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# **STATEMENT OF LICENSING POLICY**

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

**UNDER THE  
LICENSING ACT 2003**

**In effect  
From 31 October 2025**

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## **Section 1: Overview**

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

### **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 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.
6. 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.

### **Organisation of the Policy**

7. This policy is organised into sections that are intended to make it more accessible to those using and referring to the policy.
8. The sections include:
  - An outline of the Borough of Redbridge
  - A section on policies relating to specific types of premises
  - A section on policies relating to administrative and process aspects of the system
  - A section on policies relating to expectations and considerations that the Licensing Authority would like licence applicants and licensees to take into account
  - A set of Appendices.

### **Consultation on this Statement**

9. 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.
10. In addition, the draft policy was put to public consultation through the Redbridge consultations website, Councillors and the Redbridge Community Voice Panel were also consulted.

### **Review of the Statement of Licensing Policy**

11. Under the Act, the Council must carry out a review of its Licensing Policy every five years. Prior to publishing the revised version, the Council will consult fully with those individuals and organisations outlined under section 5 of the Act.
12. In addition, within the five-year period of the Licensing Policy the Council will review the Licensing Policy whenever it feels that relevant issues have arisen or significant changes to the s. 182 guidance or the Act have occurred.

### **Scope of the policy**

13. The scope of the policy is the oversight and management of the provision and holding of licences under the Licensing Act 2003. The Act regulates the following licensable activities:
  - Retail sale of alcohol;
  - Supply of alcohol to club members;
  - Supply of hot food and drink between 23:00 and 05:00
  - Provision of regulated entertainment to the public or club members or with a view to profit;

- Film exhibitions;
  - Performances of a play;
  - Indoor sporting events;
  - A boxing or wrestling entertainment;
  - Live music performances;
  - Playing of recorded music;
  - Dance performances; and,
  - Provision of dancing facilities.
14. There are a number of exemptions and details of these are set out in full in Part 2 of Schedule 1 of the Act.
  15. The scope of these licensable activities is covered through application to the Council for a licence to undertake these activities. These applications include applications for new premises licences, club premises certificates, variations to these and reviews of licence/certificates.
  16. The scope of the policy will be subject to revisions to the guidance issued by the Secretary of State from time to time. When revisions are issued, there may be periods of time where the Redbridge policy is inconsistent with the guidance. During such periods this Council will have regard, and give appropriate weight, to the revised guidance.
  17. In the drafting of this policy the Council has had regard to Home Office Guidance issued under S.182 of the Licensing Act and has given appropriate weight to the views of consultees. When revisions of the guidance are published the Council will determine if revisions of this policy are appropriate.

## **Planning**

18. It is understood that the Planning regime in Redbridge has an impact on the Licensing regime. It is also noted that each of these regimes is covered by a separate legislative framework and administered through separate parts of the Council, with separate Committees overseeing the processes. However, the Licensing Authority commits to working in alignment with the Planning regime as closely as is possible.
19. The use of premises for the sale or provision of alcohol, provision of entertainment or late-night refreshment or indoor sports is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is generally required for the establishment of new premises or the change of use of premises.
20. In general, all premises which are the subject of an application, should have the benefit of planning permission, or be deemed permitted development. Licensing and Planning are separate regimes, but consents from both must be in place to operate legally. If there is variance between the hours given under a licence and those permitted by the planning permission the earlier hours will apply.

### **Responsibilities under the Immigration Act 2016 and the Modern Slavery Act 2015**

21. The Council has responsibilities that relate to the prevention of immigration crime, specifically the prevention of illegal working in licensed premises. The London Borough of Redbridge has a duty under the Modern Slavery Act 2015 to co-operate with the Independent Anti-Slavery Commissioner.

#### *Documents which demonstrate entitlement to work in the UK*

22. Applicants may be asked to demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. Guidance on how this can be demonstrated in specific circumstances is outlined in the linked document: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1071247/Employer s Guide to Right to Work Checks PDF .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1071247/Employer_s_Guide_to_Right_to_Work_Checks_PDF_.pdf)

### **Health Act 2006**

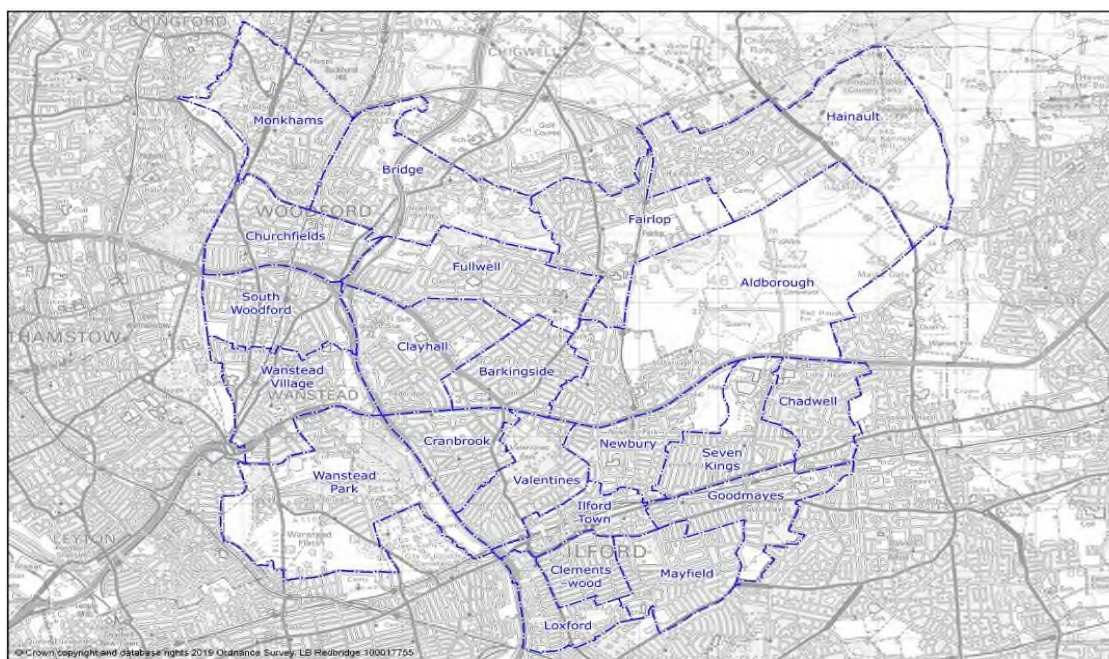
23. It is expected that all licence holders will be compliant with the Health Act 2006 and all sundry Smokefree Regulations that govern smoking in licensed premises.

### **Public Sector Equalities Duty**

24. Redbridge Council has a duty under the Equalities Act 2010 to:
  - Eliminate unlawful discrimination, harassment and victimisation
  - Advance equality of opportunity between different groups
  - Foster good relations between different groups
25. To support delivering this duty the Council will at all times have regard to the Equality Act 2010 and Redbridge's Equality policy and guidance.
26. Redbridge Council will implement the Statement of Licensing Policy in line with Redbridge Council's Public Sector Equalities Duty.

## Section 2: The London Borough of Redbridge

27. 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.
28. 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.
29. 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.



30. 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.

## **Section 3: Premises Policies**

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

### **A1: General Considerations**

32. This section 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 following sections, particularly those 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.

### **A2: Restaurants, Cafes and Coffee Houses**

33. 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 3B.
34. For the purposes of this Policy, premises shall 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.
35. 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.
36. 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.
37. Example conditions that may be appropriate to restaurants are shown in Appendix 3A and 3B. 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.

### **A3: Premises Supplying Takeaway Food and Drink**

38. 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.
39. 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.
40. Consumption of food away from takeaway premises can also lead to public nuisance being caused by deposition of litter in the area.
41. Operators of late-night refreshment venues are not required to hold Personal Licences in the same way that alcohol licensed premises are. However, as these venues are often part of the Nighttime Economy 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.
42. Late night refreshment venues will almost always operate outside Framework Hours. However, they are expected to provide a robust Operating Schedule outlining how they will address the prevention of crime and disorder and public nuisance objectives.

### **A4: Alcohol Delivery Services**

43. As with any other off-licensed 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.
44. 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.
45. The Authority is likely to place the following conditions on to a premises licence for delivery services where it is appropriate and relevant to the individual licence application:
  - A standard age verification check shall be undertaken on entering the website.

- A signature at the point of delivery **must** be obtained from a person above the age of 18 with appropriate age verification identification. No delivery shall be left without a signature.
- Alcohol shall only be delivered to a residential or business address and may not be delivered to a public place, such as a park or other area that is not a residence or workplace.
- Every third-party courier delivery box shall be labelled with the words “Age Restricted Product”.
- Licensees will need to ensure that any delivery driver or third-party courier contracted to deliver their product will need to have appropriate age verification training.
- A refusals log will be maintained for deliveries and available for inspection on request.
- Appropriate security will be in place at the premises as agreed with Police.
- Measures for minimising noise and disturbance caused by the dispatch of deliveries to be identified in the operating schedule.
- Website and all promotional material should be designed and set out in a way which is consistent with the responsible retail of alcohol.
- The Authority would expect operators to have systems in place to ensure alcohol is not delivered to problematic house parties or to people who appear drunk and, in such instances, alcohol should be refused, and that refusal recorded.

#### **A5: Public Houses and Bars**

46. 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.
47. Venues that provide regulated entertainment should refer also to the section on premises that provide live and recorded music below.
48. Late night bars operating outside Framework Hours that provide facilities for dancing should refer to the conditions outlined in Appendix 3A and 3B.
49. 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 for a number of reasons and causes.
50. 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.
51. 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.

- 52. 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.
- 53. 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.

#### **A6: Premises Providing Live or Recorded Music**

- 54. 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.
- 55. The conditions suggested in Appendix 3A and 3B apply to any premises who wish to provide regulated entertainment including licensable live or recorded music as part of their licensable activities.
- 56. 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.
- 57. Where a noise impact assessment is not obtained, the Council's Community Protection Task Force may 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.
- 58. Examples of conditions that may be necessary for premises providing music, dance and similar entertainment are shown in Appendix 3A and 3B.

#### **A7: Nightclubs and Other Late-Night Dance Venues**

- 59. 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 regard to the prevention of crime and disorder objective when preparing their Operating Schedule.

60. It is extremely important that operators of such venues prepare a risk assessment before considering appropriate conditions for their Operating Schedule.
61. The conditions outlined in Appendix 3A and 3B should be read in conjunction with the section applicable to premises providing live and recorded music.

#### **A8: Off Licences**

62. 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.
63. 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 Policy C5. 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](mailto:licensing.authority@redbridge.gov.uk), prior to submitting their application, to check whether there is a street drinking problem in that location.
64. 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.
  - Keeping an up-to-date refusals log.
  - Operating a Challenge 25 policy.
  - No spirits miniatures or bottles under 200 mls shall be offered for sale at the premises.
65. 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 <https://www.redbridge.gov.uk/health-and-wellbeing/public-health-strategies-and-policies/>.
66. 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.

67. Examples of conditions that may be appropriate to off licences are shown in Appendix 3A and 3B.

#### **A9: Theatres, Cinemas, Qualifying Clubs and Community Premises**

68. 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.
69. 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.
70. 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.
71. 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).
72. Other conditions relevant to such venues are shown in Appendix 3A and 3B.

#### **A10: Hotels**

73. 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.
74. Hotels wishing to provide regulated entertainment should follow the policy in the appropriate section of this section.
75. 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.
76. Appendix 3A and 3B highlight the additional conditions hotels will generally be expected to offer in their Operating Schedule.

#### **A11: Large Temporary Events**

77. 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.

78. Those wishing to hold such events are expected contact the Licensing Authority on [licensing.authority@redbridge.gov.uk](mailto: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/eventssafety-advice-and-guidance/](http://www.redbridge.gov.uk/business/licensing-including-street-trading/eventssafety-advice-and-guidance/).

## **Section 4: Administrative and Process Policies**

The following set of policies cover specific areas of information relating to the administrative matters and processes that licence applications and licensees may require.

### **B1: Preparation and Submission of Applications**

79. 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/alcoholand-entertainment-licences/](http://www.redbridge.gov.uk/business/licensing-including-street-trading/alcoholand-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 applying.
80. 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.
81. It may be difficult for 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.
82. Applicants are advised to refer to the Local Alcohol Profile for England (LAPE) tool, which is provided by the Office of Health Improvement and Disparities (OHID) and updated annually and can be found at <https://fingertips.phe.org.uk/profile/local-alcohol-profiles>.
83. Officers in the Council's Licensing Team, who can be contacted can be contacted on [licensing.authority@redbridge.gov.uk](mailto:licensing.authority@redbridge.gov.uk) are able to give advice on applications via its pre-application advice service.

## **B2: Negotiation and Compromise**

84. 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.
85. 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.
86. Officers in the Council's Licensing Team, who can be contacted on [licensing.authority@redbridge.gov.uk](mailto: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.
87. 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. 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.

## **B3: Risk Assessments**

88. 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.
89. Licence 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.



#### **B4: Operating schedules**

90. 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.
91. 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.
92. 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.
93. When preparing their Operating Schedule, applicants should have particular regard to the relevant Framework Hours, Area and Cumulative Impact Policies and Premises Policies set out in this Policy.
94. 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.
95. 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.
96. 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.
97. 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.

#### **B5: Plans**

98. 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.

#### **B6: Conditions**

99. 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.
100. 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.
101. 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.
102. Appendix 3A and 3B contains example conditions for different kinds of premises.

#### **B7: Licence Variations**

##### *Full Variations:*

103. 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.
104. 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.

105. Further information on full variations can be found at <https://www.redbridge.gov.uk/business/licensing-including-street-trading/beer-regulated-entertainment-and-late-night-refreshment/full-variation/>.
106. 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](mailto:licensing.authority@redbridge.gov.uk) prior to applying.

#### *Minor Variations*

107. 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.
108. 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 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.
109. Further information on minor variations can be found at <https://www.redbridge.gov.uk/business/licensing-including-street-trading/beer-regulated-entertainment-and-late-night-refreshment/minor-variation/>.
110. 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.

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

### **B8: Licence Fees**

112. 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. If the dispute or error is not resolved during this 21-day period, the licence will be suspended.

113. If the fee is disputed prior to the date, it is due for payment the licence will not be suspended pending clarification and resolution. Once the actual fee has been clarified this will be payable and continued non-payment will result in suspension. Where an administrative error in relation to the recorded receipt of the annual fee has been made by the local authority and the Licence holder has provided proof of payment the licence will not be suspended.

114. Where the Licensing Authority suspends a licence or certificate based on non-payment of fees, 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.

115. The suspension will cease on the day we receive full payment of the outstanding fee(s).

116. Carrying on licensable activity while a licence has been suspended is a criminal offence and may result in enforcement action including prosecution.

117. Further information on Licensing Fees can found at <https://www.redbridge.gov.uk/business/licensing-including-street-trading/alcohol-regulated-entertainment-and-late-night-refreshment/licensing-fee-guidance/>.

### **B9: Reviews**

118. 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.

119. 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.

120. 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.
121. 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.

#### **B10: Expedited Reviews**

122. 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.
123. Expedited review powers are aimed at tackling serious crime and serious disorder, including the use of guns and knives.
124. 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.
125. 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.
126. 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.

127. 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.
128. Following the full review hearing, the Licensing Authority may do any of the above or revoke the licence.
129. 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.
130. 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 nonworking days.
131. 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.

#### **B11: Temporary Events Notices**

132. 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.
133. 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 themed activity 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.
134. 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.

135. 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*

136. 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.

#### *Late Temporary Events Notices*

137. A Late TEN is given not before nine and not later than five working days before the event. Temporary Event Notices received less than five working days before the event cannot be accepted.
138. 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.

139. 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.
140. 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.

### **B12: Personal Licences**

141. 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.
142. 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.
143. 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.
144. 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.
145. 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.

### **B13: Designated Premises Supervisors**

146. 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.



147. 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.
148. 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.
149. 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.
150. 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.
151. 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.

#### **B14: Enforcement and Monitoring**

152. The Licensing Authority will follow the Regulators Code (<https://www.gov.uk/government/publications/regulators-code>) and the Hampton principles and shall endeavour to be:
- Proportionate - regulators should only intervene, when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised;
  - Accountable - regulators must be able to justify decisions, and be subject to public scrutiny;
  - Consistent - rules and standards must be joined up and implemented fairly;
  - Transparent - regulators should be open, and keep regulations simple and user friendly;
  - Targeted - regulation should be focused on the problem and minimise side effects.
153. The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

154. The Licensing Authority will adopt a risk-based inspection programme. The Council's risk model for premises licences will be based upon the Licensing Objectives. The main enforcement and compliance role for the Council under the Act is to ensure compliance with the premises licences and other permissions which it authorises.
155. 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.
156. These actions are not mutually exclusive, and it may be that one course of action follows another, depending on the individual circumstances.
157. 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.

#### **B15: Scheme of Delegation**

158. The following table sets out the agreed delegation of decisions and functions of the Licensing Sub-Committee and Officers.

| <b>Matter to be dealt with</b>                               | <b>Licensing Sub-Committee</b>                             | <b>Officers</b>                                                    |
|--------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------|
| Application for personal licence                             | Where a Police objection has been received                 | Where an objection was not received                                |
| Application for personal licence with unspent convictions    | All cases                                                  |                                                                    |
| Application for provisional statement                        | Where representations have been received and not withdrawn | Where representations were not received or have all been withdrawn |
| Application for premises licence / club premises certificate | Where representations have been received and not withdrawn | Where representations were not received or have all been withdrawn |

|                                                                                                                                                    |                                                            |                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------|
| Application to vary premises licence / club premises certificate                                                                                   | Where representations have been received and not withdrawn | Where representations were not received or have all been withdrawn |
| Application to vary designated premises supervisor                                                                                                 | Where a Police objection has been received                 | Where an objection was not received                                |
| Request to be removed as designated premises supervisor                                                                                            |                                                            | All cases                                                          |
| Application for transfer of premises licence                                                                                                       | Where a Police objection has been received                 | Where an objection was not received                                |
| Application for interim authority notice                                                                                                           | Where a Police objection has been received                 | Where an objection was not received                                |
| Application to review premises licence/ club premises certificate                                                                                  | All cases                                                  |                                                                    |
| Decision whether a representation is irrelevant, frivolous or vexatious                                                                            |                                                            | All cases                                                          |
| Making of representation when authority is consulted by neighbouring licensing authority                                                           | All cases                                                  |                                                                    |
| Determination of an application to vary premises licence at community premises to include alternative licence condition                            | If Police objection                                        | All other cases                                                    |
| Consideration of a police or CPTF objection to a temporary event notice                                                                            | All cases                                                  |                                                                    |
| Decision to consult other responsible authorities on a minor variation application                                                                 |                                                            | All cases                                                          |
| Determination of a minor variation application                                                                                                     |                                                            | All cases                                                          |
| Revocation of a club licence                                                                                                                       |                                                            | All cases                                                          |
| Revocation of a personal licence                                                                                                                   | All cases                                                  |                                                                    |
| Revocation for a club premises certificate where a club is deemed by the Authority to no longer satisfy the conditions for being a qualifying club | All cases                                                  |                                                                    |



## **Section 5: Policies: Expectations and Considerations**

159. The following are a set of policies that outline expectations that the Licensing Authority expects licence applicants and licensees to consider.

### **C1: Protecting Children from Harm**

160. The Licensing Authority is committed to protecting children from harm and views this as an important licensing objective.
161. 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.
162. The Council's Licensing Team works with Children's Social Services where the protection of children is concerned. 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.
163. 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 sexploitation 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](mailto: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.
164. 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](http://www.redbridgescp.org.uk).

### **C2: Protecting Vulnerable Adults**

165. 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.

166. 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/keepingsafe/redbridge-safeguarding-adults-board/>.
167. 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](mailto: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.
168. 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

### **C3: Framework Hours**

169. The policy set out in this section 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.

170. 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.
171. 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.
172. 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                                                                                                |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                                                                                               | Ilford Town Centre;<br>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<br>Fri and Sat 10:00-00:00 hrs<br>Sun 11:00-23:00 hrs                                  | Mon-Thurs 10:00-23:00 hrs<br>Fri and Sat 10:00-23:30 hrs<br>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<br>Fri and Sat 10:00-00:00 hrs<br>Sun 11:00-23:00 hrs                                  | Mon-Thurs 10:00-23:00 hrs<br>Fri and Sat 10:00-23:30 hrs<br>Sun 11:00-22.30 hrs                                                                                                        | Mon-Sat 10:00-23:00 hrs<br>Sun 11:00-22.30 hrs                                                                   |
| Hotel bars and guesthouses (to members of the public)                                         | Mon-Thurs 10:00-23:30 hrs<br>Fri and Sat 10:00-00:00 hrs<br>Sun 11:00-23:00 hrs<br>No restrictions for residents | Mon-Thurs 10:00-23:00 hrs<br>Fri and Sat 10:00-23:30 hrs<br>Sun 11:00-22.30 hrs<br>No restrictions for residents                                                                       | Mon-Thurs 10:00-23:00 hrs<br>Fri and Sat 10:00-23:30 hrs<br>Sun 11:00-22.30 hrs<br>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<br>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<br>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<br>Fri and Sat 10:00-23:30 hrs Sun 11:00-22.30 hrs            |                                               | Each application considered on its own merits |
| Event premises/<br>spaces where sale of alcohol is included in range of activities, including meals | Mon to Thurs 10:00-22:00 hrs<br><br>Fri and Sat 10:00-23:00 hrs<br><br>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.*

173. The Licensing Authority would expect licensed premises to close within thirty minutes after the last time for Framework Hours.
174. 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.
175. 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.
176. 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.

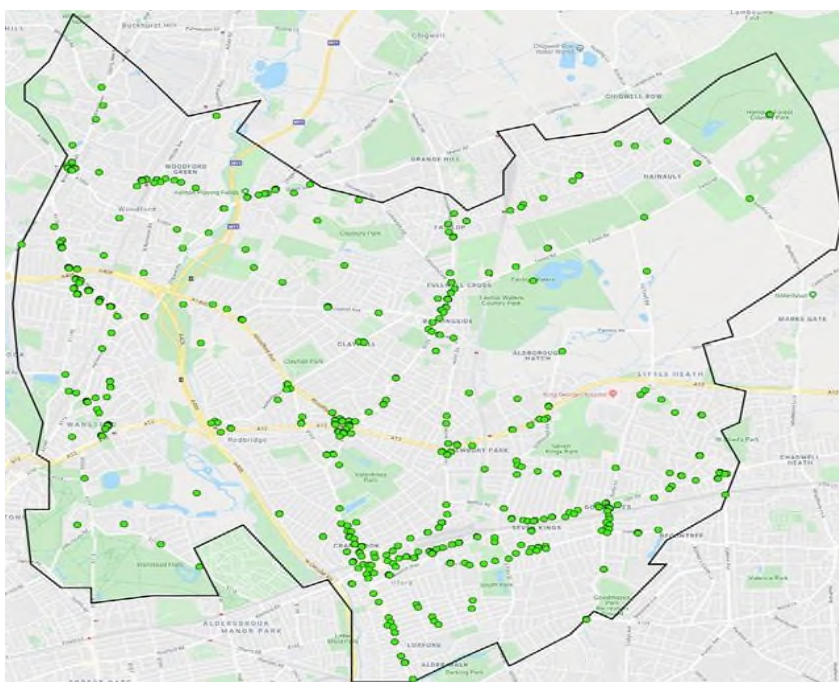
177. If an application is for hours within the Framework Hours, there is no presumption the application will automatically be granted.

#### **C4: Public Health**

178. 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 (2024-28) 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/>.

179. 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 licence under the Licensing Act 2003 insofar as they relate to the four licensing objectives.

180. 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 is a higher concentration licensed premises located in some of the most deprived areas of the Borough (Loxford, Hainault, Ilford Town, Clementswood and Goodmayes Wards):



Map: Premises licensed to sell alcohol in Redbridge

181. Excessive alcohol consumption and addiction cause 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.
182. 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   |

Table: Public Health Statistics for Redbridge (source: PHE)

183. 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 licence holders to take robust steps to mitigate and discourage street drinking.
184. 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.

#### **C5: Area Policies and Cumulative Impact Zones**

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

##### *Area Policies:*

186. 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<br>(parts that re<br>not in the<br>Ilford Town<br>CIZ) | There are 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 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. 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)*

187. 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.

188. If no relevant representations are made, the Licensing Authority will grant the application in accordance with the Act.

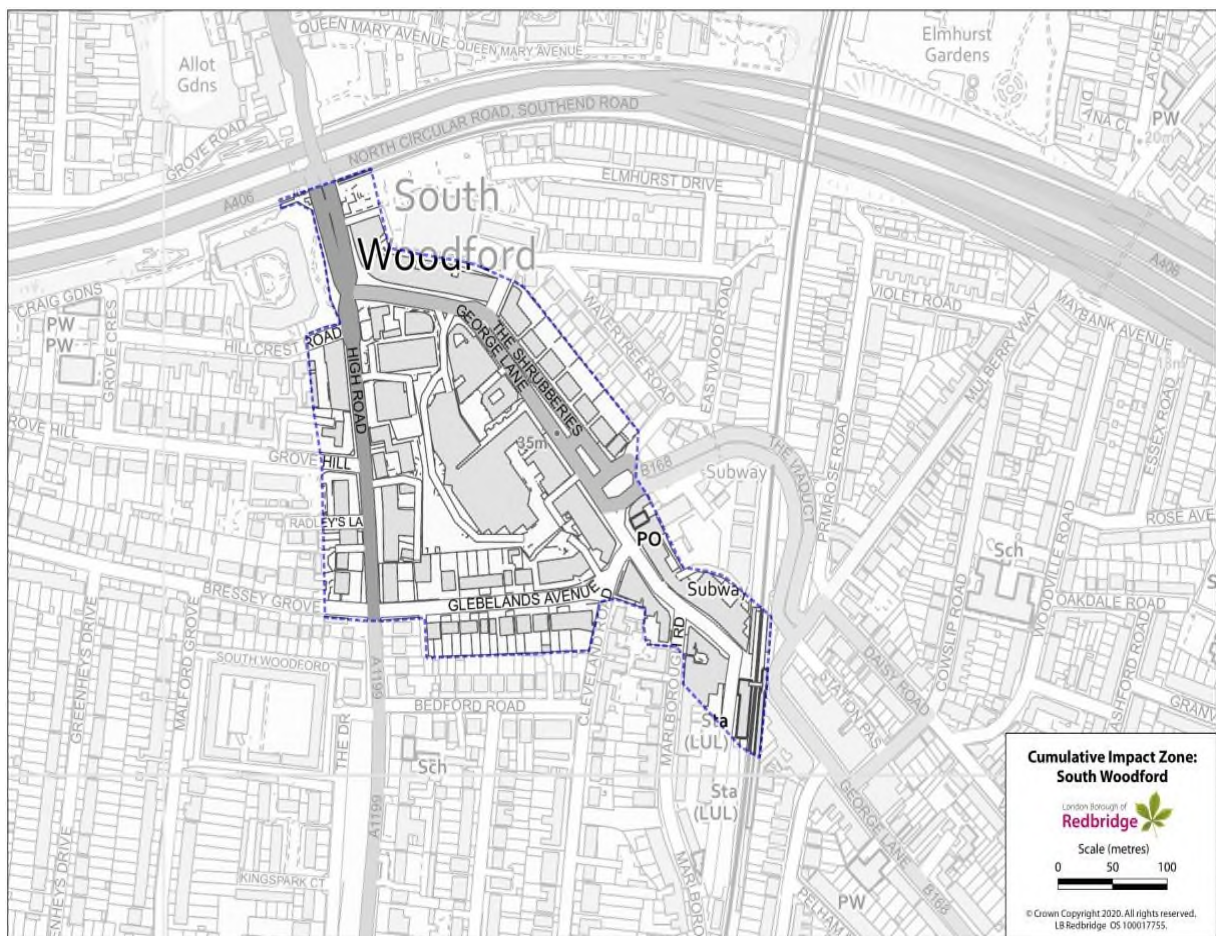
189. The presumption is to refuse applications in the CIZs. Each case will be considered on its merits, though applicants should be aware that departures from the Policy in respect of cumulative impact will only be made in exceptional circumstances.

190. As a result of data and impact statements received from the Metropolitan Police, and following public consultation, the Council has retained all three CIZs.

191. Below are the maps of the three areas. Further detail on the CIZs can be found at <https://my.redbridge.gov.uk/map/cumulative-impact-zones> and <https://www.redbridge.gov.uk/business/licensing-including-street-trading/alcohol-regulated-entertainment-and-late-night-refreshment/licensing->

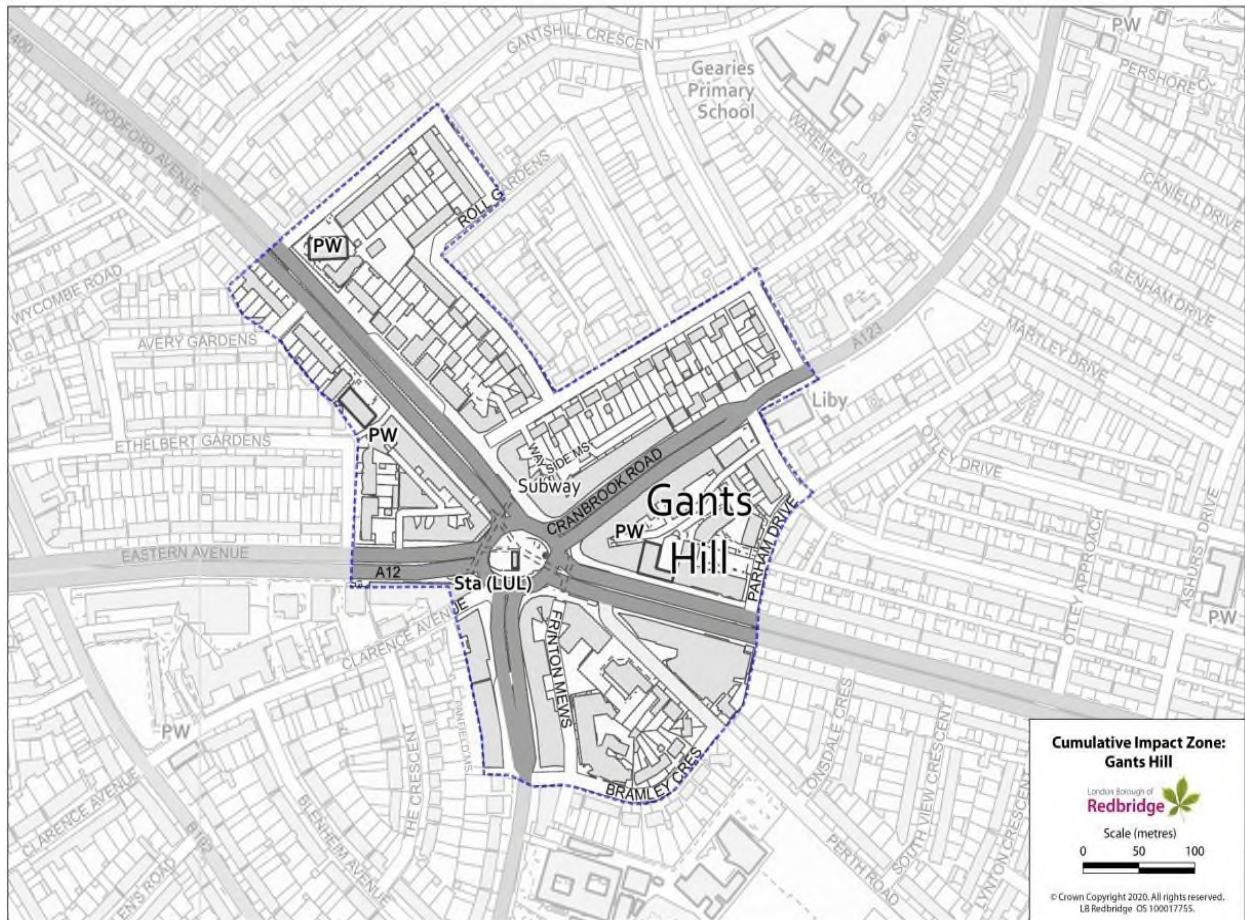








## Map of Gants Hill CIZ:





### *Exceptions to CIZs:*

192. 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 3B.
  - 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.
  - Premises that are family and/or culture orientated venues such as cinemas, theatres, museums and venues of that sort. Particularly those which are not alcohol-led.
  - Exceptions mentioned in the Area Policies above.
193. 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.

### **C6: Dispersal Policies**

194. Section 182 guidance makes it clear that licensing should not be seen as the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and therefore beyond the direct control of those with responsibility for managing and controlling licensed premises. However, licensees should take all reasonable steps to prevent the occurrence of crime and disorder and public nuisance immediately outside their premises, for example on the pavement, in a beer garden or in a smoking shelter to the extent that these matters are within their control.
195. Licence holders should also consider the impact that patrons or others congregating around entry points to their premises have on the licensing objectives, particularly in relation to the general public. Licence holders should take all reasonable measures to ensure that both dispersal from their premises and entry into the premises contribute to the licensing objectives.
196. The Authority recognises that it is difficult for licence holders to have influence over their patrons once they have left the immediate vicinity of their premises, however, disturbance caused by patrons, if linked to the operation of the premises can be a reason for the Authority to take action.

### **C7: Drunkenness**

197. 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.

### **C8: Door Supervisors**

198. 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.

### **C9: Age verification and test purchasing**

199. Age verification measures, and test purchasing to assure these are robust and well-operated by licenced premises are the core measure to ensuring the licensing objective for the protection of children is met.

200. To support the age-verification process the Authority strongly recommended that premises have the following measures in place to ensure age verification for sales:

- That “Challenge 25” is supported as part of the age verification scheme established. The scheme should require the production of evidence of age (comprising any PASS accredited card or passport or driving licence) from any person appearing to staff engaged in selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol.
- That evidence of the scheme (in the form of documented procedures) is maintained and made available for inspection by authorised officers.
- That all staff involved in the sale of alcohol shall be trained in the age verification scheme and records of such training shall be retained on the premises and made available for inspection by Council Officers and Police
- That an incident log shall be maintained, and details of all age-related refusals recorded. This book shall be reviewed monthly by the DPS and any actions taken recorded in the book and signed off by the DPS. This log shall be retained on the premises and made available for inspection by authorized officers.
- That a personal licence holder shall be on the premises at all times that alcohol is supplied.
- That the DPS shall ensure that, as far as is reasonably practical, alcohol is displayed in an area which can be constantly monitored or supervised by staff, separate from goods likely to be purchased by persons under 18.

201. Redbridge Council can carry out test purchasing for underage sales of alcohol. If sales are made to children, action will be taken. This may be a review of the licence, or a request to include additional conditions on the licence designed to assist the management to counter attempts by children to buy alcohol. Any additional conditions felt appropriate will be subject to discussion with licence holders. The Authority may also, as a responsible authority, apply for reviews of premises licences when appropriate. If deficiencies in operating schedules of current licences become apparent the

Authority will initially usually ask the licence holder to remedy this by way of an application for a minor variation. If this is not done, then a review may be necessary to impose conditions on the licence. This process does not preclude prosecutions for offences under the Licensing Act.

#### **C10: Violence Against Women and Girls**

202. Redbridge Council supports the Women's Night Safety Charter (<https://www.london.gov.uk/programmes-strategies/arts-and-culture/24-hour-london/womens-night-safety-charter>) and is committed to sharing in the Mayor of London's vision that all Londoners are able to travel, work and go out safely and confidently at night without fear of being victims of criminal offences.
203. Redbridge Council recognises tackling Violence against Women and Girls (VAWG) as a priority.
204. We commit to sharing the Greater London Authority and Mayor's Office of Policing and Crime women's safety campaigns. We encourage licensed premises across the borough to participate in and promote locally any National and/or London-wide campaigns to keep women safe at night that discourage harassment and encourage reporting.
205. We expect all licensed premises to build an atmosphere of transparency and safety for women who work at night and engage in leisure in the licensed trade. This may include challenging behaviour that enables intimidation and violence against women in the licensed trade and providing support to those that experience these behaviours in licensed premises. Training for staff to support this is recommended.
206. We also recommend licence holders put in place measures to reduce gender-based violence, intimidation and harassment for all staff and customers. This may include 'Ask for Angela', Welfare and Vulnerability Engagement resource (WAVE) and specific training for staff. Further details are available at the following links:
- Ask for Angela: <https://www.met.police.uk/AskforAngela>
  - WAVE: <https://nbcc.police.uk/crime-prevention/safeguarding/welfare-and-vulnerability-engagement-wave-lesson-plan>
207. We expect all licensed premises to have appropriately trained staff, who are proactive and vigilant around women's safety at night. This includes a duty to capture information and report to the police where appropriate.

#### **C11: Violence Against Vulnerable People in the Nighttime Economy**

208. We expect all licensed premises to build an atmosphere of transparency and safety for those who may be vulnerable working or taking leisure in the nighttime economy.

209. This should include the full diversity of people in the nighttime economy, include the full range of gender and identified gender, relationships, age, race, and any other demographic characteristic.
210. We also recommend licence holders put in place measures to reduce vulnerability-based violence, intimidation and harassment for all staff and customers. This may include WAVE and specific training for staff. Further details are available at the following links:
- WAVE: <https://nbcc.police.uk/crime-prevention/safeguarding/welfare-and-vulnerability-engagement-wave-lesson-plan>
211. We expect all licensed premises to have appropriately trained staff, who are proactive and vigilant around women's safety at night. This includes a duty to capture information and report to the police where appropriate.

## **C12: Venue safety and assessment of risk at venues and events**

212. Public Safety in venues is a key consideration for the Authority. Incidents occurring at larger venues or events with high attendance are of particular concern to the Authority. The Authority expects applicants of larger venues or where high attendance events may take place to consider measures to promote Public Safety. These may include:
- Conducting a risk assessment and consulting Redbridge Licensing and Police (see section below);
  - Considering the role of security staff in promoting safety as well as security; and,
  - Consideration about capacity limits and the ingress and egress of customers.
213. The Licensing Authority expects licensees to comply with the Terrorism (Protection of Premises) Act 2025 ('Martyn's Law'). This legislation creates additional requirements placed on a number of licensees to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. The Authority expects relevant applicants to include appropriate measures to meet these obligations in their licensing application.

### ***Risk Assessments***

214. Where an event that is promoted by the licence holder or an outside promoter, is to take place, Premises operators are advised to undertake a further risk assessment, where this identifies a potential crime and disorder and/or a public safety risk linked to those providing the entertainment or to those attending the event. Where risk assessments are required, they should be submitted before any proposed event and debrief forms submitted after the conclusion of the event. Where the capacity for a venue or event is over 5,000 the applicant will need to contact the Safety Advisory Group (contact via the Licensing Authority).

### **C13: Street drinking**

215. Applicants may wish to seek guidance from Licensing, Community Safety and Police partners as to specific measures that may be appropriate for their specific location. However, some general examples of good practice include:
- Reducing the strength approaches having voluntary bans on high strength low-cost alcohol.
  - Visible labels identifying the premises.
  - Use of different coloured or labelled bags for sales of alcohol.
  - Ensuring street drinkers do not congregate outside the premises.
  - Ensuring drinkers do not consume alcohol on the premises, also not having the paraphernalia to allow that (e.g. Single plastic drinking vessels or bottle openers near the till area).
  - Keeping the premises locality clear of litter.

### **C14. Contact details**

216. Further information and advice on this Licensing Policy Statement, the requirements of the Licensing Act 2003 and related matters is available from the Council as follows:

- By email at [licensing.authority@redbridge.gov.uk](mailto:licensing.authority@redbridge.gov.uk) or on the internet via <https://www.redbridge.gov.uk/business/licensing-including-street-trading/alcohol-regulated-entertainment-and-late-night-refreshment/>.

## Appendix 1: 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](http://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

## Appendix 2: 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](mailto:redbridgelicensing@met.police.uk)

**Health & Safety Team**

**London Borough of Redbridge**  
Lynton House  
255-259 High Road Ilford, IG1 1NN  
[healthandsafety@redbridge.gov.uk](mailto: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](mailto: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](mailto: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](mailto:planning.admin@redbridge.gov.uk)

**Children and Families**

**London Borough of Redbridge**  
Lynton House  
255-259 High Road Ilford, IG1 1NY  
[Redbridge - Child protection](#)

**Licensing Authority**

**London Borough of Redbridge**  
Lynton House  
255-259 High Road Ilford, IG1 1NY  
[licensing.authority@redbridge.gov.uk](mailto:licensing.authority@redbridge.gov.uk)

**Public Health Team**

**London Borough of Redbridge**  
Lynton House  
255-259 High Road Ilford, IG1 1NN  
[TBA](#)

**London Fire Brigade**

169 Union Street  
London, SE1 0LL  
[FSRNorthadmin@london-fire.gov.uk](mailto:FSRNorthadmin@london-fire.gov.uk)

## **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.
  - (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.
- 4. 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.
- 5. 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.
- 6. 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.

7. 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.
8. 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.
9. 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.
4. Additional information about the mandatory conditions is available in the Guidance, which can be found on the Licensing Act 2003 website:  
<https://www.gov.uk/government/publications/guidance-on-mandatory-licensing-conditions>
5. Guidance on the application of mandatory conditions at individual premises can be obtained by contacting [licensing.authority@redbridge.gov.uk](mailto: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.
6. Licensees will need to ensure that any delivery driver or third-party courier contracted to deliver their produce will need to have appropriate age verification training and training in safeguarding in terms 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, except for 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 always be on the premises 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 Police and 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 Police and 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 Police and the Licensing Authority and all staff shall be trained in its implementation.
21. There shall be no admittance or re-admittance to the premises after *(insert time)* *Re-admittance being where a patron has materially left the premises and is returning at a later time, and not where a patron has exited the premises to smoke, make a short phone call or other similar activity.*



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 of alcohol, alleged 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 by a police officer or authorised local authority officer at all times the premises is open.
23. Management shall regularly check the incident book to ensure all incidents are being recorded correctly.
24. Customers shall be monitored 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 Environmental Health Team (Community Protection Task Force).
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 front 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 Environmental Health Team (Community Protection Task Force) 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 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. 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.
31. 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.
32. Door supervisors shall be provided with radios to enable them to contact each other and the duty manager at the premises.
33. The premises shall participate in any local radio scheme in operation that enables them to be in contact with other local radio scheme users.

34. Alcoholic and soft drinks should be served in polycarbonate containers.
35. 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.
36. 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.
37. The Premises shall operate a Challenge 25 approach to age verification.
38. The Premises shall ensure appropriate queue management and ensure that measures are put in place to limit the impact of ingress and egress to the venue on local neighbours.

### 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. 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.
2. Appropriately qualified medical practitioner(s) shall be present throughout any indoor sports entertainment.
3. 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.
4. Any ring used for boxing or wrestling shall be sited, constructed and supported to the satisfaction of the Council's Health and Safety officer.
5. At wrestling or other entertainments of a similar nature members of the public shall not occupy any seat within 1 metre of the ring.

### **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  
10<sup>th</sup> Floor, Lynton House  
255-259 High Road  
Ilford  
Essex  
IG2 1NY

Phone: 020 8708 5504

Email: [licensing.authority@redbridge.gov.uk](mailto:licensing.authority@redbridge.gov.uk)