

# 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

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**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**