

# Licensing Sub-Committee

## Agenda

Thursday 16 December 2021

6.30 pm

Online - Virtual Meeting

### MEMBERSHIP

Administration:	Opposition:
Councillor Natalia Perez (Chair) Councillor Fiona Smith	Councillor Dominic Stanton

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### Public Notice

Members of the press and public are welcome to attend at the YouTube link below:

Speaking at Licensing meetings is restricted to those who have submitted a representation and registered to speak.

**THIS MEETING WILL BE HELD REMOTELY** It will be streamed via YouTube on:  
<https://youtu.be/SMVWOYhVjsg>

Date Issued: 07 December 2021

# Licensing Sub-Committee Agenda

16 December 2021

<u>Item</u>		<u>Pages</u>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Standards Committee.</p>	
<b>3.</b>	<b>FULHAM PALACE BISHOP'S AVENUE LONDON SW6 6EA</b>	<b>3 - 45</b>

# Agenda Item 3

<u>Contents</u>	<u>Page</u>
1. THE APPLICATION	4
1.1. Current Hours of Operation	4-5
1.2. Application Requested	5-6
1.3. Applicants Operating Schedule	7
2. BACKGROUND	7
3. CONSULTATION	7
3.1 Relevant Representations	7
4. OTHER INFORMATION	7
4.1 Enforcement History	7
4.2 Temporary Event Notices (“TENS”)	7
5. POLICY CONSIDERATIONS	8-9
6. DETERMINATION	9
 <u>APPENDICES</u>	
Copy of application and additional amendments	10-24
Copy of current licence and plans.....	25-40
Agreed conditions from the Metropolitan Police.....	41-42
Map showing location of premises .....	43
Copy of representation from resident.....	44-45

## 1. THE APPLICATION

On the 28 October 2021, Fulham Palace Trust (“the applicant”) submitted an application to vary the premises licence in respect of premises to be known as Fulham Palace Bishop's Avenue London SW6 6EA.

### 1.1 Current Hours of Operation

The premises currently benefit from a premises licence. The current premises licence permits the following:

#### **Performance of Dance - Indoors**

Monday to Sunday 09:00 - 01:00

#### **Exhibition of a Film - Indoors**

Monday to Sunday 09:00 - 01:00

#### **Performance of Live Music -Indoors**

Monday to Sunday 09:00 - 01:00

#### **Playing of Recorded Music -Indoors**

Monday to Sunday 09:00 - 01:00

#### **Entertainment Similar to Music or Dance -Indoors**

Monday to Sunday 09:00 - 01:00

#### **Performance of a Play -Indoors**

Monday to Sunday 09:00 - 01:00

#### **Performance of Dance - Outdoors**

Monday to Sunday 09:00 - 00:00

#### **Exhibition of a Film -Outdoors**

Monday to Sunday 09:00 - 00:00

#### **Performance of Live Music -Outdoors**

Monday to Sunday 09:00 - 00:00

#### **Playing of Recorded Music -Outdoors**

Monday to Sunday 09:00 - 00:00

#### **Entertainment Similar to Music or Dance -Outdoors**

Monday to Sunday 09:00 - 00:00

#### **Performance of a Play -Outdoors**

Monday to Sunday 09:00 - 00:00

#### **Provision of Late Night Refreshment -Both Indoors and Outdoors**

Monday to Sunday 23:00 - 01:00

**Sale of Alcohol On and Off the Premises**

Monday to Sunday 11:00 - 01:00

**The opening hours of the premises**

Monday to Sunday 09:00 - 18:00

*The palace is available for private functions from 8am to 2am the following day. Private events will cease by 2am at the latest, this will be followed by a clearing up period of up to 2 hours.*

A copy of the current premises licence and plans can be seen on pages 25-40 of this report.

**1.2 Application Requested**

The applicant has applied to vary the premises licence to increase the capacity in the garden area as they plan to host one or two large scale music weekends each year, to increase the capacity in Bishop Sherlocks Room and Bishop Howleys Dining Room as well as amend conditions 15 and 40 to reflect the changes in capacity. Relevant proposed changes outlined below:

**Amendment of condition 15 to:**

The maximum number of persons permitted in each room is:

- o Great hall (room 37) - 110
- o Bishop Sherlock's room (room 17) - 100
- o Bishop Howley's dining room (room 22) - 78
- o Bishop Howley's drawing room (room 24) -110
- o Porteous Library (room 21) - 60
- o Morning room (room 28) - 20
- o Bishop Terrick's dining room (room 29) - 50
- o Bishop Terrick's drawing room (room 30) - 50
- o Chapel (room 49) - 60
- o Marquee - 200

Any changes to the above capacities must be agreed in advance with the licensing authority.

**Amendment of condition 40 to:**

*Capacity for the gardens or part thereof shall be monitored during events. Management and staff shall monitor the number of persons in attendance and ensure that these capacities are upheld. The number of persons admitted to the gardens on any one occasion shall not exceed the maximum occupancy of 4999 with the exception of two "special events" in which the maximum occupancy shall not exceed 9,150. Each 'special event' should be for a maximum of three consecutive days and shall be limited to a maximum of 2 per annum.*

Existing Condition 40 states:

*Capacity for the gardens or part thereof shall be monitored during events. Management and staff shall monitor the number of persons in attendance and ensure that these capacities are upheld. The number of persons admitted to the gardens on any one occasion shall not exceed the proposed maximum occupancy of 4999.*

**Amendment of condition 23 to:**

*For large scale outdoor events, with amplified regulated entertainment or music in which maximum occupancy exceeds 4999, the licensee shall appoint a suitably qualified and experienced noise control consultant approved by the licensing authority no later than six weeks prior to the event. The noise control consultant shall produce and submit a noise management plan to be approved in writing by the Local Authority at least 28 days prior to the event. This plan is to be on site and adhered to during all events.*

**Existing Condition 23 states:**

*For large scale outdoor events, with amplified regulated entertainment or music, the licensee shall appoint a suitably qualified and experienced noise control consultant approved by the licensing authority no later than six weeks prior to the event. The noise control consultant shall produce and submit a noise management plan to be approved in writing by the Local Authority at least 28 days prior to the event. This plan is to be on site and adhered to during all events.*

**Additional condition to be added:**

The following condition will take effect in regard to any “Special Event” taking place on the premises as referred to in condition 40. - Unless otherwise agreed, no later than 31 days prior to the event the Premises Licence holder must ensure an Event Management Plan is presented to Hammersmith & Fulham Police Licensing Team, Noise and Nuisance Team, Hammersmith & Fulham Council, the London Fire and Emergency Planning Authority and the Metropolitan Police Service for their comments. The Event Management Plan shall include, as a minimum:

- a. Emergency and Evacuation procedures;
- b. Crowd management and stewarding/security arrangements;
- c. A detailed plan showing site layout and emergency egress points;
- d. A detailed plan showing CCTV locations installed by the Premises License Holder;
- e. Risk Assessments;
- f. A schedule detailing types and locations of emergency equipment;
- g. Sanitary accommodation;
- h. The capacity of fully enclosed locations where alcohol is sold;
- i. A noise management Plan;
- j. Counter terrorism policies and procedures
- k. Traffic management plan

No other changes to the permitted hours, activities or conditions are sought or implied.

A copy of the amended application and relevant correspondence can be seen on pages 10-24 of this report.

### **1.3 Applicants Operating Schedule**

The applicant has proposed no additional steps to those already shown on the premises licence to promote the four licensing objectives if the application is granted.

On 23 November 2021, following correspondence received from the Police, the applicant agreed to further amend their application and add one extra condition to their licence if granted. A copy of this amendment and relevant correspondence can be seen on pages 41-42 of this report.

## **2. BACKGROUND**

The premises currently benefit from a premises licence. The applicant seeks to vary this active licence. A copy of the current licence and plans can be seen on pages 25-40.

The main access to the premise's unit is located on Bishop's Avenue. There are primarily residential premises within the area, therefore, there are no other neighbouring licensed premises within the selected 75m buffer zone. A map showing the location of the premises can be seen on page 43 of this report.

There are several options for transport away from the area including buses and taxis which run from in and around the Bishop's Avenue area. Putney Bridge tube station is a 5-minute walk away and Parsons Green tube station is a 16-minute walk away.

## **3. CONSULTATION**

A public notice was displayed at the premises for 28 days. The application was advertised in a local circular and all statutory consultees were notified as required by the Regulations. The Council has served written notice of hearing upon the applicant and all those parties that have made representations in respect of the application.

### **3.1. Relevant Representations**

The licensing section received one representation from a local resident objecting to the licence variation application. A copy of this representation can be seen on pages 44-45 of this report.

## **4. OTHER INFORMATION**

### **4.1 Enforcement History**

There have not been any warnings, simple cautions or prosecutions given in respect of the premises during the past three years.

### **4.2 Temporary Event Notices ("TENs")**

No TENs have been submitted in respect of this premises in the past twelve months.

## **5. POLICY CONSIDERATIONS**

**5.1** Section 5.1 page 12 of the Statement of Licensing Policy (“SLP”) states that where there is a relevant representation, the Licensing Authority will consider each particular case on its merits having regard in particular to the following matters:

- Whether the licensed activities are likely to have an adverse impact especially on local residents and, if there is potential to have an adverse impact, what, if any, appropriate measures will be put in place to prevent it;
- Whether there will be a substantial increase in the cumulative adverse impact from these or similar activities, on an adjacent residential area;
- Whether there is a suitable level of public transport accessibility to and from the premises at the appropriate times;
- Whether the activity will be likely to lead to a harmful and unmanageable increase in car parking demand in surrounding residential streets suffering high levels of parking stress or on roads forming part of the Strategic London Road Network or the London Bus Priority Network leading to a negative impact on the Licensing Objectives relating to the prevention of crime, disorder and nuisance; and
- Whether there have been any representations made by Responsible Authorities, or other relevant agency or representative.

**5.2** Section 5.2 page 12 of the SLP states that the Licensing Authority will closely scrutinise extended hours applications to ensure that the Licensing Objectives are met. In determining an application, the licensing committee might decide that the circumstances are such that a restriction on hours is the only appropriate means to achieve the Licensing Objectives. If an ‘hours’ restriction is imposed, the Licensing Authority will normally require that customers should be allowed a minimum of thirty minutes to consume alcohol. For example, if the closing time on the application is stated as 12 midnight, the latest time that a licence would be granted to serve alcohol would be 11:30pm, as the Licensing Authority will normally allow a minimum of 30 minutes to consume alcohol that has been purchased before the terminal hour.

**5.3** Section 5.4 page 13 of the SPL states that the Licensing Authority advises applicants that it would be beneficial if a lawful planning use can be demonstrated for the activities proposed in all applications for premises licences.

**5.4** Section 8.1 page 15 of the SLP states that the Licensing Authority will require applicants to detail in their operating schedule the steps proposed to ensure the deterrence and prevention of crime and disorder on, and in the vicinity of, the premises, having regard to their location, character, condition, the nature and extent of the proposed use and the persons likely to use the premises.

**5.5** Section 8.10 page 16 of the SLP states that it is important that staff working at off licences are suitably trained and receive appropriate refresher training in their responsibilities under the Act and can discharge their duties in full compliance with the licence conditions and requirements of the Act. This includes the ability to competently check a customer’s age with acceptable forms of identification where necessary. The Licensing Authority will particularly consider the following matters where they are material to the individual application:



- The likelihood of any violence, public order or policing problem if the licence is granted;
- The measures taken to control admission to the premises, and to take reasonable steps to prevent the occurrence of crime and disorder and public nuisance immediately outside the premises, where and to the extent that these matters are within their control.
- Past conduct and prior history of complaints against the premises;
- Whether a dispersal policy has been prepared to minimise the potential for disorder as customers leave the premises; and
- Any relevant representations.

**5.6** Section 9.6 page 18 of the SLP states that the Licensing Authority will, where appropriate, attach conditions to a licence to ensure public safety, dealing with, but not limited to. the following:

- The number of people on the premises to ensure it is appropriate having regard to the activities taking place and reliable ways of counting the number;
- The steps taken to manage the risk from glass, the use of bottle bins, glass collectors and door supervisors to prevent glass being taken off the premises;
- The use of door supervisors to manage the entrance and exit from the premises and to protect public safety as customers leave the premises; and
- The provision of air conditioning and ventilation.

## **6. DETERMINATION**

**6.1** In determining this application, the Committee must have regard to the representations and take such of the following steps as it considers necessary for the promotion of the licensing objectives. The steps are:

- (a) Grant the application in full
- (b) Grant the application in part – modifying the proposed hours, activities or conditions.
- (c) Reject the application

It is the Council’s duty under the Licensing Act 2003 (“The Act”) to determine applications with a view to promoting the four licensing objectives; Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance and the Protection of Children from Harm.

In reaching a decision the Council shall consider the details of any relevant representations received; the applicant’s Operating Schedule; the Council’s adopted Statement of Licensing Policy and the guidance issued by the Secretary of State under section 182 of the Act.

If the Committee is minded to grant the application conditions may be attached to the licence to alleviate the concerns raised through the representations.

\* required information

### Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

FP site capacity 28.10.21

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

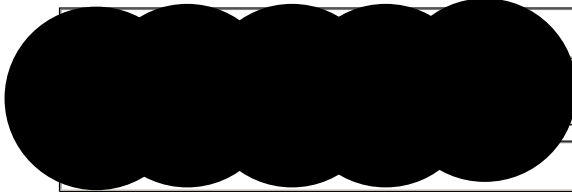
Sian

\* Family name

Harrington

\* E-mail

Main telephone number



Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?

Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

07464167

Business name

Fulham Palace Trust

If your business is registered, use its registered name.

VAT number

- 125455522

Put "none" if you are not registered for VAT.

Legal status

Charity or Association

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

*Continued from previous page...*

Non-domestic rateable value of premises (£)

45,750

### Section 3 of 18

#### VARIATION

Do you want the proposed variation to have effect as soon as possible?

Yes  No

Date variation to take effect from

/  /   
dd mm yyyy

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes  No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

9200

#### Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

We propose an increased capacity for the garden at the Palace. The current capacity for this area is 4,999 persons and we request that this is increased to 9,200. This is in order to host one or two large-scale music weekend each year. These events would be in partnership with reputable events organisers in multi-year contracts, bringing much needed income to the Palace. Fulham Palace Trust already have very strict restrictions on the number of events which can take place on the site due to its scheduled ancient monument status and is subject to a management agreement with Historic England which limits the number of large events which can take place each year.

### Section 4 of 18

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes  No

### Section 5 of 18

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

*Continued from previous page...*

Will the schedule to provide films be subject to change if this application to vary is successful?

- Yes  No

**Section 6 of 18**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes  No

**Section 7 of 18**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

- Yes  No

**Section 8 of 18**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of live music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Large music events with a capacity of 9,200. Music will be amplified and played until 22.00. The events would run from Thursday to Sunday at the most - but would be more likely to run from Friday to Sunday.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

These are one off events, so it is likely they they would occur approx. 2 - 3 weekends each year. They are likely to be during the summer months as they're weather dependent. We're limited to thee large scale events each year by our management agreement with Historic England, so wouldn't be exceeding this number.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

All events would be at non-standard timings - we don't want to schedule regular large-scale events.

**Section 9 of 18**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes       No

**Standard Days And Timings**

Continued from previous page...

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Large music events with a capacity of 9,200. Music will be amplified and played until 22.00. The events would run from Thursday to Sunday at the most - but would be more likely to run from Friday to Sunday.

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

These are one off events, so it is likely they they would occur approx 2 - 3 weekends each year. They are likely to just be during the summer months as they're weather dependent.

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

All events would be at non-standard timings - we don't want to schedule regular largescale events.

### Section 10 of 18

#### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes  No

### Section 11 of 18

#### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes  No

### Section 12 of 18

#### PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes  No

### Section 13 of 18

#### SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes  No

### Section 14 of 18

#### ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.



Continued from previous page...

N/A

**Section 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Premises is open to the public 9.00 - 18.00 daily, the grounds are open from dawn - dusk daily.

*Continued from previous page...*

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

The Palace is available for private functions from 8am to 2am the following day. Private events will cease by 2am at the latest, this will be followed by a clearing up period of up to 2 hours. For public events (for which we're applying for this license variation) the site would close after the event finishes (23.00) followed by a clearing up period.

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

We believe condition 40 on the existing premises license could be removed as a consequence of the proposed variation.

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

## Section 16 of 18

### LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The current capacity of the gardens sits at 4,999, but having undergone a review of the capacity of the garden, we believe a capacity of 9,200 would better reflect the size of the Palace's grounds. The site of Fulham Palace covers 13 acres, and we have run events in all areas of the grounds. We have done a calculation for the purpose of this license application just using the area of the main lawn, which covers 138,338 square feet (3 acres), which gives us a revised capacity of 9,200. Using this area and making an allowance for a large stage (approx 6,724 square feet) - this area provides more than 13 square feet per person. In addition to the main lawn we also have the paddock, walled garden and north lawn to the side of the Palace which give additional space for a box office, ticket and security checks and catering.

b) The prevention of crime and disorder

We believe that the change of capacity will not impede the prevention of crime and disorder given the space available at the Palace and our preference for relaxed, family friendly events. The prevention of crime and disorder is covered in the event risk assessment and for larger events the site is patrolled by security guards, the number of which are dictated by the number of attendees. For example, at the FOLD event in 2016 we had 20 security guards for approximately 4,000 attendees.

c) Public safety

Public safety is paramount at the Palace, and the new capacity would not endanger the public. The new capacity of 9,200 allocates each visitor more than double the industry standard of six square feet per person. All events on site have full risk assessments and method statements drawn up in advance. Events with more than 500 people on site are manned by

*Continued from previous page...*

security guards and for large events with a capacity of over 1,000 an ambulance is booked to be on standby if required. For complex events, including music festivals we would secure advice from our external safety advisor and would consult with the local authority.

d) The prevention of public nuisance

The increased capacity should not stop the prevention of public nuisance - the people attending events would be within the same area used in previous years. As with previous large scale events, as well as using security guards, for events with capacities over 2,999, sound management and traffic management plans will be put in place and local residents made aware of the event in advance. Outdoor events would end at 23.00 - with live music ending at 22.00 to limit evening disruption to neighbours of the Palace.

e) The protection of children from harm

The increased capacity should not have any impact on the protection of children from harm. Security are on site for large scale events and parents are asked to supervise children at all times on the Palace grounds. Unaccompanied children will not be allowed into the Palace's grounds during large events. We have our own safeguarding policies and procedures, a safeguarding sponsor, a safeguarding lead and four designated safeguarding officers. In addition, we use an external safeguarding advisor.

## **Section 17 of 18**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 18 of 18

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

1,315.00

### DECLARATION

\* It is an offence, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Continued from previous page...

* Full name	<input type="text" value="Sian Harrington"/>
* Capacity	<input type="text" value="CEO"/>
* Date	<input type="text" value="28"/> / <input type="text" value="10"/> / <input type="text" value="2021"/> dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
  2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/hammersmith-and-fulham/change-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="FP site capacity 28.10.21"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Next >](#)

**From:** Licensing HF: H&F  
**Sent:** 02 November 2021 16:52  
**To:**  
**Subject:** RE: Licensing Act 2003 - Premises Number: 2021/01307/LAPR

Dear Officers and Councillors

**Licensing Act 2003**  
**Premises Number: 2021/01307/LAPR**  
**Premises: Fulham Palace Fulham Palace Bishop's Avenue London SW6 6EA**

The below application has been amended to the following:

Full variation: Licensee wishes to vary their premises licence to increase the capacity in the garden area from 4,999 people to 9,150 people, they plan to host one or two large scale music weekends each year.

To increase the capacity in Bishop Sherlocks Room from 80 to 100, and in the Bishop Howleys Dining Room from 50 to 78.

Amendment to the following conditions to reflect the changes in capacity:

Amendment of condition 15 to:

The maximum number of persons permitted in each room is:

- o Great hall (room 37) - 110
- o Bishop Sherlock's room (room 17) - 100
- o Bishop Howley's dining room (room 22) - 78
- o Bishop Howley's drawing room (room 24) -110
- o Porteous Library (room 21) - 60
- o Morning room (room 28) - 20
- o Bishop Terrick's dining room (room 29) - 50
- o Bishop Terrick's drawing room (room 30) - 50
- o Chapel (room 49) - 60
- o Marquee - 200
- o Gardens -9150

Any changes to the above capacities must be agreed in advance with the licensing authority.

Amendment of condition 40 to:

Capacity for the gardens or part thereof shall be monitored during events. Management and staff shall monitor the number of persons in attendance and ensure that these capacities are upheld. The number of persons admitted to the gardens on any one occasion shall not exceed the proposed maximum occupancy of 9,150.

Kind regards

**Karen Layug**

Licensing Officer

Licensing

The Environment Department

Hammersmith& Fulham Council

**From:** Licensing HF: H&F  
**Sent:** 29 October 2021 16:56  
**To:**  
**Subject:** Licensing Act 2003 - Premises Number: 2021/01307/LAPR

Dear Officers and Councillors

**Licensing Act 2003**  
**Premises Number: 2021/01307/LAPR**  
**Premises: Fulham Palace Fulham Palace Bishop's Avenue London SW6 6EA**

I have received some additional information regarding this application from the licensee, the licensee proposes to remove condition 40 on the current premises licence, this condition is related to the maximum occupancy in the garden area:

*Condition 40. Capacity for the gardens or part thereof shall be monitored during events. Management and staff shall monitor the number of persons in attendance and ensure that these capacities are upheld. The number of persons admitted to the gardens on any one occasion shall not exceed the proposed maximum occupancy of 4999.*

In addition the opening hours were stated to be varied to Monday to Sunday: 06:00 - 20:00, the licensee has confirmed that the hours will remain as they are on the existing licence which is currently Monday to Sunday 09:00 – 18:00 with the premises open for private functions from 8am to 2am the following day.

An amended application form which reflects these changes is attached.

Kind Regards,

**William Asante**  
Licensing Compliance Assistant  
Licensing Team  
The Environment Department  
Hammersmith & Fulham Council



# Licensing Act 2003

## Premises Licence



**Premises Licence Number:** 2020/00361/LAPR

### Part 1 – Premises details

**Postal address of premises, or if none, OS map reference or description of the premises**

Fulham Palace  
Bishop's Avenue

**Post town:** London

**Post code:** SW6 6EA

**Telephone:**

**Where the licence is time limited the dates:**

Not Applicable

**Licensable activities authorised by the licence:**

Performance of Dance -Both Indoors and Outdoors  
Exhibition of a Film -Both Indoors and Outdoors  
Performance of Live Music -Both Indoors and Outdoors  
Playing of Recorded Music -Both Indoors and Outdoors  
Entertainment Similar to Music or Dance -Both Indoors and Outdoors  
Performance of a Play -Both Indoors and Outdoors  
Provision of Late Night Refreshment -Both Indoors and Outdoors  
Sale of Alcohol On and Off the Premises

**The licence authorises the carrying out of the following licensable activities on the days and at the times specified below:**

Performance of Dance - Indoors	
Monday to Sunday	09:00 - 01:00
Exhibition of a Film - Indoors	
Monday to Sunday	09:00 - 01:00
Performance of Live Music -Indoors	
Monday to Sunday	09:00 - 01:00
Playing of Recorded Music -Indoors	
Monday to Sunday	09:00 - 01:00

Entertainment Similar to Music or Dance -Indoors	
Monday to Sunday	09:00 - 01:00
Performance of a Play -Indoors	
Monday to Sunday	09:00 - 01:00
Performance of Dance - Outdoors	
Monday to Sunday	09:00 - 00:00
Exhibition of a Film -Outdoors	
Monday to Sunday	09:00 - 00:00
Performance of Live Music -Outdoors	
Monday to Sunday	09:00 - 00:00
Playing of Recorded Music -Outdoors	
Monday to Sunday	09:00 - 00:00
Entertainment Similar to Music or Dance -Outdoors	
Monday to Sunday	09:00 - 00:00
Performance of a Play -Outdoors	
Monday to Sunday	09:00 - 00:00
Provision of Late Night Refreshment -Both Indoors and Outdoors	
Monday to Sunday	23:00 - 01:00
Sale of Alcohol On and Off the Premises	
Monday to Sunday	11:00 - 01:00

**The opening hours of the premises:**

Monday to Sunday 09:00 - 18:00

The palace is available for private functions from 8am to 2am the following day. Private events will cease by 2am at the latest, this will be followed by a clearing up period of up to 2 hours.

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies:**

Both on and off the premises

## Part 2

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:**

Fulham Palace Trust  
Fulham Palace  
Bishop's Avenue  
London  
SW6 6EA

**Email:** mail@fulhampalace.org

**Registered number of holder, for example company number, charity number (where applicable):**

1140088

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:**

Ms Sian Harrington

**Licensing Authority:**  
**Personal Licence Number:**

### Annex 1 – Mandatory Conditions

#### 1. Mandatory Condition

(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).

## 2. Mandatory Condition

The responsible person shall ensure that free potable water is provided on request to customers where it is reasonably available.

## 3. Mandatory Condition

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. Mandatory Condition

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. Mandatory Condition

1. 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.

2. For the purposes of the condition set out in paragraph 1—

(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.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4.(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.

(2) 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.

## 6. Mandatory Condition

(1) No supply of alcohol may be made under the premises licence—

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) 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.

## 7. Mandatory Condition

Admission of children must be restricted in accordance with any recommendation made by the film classification body specified in the licence, or, where the licensing authority has notified the holder of the licence that it considers a classification is necessary then, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

In this section -

"children" means persons under the age of 18; and

"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).

## 8. Mandatory Condition

Where this licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority, with the following exceptions:

a) premises where the premises licence authorises plays or films

b) any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 to the Private Security Industry Act 2001 (premises being used exclusively by a club with a club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

c) any occasion within paragraph 8(3)(d) of Schedule 2 to the Private Security Industry Act 2001.

## **Annex 2 – Conditions consistent with the operating Schedule**

9. All Palace staff and casual dining staff shall be trained as appropriate in respect of relevant licensing law, the implementation of licence conditions, health and safety, first aid, alcohol and drug awareness and conflict management.

10. The Palace staff shall provide a list of six caterers approved exclusively to work at the Palace. As a condition of their contract each catering firm shall be obliged to provide a site manager/responsible person for all events who is a personal licence holder and is familiar with the operational requirements of the Palace.

11. The Palace staff shall notify the relevant authorities (including the licensing authority and the police) of any major events 2 months in advance of the event date.

12. A burglar alarm shall be installed and maintained.

13. There shall be no alcohol promotions of any kind so as to avoid completely any possible encouragement of illegal, irresponsible or immoderate consumption.

14. There shall be a Palace staff member present at all licensable events with access to a Council-based emergency services duty officer as necessary.

15. The maximum number of persons permitted in each room is:

- o Great hall (room 37) - 110
- o Bishop Sherlock's room (room 17) - 80
- o Bishop Howley's dining room (room 22) - 50
- o Bishop Howley's drawing room (room 24) -110
- o Porteous Library (room 21) - 60
- o Morning room (room 28) - 20
- o Bishop Terrick's dining room (room 29) - 50
- o Bishop Terrick's drawing room (room 30) - 50
- o Chapel (room 49) - 60
- o Marquee - 200
- o Gardens - 4999

Any changes to the above capacities must be agreed in advance with the licensing authority.

16. A fire detection and warning system shall be installed and maintained.

17. An adequate number of fire extinguishers shall be provided and positioned in accordance with the risk assessment for each event carried out by the Palace.

18. An emergency lighting system shall be installed and maintained.

19. All reasonable steps shall be taken to ensure that those attending private functions leave the premises quietly and respect the rights of local residents. In particular staff and management of both the Palace and its approved caterers shall be proactive in informing all those attending private functions to leave the premises quietly.

20. Notices shall be erected to advise patrons that they are in a residential area and to respect local residents.

21. The Palace staff shall work closely with the police to ensure that the casual dining facility neither attracts nor retains large numbers of football supporters during match days at Craven Cottage. In particular staff reserve the right to serve alcohol or introduce a no-alcohol policy an hour before and after home matches.

22. Palace staff shall carry out occasional patrols of the grounds to ensure that no undue noise is escaping from the premises.

23. For large scale outdoor events, with amplified regulated entertainment or music, the licensee shall appoint a suitably qualified and experienced noise control consultant approved by the licensing authority no later than six weeks prior to the event. The noise control consultant shall produce and submit a noise management plan to be approved in writing by the Local Authority at least 28 days prior to the event. This plan is to be on site and adhered to during all events.

24. A proof of age scheme shall be in place and the relevant literature displayed at the Palace.

25. Appropriate signage shall be displayed in a prominent position, informing customers they are being recorded on CCTV.

26. CCTV covering areas inside and outside of the premises shall be installed and maintained to police recommendations with properly maintained log arrangements. All images shall be stored for a minimum of 31 days.

27. CCTV shall comply with the Data Protection Act 1998 and shall be working and recording correctly when the premises are open to the public.

28. A staff member from the premises that is conversant with the operation of the CCTV system shall be on the premises at all times that the premises are open to the public. This staff member shall be able to show police or authorised council officers recent data footage with the minimum of delay when requested. This data or footage reproduction shall be almost instantaneous.

29. A refusals record 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.

30. The Designated Premises Supervisor shall regularly check the refusals record to ensure it is being consistently used by all staff.

31. A Proof of Age scheme shall operate at the premises and all staff shall be trained in its implementation. Only photographic ID such as a British driving licence or a passport shall be treated as acceptable forms of identification.

32. The Designated Premises Supervisor shall ensure that all permanent or temporary staff receive an induction in the legality and procedure of alcohol sales, prior to undertaking the sale of alcohol. This training shall include the contents of the premises licence; times of operation, licensable activities and all conditions. Training documents shall be signed and dated, and training records be made available to a police officer or council officer on request. The records shall be retained for at least 18 months.

33. There shall be one personal licence holder on the premises at all times the premises are selling alcohol.

34. The premises shall maintain a lost property log. As a minimum this shall include details of type of property, imei numbers of mobile phones, personal details attainable and restoration efforts. This shall be available to police or authorised council licensing officers on request.

35. Signs shall be placed in a prominent place at all exit points of the premises requesting patrons to respect the neighbours and leave quietly. Notices advising patrons that they are in a residential area and to respect local residents shall continue to be displayed and maintained.

36. All palace staff, catering staff and casual catering staff shall be trained as



appropriate regarding relevant licensing laws, the implementation of license conditions, health and safety, first aid, fire safety, alcohol and drug awareness and conflict management.

37. Palace approved caterers are required as a condition of their contract to provide an event/venue manager as a responsible manager for all events. That manager shall be a personal license holder and be familiar with the operational requirements of the building and site.

38. Security personnel shall be employed as appropriate at functions and events.

39. An event manager/responsible person in possession of a personal license shall be present on site during events where alcohol is served.

40. Capacity for the gardens or part thereof shall be monitored during events. Management and staff shall monitor the number of persons in attendance and ensure that these capacities are upheld. The number of persons admitted to the gardens on any one occasion shall not exceed the proposed maximum occupancy of 4999.

41. Entry to large events shall be ticketed and a system to manage and monitor entry and exit shall be undertaken.

42. Outdoor events shall cease no later than 11pm.

43. An evacuation policy shall be in place that is to the satisfaction of the Fire Authority, Licensing Authority and Police. All staff members shall be trained in the evacuation policy. Written records of staff training shall be kept and produced to Police and authorised Council officers on request.

44. Means of escape shall be maintained unobstructed, immediately available and clearly identifiable.

45. Exit doors shall be checked before opening each day to ensure they function satisfactorily.

46. Policy and procedures for door staff shall be put into place around dispersal techniques for customers and procedures for dealing with incidents that occur in the vicinity of the premises.

47. The premises shall operate a dispersal policy and all staff shall be trained in its implementation.

48. Door supervisors shall be provided with radios to enable them to contact each other and the duty manager at the premises.

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

**Signed:**   
**Authorised Officer**

**Date: 22.04.2020**

**Annex 4- Plans:**

Please insert plans at page(s) 10 to 11



# Licensing Act 2003

## Premises Licence



### Premises Licence Summary

**Premises Licence Number:** 2020/00361/LAPR

### Premises details

#### Postal address of premises, or if none, OS map reference or description of the premises

Fulham Palace  
Bishop's Avenue

**Post town:** London

**Post code:** SW6 6EA

**Telephone:**

#### Where the licence is time limited the dates:

Not Applicable

#### Licensable activities authorised by the licence:

Performance of Dance -Both Indoors and Outdoors  
Exhibition of a Film -Both Indoors and Outdoors  
Performance of Live Music -Both Indoors and Outdoors  
Playing of Recorded Music -Both Indoors and Outdoors  
Entertainment Similar to Music or Dance -Both Indoors and Outdoors  
Performance of a Play -Both Indoors and Outdoors  
Provision of Late Night Refreshment -Both Indoors and Outdoors  
Sale of Alcohol On and Off the Premises

#### The licence authorises the carrying out of the following licensable activities on the days and at the times specified below:

Performance of Dance - Indoors	
Monday to Sunday	09:00 - 01:00
Exhibition of a Film - Indoors	
Monday to Sunday	09:00 - 01:00
Performance of Live Music -Indoors	
Monday to Sunday	09:00 - 01:00

Playing of Recorded Music -Indoors Monday to Sunday	09:00 - 01:00
Entertainment Similar to Music or Dance -Indoors Monday to Sunday	09:00 - 01:00
Performance of a Play -Indoors Monday to Sunday	09:00 - 01:00
Performance of Dance - Outdoors Monday to Sunday	09:00 - 00:00
Exhibition of a Film -Outdoors Monday to Sunday	09:00 - 00:00
Performance of Live Music -Outdoors Monday to Sunday	09:00 - 00:00
Playing of Recorded Music -Outdoors Monday to Sunday	09:00 - 00:00
Entertainment Similar to Music or Dance -Outdoors Monday to Sunday	09:00 - 00:00
Performance of a Play -Outdoors Monday to Sunday	09:00 - 00:00
Provision of Late Night Refreshment -Both Indoors and Outdoors Monday to Sunday	23:00 - 01:00
Sale of Alcohol On and Off the Premises Monday to Sunday	11:00 - 01:00

**The opening hours of the premises:**

Monday to Sunday 09:00 - 18:00

The palace is available for private functions from 8am to 2am the following day. Private events will cease by 2am at the latest, this will be followed by a clearing up period of up to 2 hours.

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies:**

Both on and off the premises

**Name, (registered) address, of holder of premises licence:**

Fulham Palace Trust  
Fulham Palace  
Bishop's Avenue  
London  
SW6 6EA

**Registered number of holder, for example company number, charity number (where applicable):**

1140088

**Name of designated premises supervisor where the premises licence authorises the supply of alcohol:**

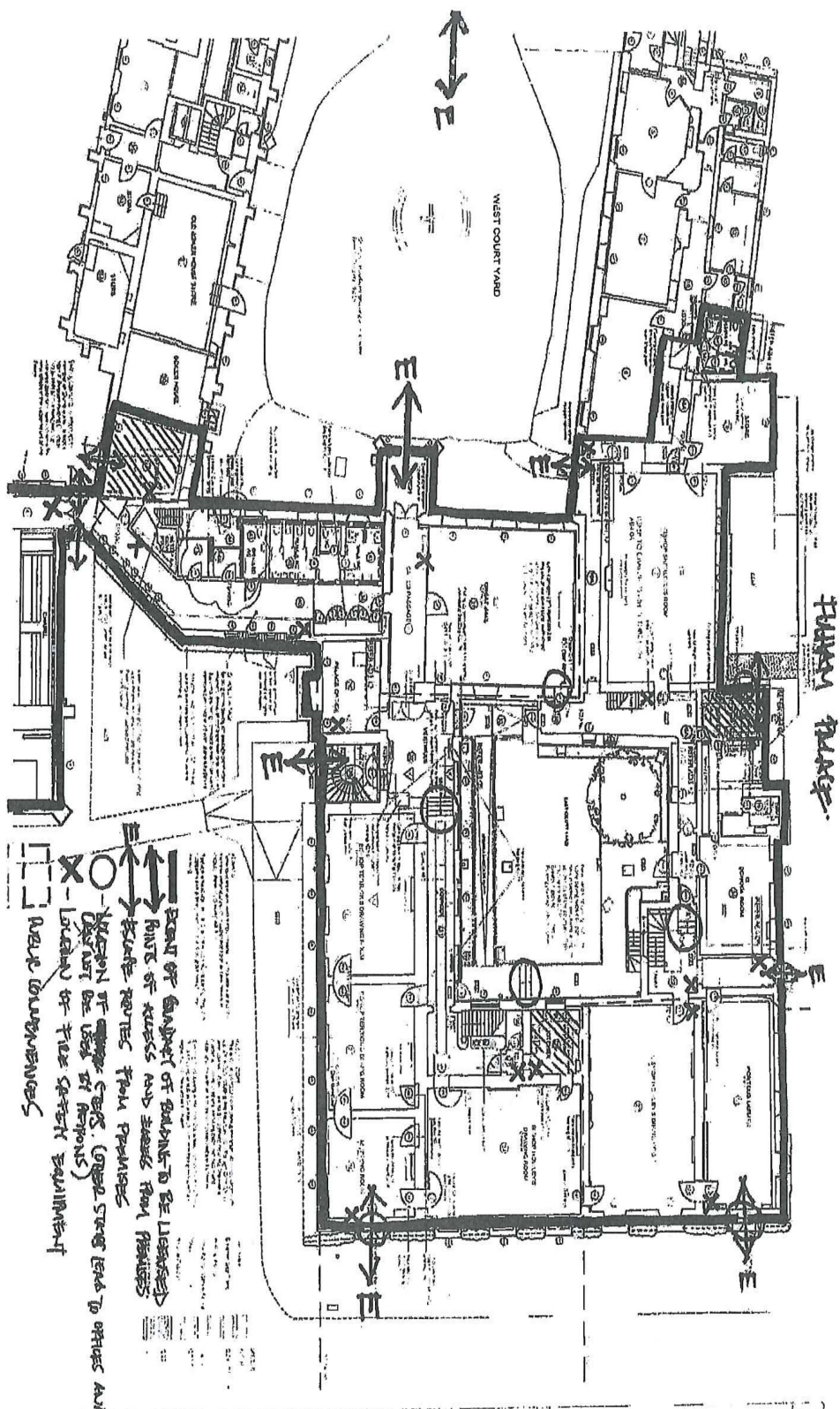
Ms Sian Harrington

**State whether access to the premises by children is restricted or prohibited:**

No Restrictions

**Signed:**   
**Authorised Officer**

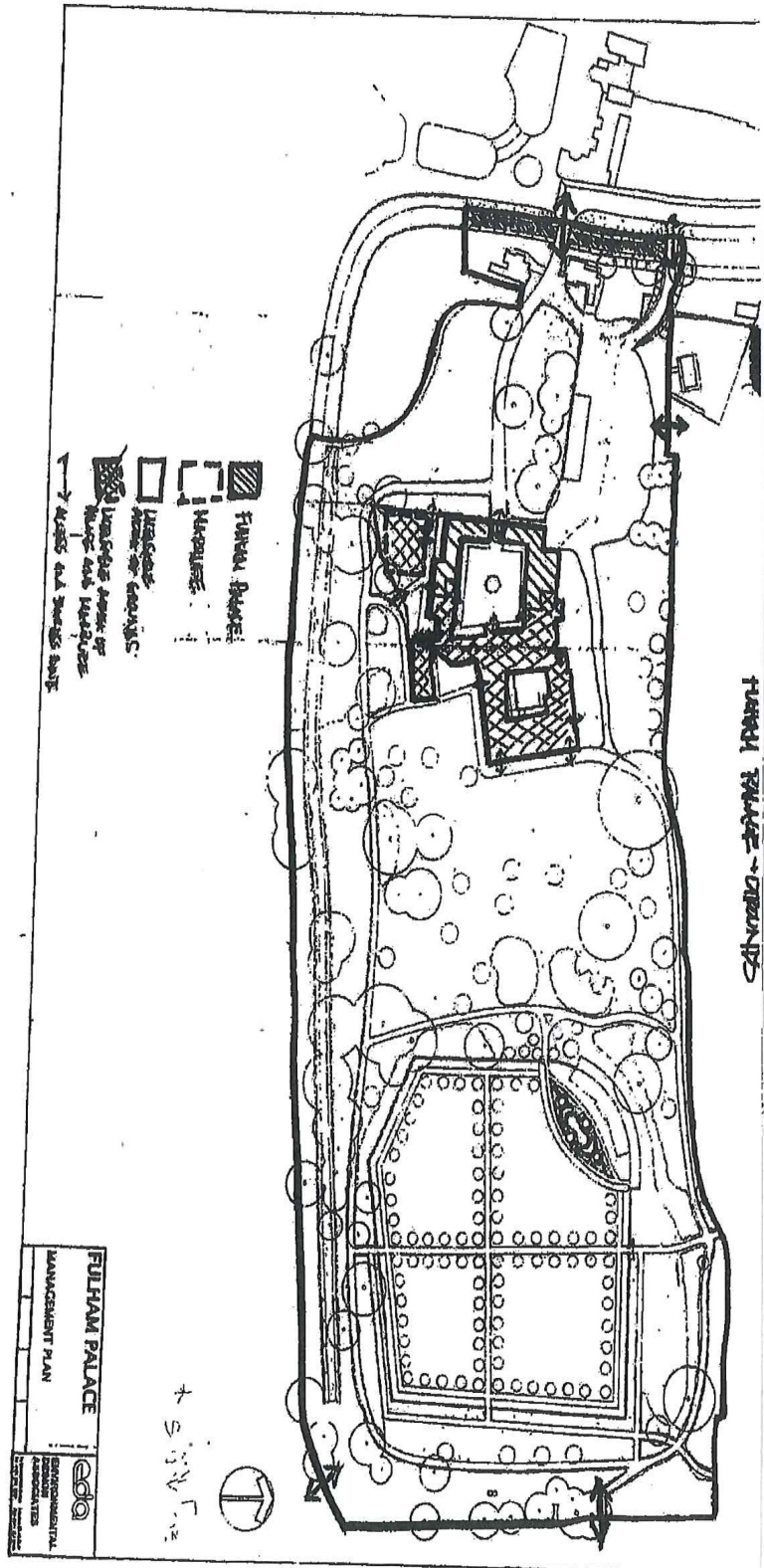
**Date: 22.04.2020**



→ POINT OF EQUIPMENT OF BUILDING TO BE LIEQUARED  
 → POINT OF ACCESS AND SERVICE FROM PREMISES  
 → ESCAPE ROUTES FROM PREMISES  
 ○ - LOCATION OF EQUIPMENT STORAGE (EQUIP STORAGE SHOULD BE LOCATED IN AREAS OF HIGH FLOOR)  
 X - LOCATION OF FILE SERVER EQUIPMENT  
 [ ] - EQUIPMENT STORAGE

NO.	REVISION	DATE	BY
1	ISSUED FOR PERMITTING	11/11/03	...
2	...	...	...
3	...	...	...
4	...	...	...
5	...	...	...
6	...	...	...
7	...	...	...
8	...	...	...
9	...	...	...
10	...	...	...







**From:** Tom Stewart  
**Sent:** 23 November 2021 13:52  
**To:** nicola price; sian harrington; Licensing HF: H&F  
**Cc:** Cardwell Kris J - AW-CU; Perez-Trillo Cristina: H&F; Overton Adrian: H&F; Moini Sina: H&F; Boniface Simon: H&F; Rawlinson James: H&F  
**Subject:** RE: Licensing Act 2003 - Premises Number: 2021/01307/LAPR

Hi Nicola,

I am happy with your suggested amendments and as such the conditions would read as follows:

Condition 15. *The maximum number of persons permitted in each room is:*

- o Great hall (room 37) - 110*
- o Bishop Sherlock's room (room 17) - 100*
- o Bishop Howley's dining room (room 22) - 78*
- o Bishop Howley's drawing room (room 24) -110*
- o Porteous Library (room 21) - 60*
- o Morning room (room 28) - 20*
- o Bishop Terrick's dining room (room 29) - 50*
- o Bishop Terrick's drawing room (room 30) - 50*
- o Chapel (room 49) - 60*
- o Marquee - 200*

*Any changes to the above capacities must be agreed in advance with the licensing authority.*

*40. Capacity for the gardens or part thereof shall be monitored during events. Management and staff shall monitor the number of persons in attendance and ensure that these capacities are upheld. The number of persons admitted to the gardens on any one occasion shall not exceed the maximum occupancy of 4999 with the exception of two "special events" in which the maximum occupancy shall not exceed 9,150. Each 'special event' should be for a maximum of three consecutive days and shall be limited to a maximum of 2 per annum.*

*23. For large scale outdoor events, with amplified regulated entertainment or music in which maximum occupancy exceeds 4999, the licensee shall appoint a suitably qualified and experienced noise control consultant approved by the licensing authority no later than six weeks prior to the event. The noise control consultant shall produce and submit a noise management plan to be approved in writing by the Local Authority at least 28 days prior to the event. This plan is to be on site and adhered to during all events.*

Additional condition to be added:

*The following condition will take effect in regard to any "Special Event" taking place on the premises as referred to in condition 40. - Unless otherwise agreed, no later than 31 days prior to the event the Premises Licence holder must ensure an Event Management Plan is presented to Hammersmith & Fulham Police Licensing Team, Noise and Nuisance Team, Hammersmith & Fulham Council, the London Fire and Emergency Planning Authority and the Metropolitan Police Service for their comments. The Event Management Plan shall include, as a minimum:*

- a. Emergency and Evacuation procedures;*
- b. Crowd management and stewarding/security arrangements;*
- c. A detailed plan showing site layout and emergency egress points;*
- d. A detailed plan showing CCTV locations installed by the Premises License Holder;*
- e. Risk Assessments;*
- f. A schedule detailing types and locations of emergency equipment;*

- g. Sanitary accommodation;*
- h. The capacity of fully enclosed locations where alcohol is sold;*
- i. A noise management Plan;*
- j. Counter terrorism policies and procedures*
- k. Traffic management plan*

I have copied in the Licensing team who will amend the application.

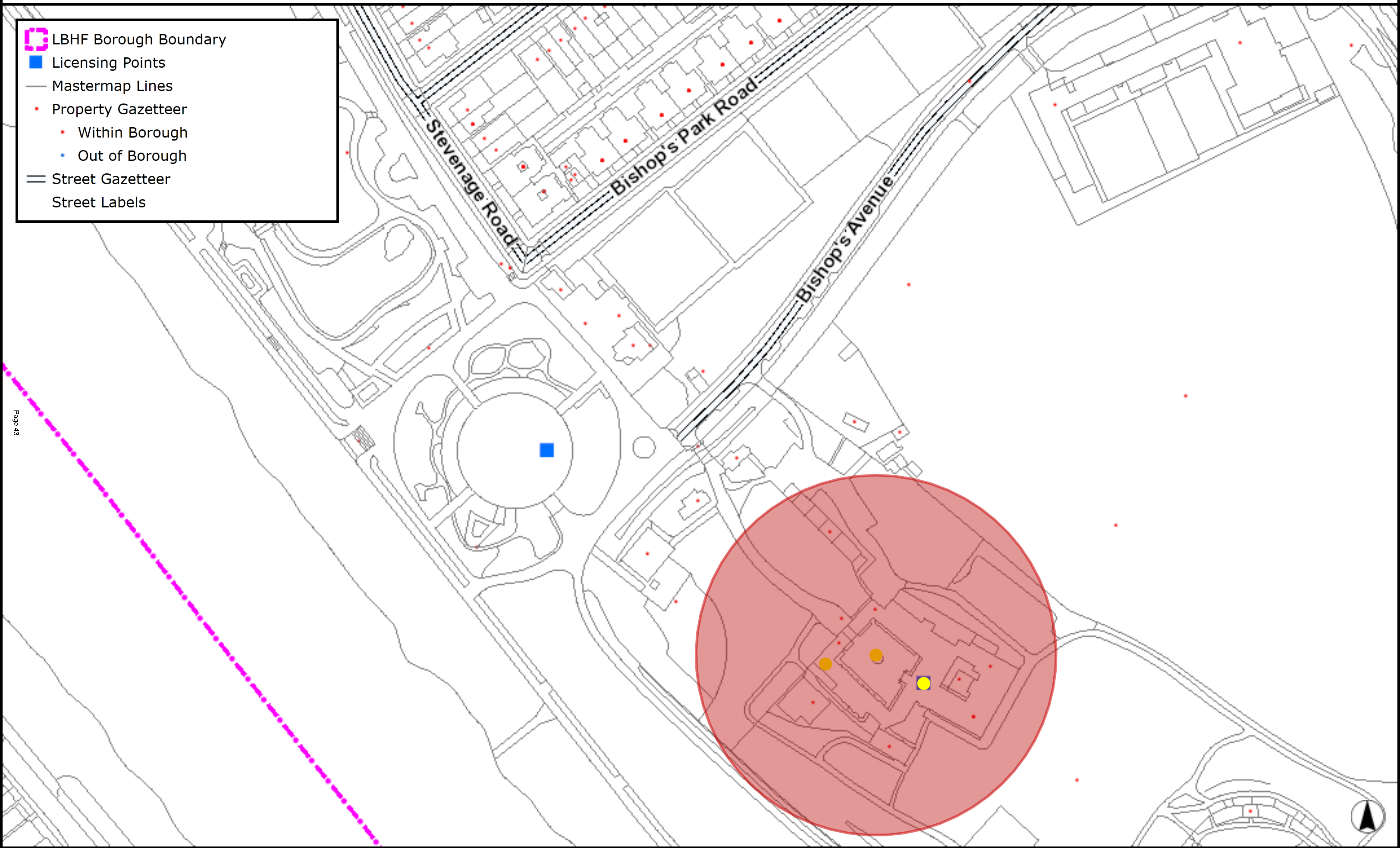
Kind Regards

Tom

**Pc Tom Stewart** | Licensing Officer | Hammersmith and Fulham Borough - Licensing Team  
Hammersmith Police Station

# London Borough of Hammersmith & Fulham

- LBHF Borough Boundary
- Licensing Points
- Mastermap Lines
- Property Gazetteer
  - Within Borough
  - Out of Borough
- Street Gazetteer
- Street Labels



Page 43

**From:** Charlotte Dexter  
**Sent:** 24 November 2021 14:18  
**To:** Dimitriou Maria: H&F  
**Subject:** Re: 2021/01307/LAPR - Fulham Palace - Full Variation

Dear Maria

These additions do not address the problems of litter and mess around the perimeter ie the pavement and roads especially those leading to the tube station but also Bishops Avenue etc.

Why can't this be addressed? Who needs to address it? Which responsible authority? The idea was that the event organizers pay for the cleaning of the pavements and streets etc where over 9,000 people will tread back and forth to and from the event. It is always a huge mess and takes days if not weeks to recover from it.

C

**From:** Charlotte Dexter  
**Sent:** 15 November 2021 10:15  
**To:** Dimitriou Maria: H&F  
**Cc:** Overton Adrian: H&F  
**Subject:** Re: Incomplete on web 2021/01307/LAPR | Ful Palace

Dear Maria

Clearly, I oppose the application until these concerns are dealt with. So, yes, please send them to the applicant and please tell me who to write to regarding my concerns ie which responsible authority (RA)? I learned recently that LBHF LICENSING do not be necessarily contact the various RAs about issues raised in Representations made relating to Licensing applications. Apparently, residents need to contact the various RAs, which I find totally unbelievable.

So, who are you contacting and who do I need to contact?  
Also, please send me the existing license in full, as a pdf. It was not available in full on the website, as I stated below. Tx.

Charlotte Dexter Murray  
Barclay Rd

**From:** Charlotte Dexter  
**Sent:** 29 October 2021 08:47  
**To:** Dimitriou Maria: H&F  
**Cc:** Asante William: H&F; Belinda Donovan; Annabel Cottrell  
**Subject:** Incomplete on web 2021/01307/LAPR | Ful Palace

2021/01307/LAPR | Licensing Act - Premises License  
Proposal to increase from 4,999 to 9,000 plus for three weekends a year for summer concerts.

Dear Maria

This web doc of the license/??proposed variation?? ends at point 28 mid sentence. Could you pls update. This seems to happen frequently. Perhaps check the vital docs before sending out the announcements to save time??

This 2021/01307 states the existing 4,999 capacity so where is the proposal for the 9,000 plus capacity as well as any further already suggested or agreed new/ additional Conditions? I am wondering if this proposed capacity variation is an opportunity to have Conditions agreed to assure once and for all that organisers (not the Council taxpayers) pay for the additional police required, street cleaning done properly right up to and including the bridge and approaches to tube etc.

It costs the Council huge money to clean surrounding public pavements, roads etc every time such events take place. Perhaps that should and could change, via Conditions.

Charlotte Dexter Murray  
Barclay Rd