Clapham Common, London SW4 8JY  
Tel: 020 7819 4282 - Fax: 020 7819 4283 - info@kdsecurity.co.uk - www.kdsecurity.co.uk

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# DOOR SUPERVISORS DUTY LOG

00073

Date 11/03/12

Day SATURDAY

Door supervisors on duty

Name	Badge No.	Expiry Date	Time on	Time off
<u>Dee Osune</u>	<u>0130110422045587</u>	<u>2018</u>	<u>20:30</u>	

Signature OSA

**Fire Exit Check**  
I confirm that all fire exits are clear and unobstructed

Time Checked	Initials
Start of Shift	
20:00	<u>DO</u>
20:30	<u>DO</u>
21:00	<u>DO</u>
21:30	<u>DO</u>
22:00	<u>DO</u>
22:30	<u>DO</u>
23:00	<u>DO</u>
23:30	<u>DO</u>
00:00	<u>DO</u>
00:30	<u>DO</u>
01:00	<u>DO</u>
01:30	<u>DO</u>
02:00	<u>DO</u>
02:30	<u>DO</u>
03:00	
03:30	
04:00	

**Floor/Toilet Check Log**  
Floor & toilet areas checked for spillages/plans and smoke violations at the following times and any hazards reported to the manager

Time Checked	Initials
Start of Shift	
20:00	
20:30	<u>DO</u>
21:00	<u>DO</u>
21:30	<u>DO</u>
22:00	<u>DO</u>
22:30	<u>DO</u>
23:00	<u>DO</u>
23:30	<u>DO</u>
00:00	<u>DO</u>
00:30	<u>DO</u>
01:00	<u>DO</u>
01:30	<u>DO</u>
02:00	<u>DO</u>
02:30	<u>DO</u>
03:00	
03:30	
04:00	

**Capacity Check Log**  
Venue Capacity: 327 #

Time Checked	Initials
Start of Shift	
20:00	<u>DO</u>
20:30	<u>DO</u>
21:00	<u>DO</u>
21:30	<u>DO</u>
22:00	<u>DO</u>
22:30	<u>DO</u>
23:00	<u>DO</u>
23:30	<u>DO</u>
00:00	<u>DO</u>
00:30	<u>DO</u>
01:00	<u>DO</u>
01:30	<u>DO</u>
02:00	<u>DO</u>
02:30	<u>DO</u>
03:00	<u>DO</u>
03:30	<u>DO</u>
04:00	

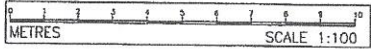
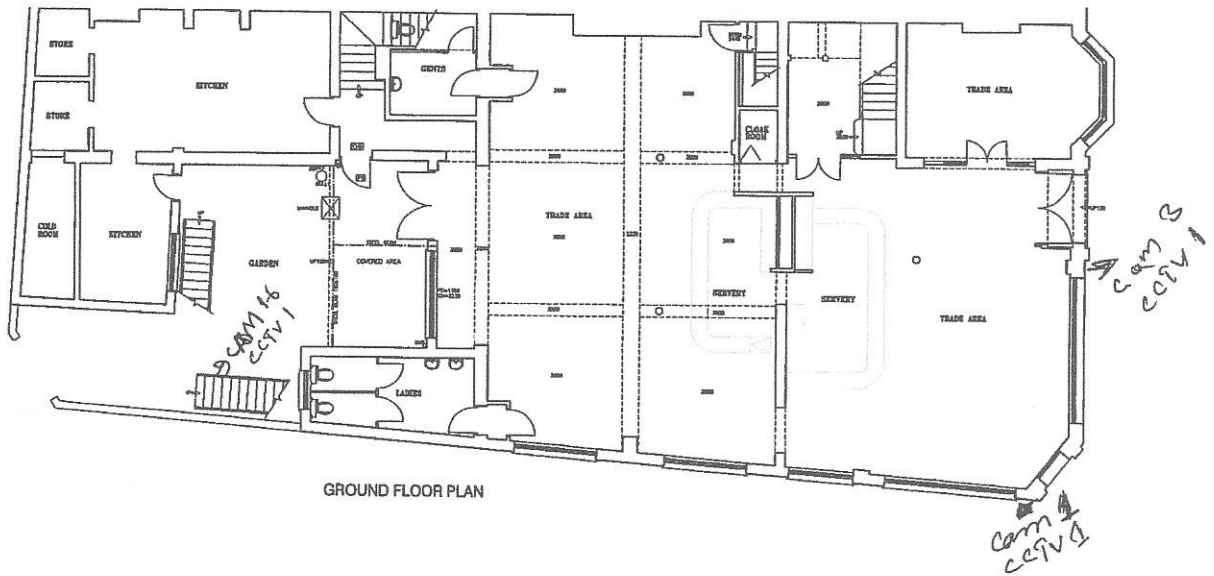
Number of refusals at door <u>50</u>	Details of Complaints <u>NONE</u>
Reasons of refusals <u>NOT ON GUEST LIST</u>	Frequency of toilet checks <u>15</u>
Drunk <u>NONE</u>	Any incidents reportable <u>NONE</u>
No ID (Under age) <u>NONE</u>	Any contact with authorities <u>NONE</u>
Disorderly Conduct <u>NONE</u>	Details of external visits by our ops team <u>NONE</u>
Concealed Weapons <u>NONE</u>	No. of ID's Scanned <u>NONE</u>


**TAB 16**

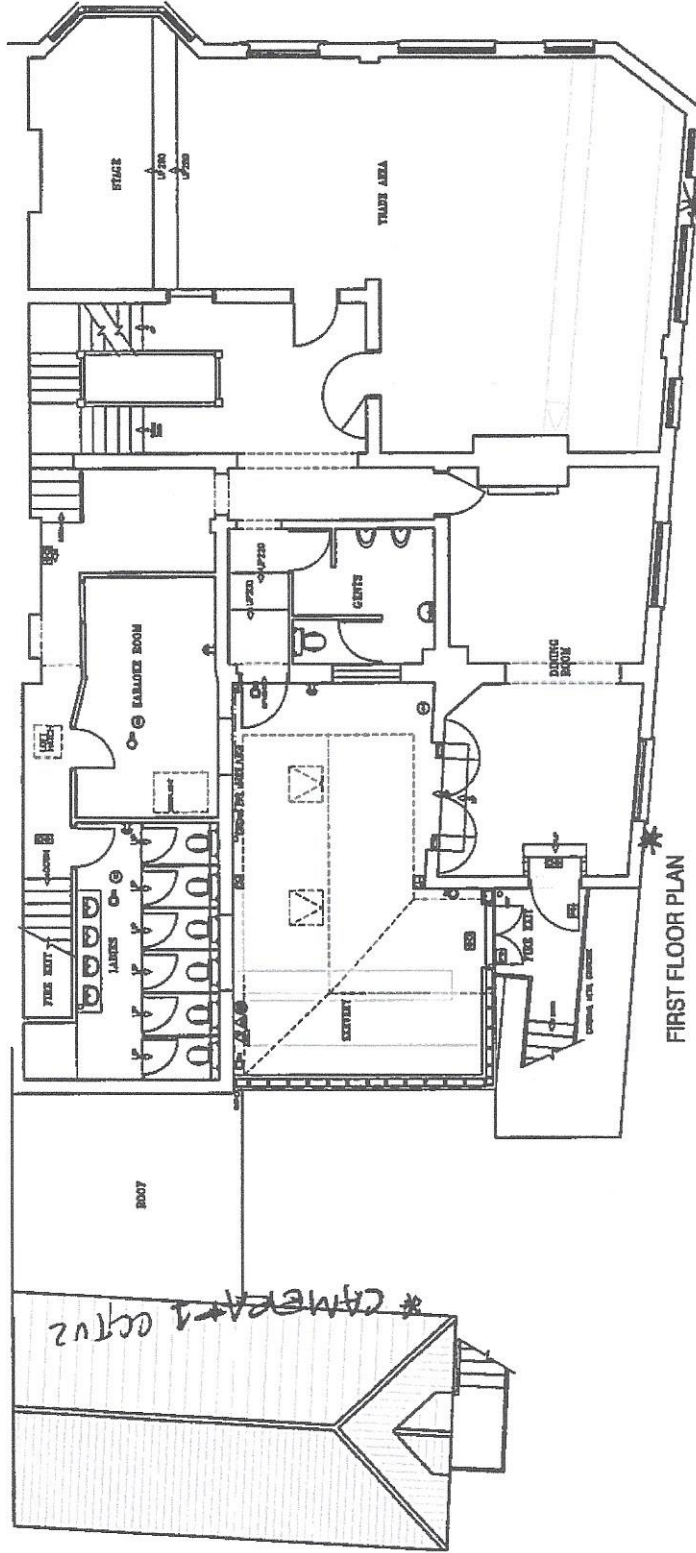
**NIALL FORDE APPENDIX 8**

**PREMISES LAYOUT: EXTERNAL CAMERAS**

Appendix 8



PROJECT		PARADISE 19 KILBURN LANE , W10 4AE		 <b>N.J.Rouse</b> Architectural Design & Surveying Services
DESCRIPTION		GROUND FLOOR PLAN		
SCALE	1:100@A3	DATE	05.01.2013	18 Tennyson Road, Hutton, Brentwood, Essex CM13 2SA e: mail@njrouse.co.uk www.njrouse.co.uk tel: 01277 417735 m: 07958 790207
DRAWN	NJR	DWG No	CP/13/01	



CAMERA-2  
CCTV-2

CAMERA-3  
CCTV-2

FIRST FLOOR PLAN

\*CAMERA 1  
CCTV 2

**N.J.ROUSE**  
Architectural Design  
& Surveying Services



16 Tennyson Road, Hutton, Brentwood, Essex CM13 2SU  
www.njrouse.co.uk  
e: mail@njrouse.co.uk  
tel: 01277 417735  
m: 07958 790207

PROJECT	PARADISE 19 KILBURN LANE , W10 4AE		
DESCRIPTION	FIRST FLOOR PLAN		
SCALE	1:100@A3	DATE	05.01.2013
DRAWN	NJR	DWG No	CP/13/02



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