

From: Kristen Cardwell
Sent: 16 August 2022 07:33
To: Licensing HF: H&F
Cc:
Subject: London Oktoberfest Lillie Road Fitness Centre Lillie Road London SW6 7PD:-
2022/01154/LAPR

Good Morning Licensing,

Please refer to the agreed conditions (highlighted in red below) between the Police and the applicant for the above application.

Kind regards,

Kris.

Kris Cardwell
Police Constable 3286AW
Licensing Officer - Hammersmith and Fulham (Central West BCU)
Metropolitan Police Service

From: Carsten Raun
Sent: 15 August 2022 15:13
To: Cardwell Kris J - AW-CU
Cc:
Subject: Re: London Oktoberfest Lillie Road Fitness Centre Lillie Road London SW6 7PD:-
2022/01154/LAPR

Good Afternoon Kris,

Thank you very much for your support and I am happy to accept all conditions. I also believe these conditions are very helpful to get a good and trained staff. The target for all of is a smooth and good event.

Looking forward to meet you all in person.

Kind Regards,

Carsten

Am 15.08.2022 um 15:48 schrieb Kristen Cardwell:

Good Afternoon Carsten,

It was very nice to meet you earlier and discuss your Business Model regarding the premises licence application for London Oktoberfest. I thought the meeting was a very positive one.

Although the EMP that you have submitted is very detailed, I explained the concerns of the Police regarding the lack of conditions offered in the Operating Schedule. Below are the conditions that the Police would like to see added to the premises licence, the vast majority of these you have already covered in the EMP.

1. Unless otherwise agreed, no later than 14 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 Brigade and Emergency Planning Authority for their comments. The Event Management Plan shall include, as a minimum:

- a. Emergency and Evacuation procedures;
- b. Crowd management and stewarding 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

2. The Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan.

3. The licensee shall ensure that:

- (a) All licensed SIA door supervisors and security staff on duty at the event shall be equipped with Body Worn Video (BWV), capable of recording audio and video.
- (b) All recordings shall be stored for a minimum period of 31 days with date and time stamping, and
- (c) the viewing of BWV recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
- (d) As a minimum, the following will be recorded where reasonably practicable:
 - All searches of members of the public (if not covered by CCTV)
 - All incidents of disorder
 - Any incident where use of force is required or implied (removing a customer for example)
 - Any incident declared as a critical incident.

4. A minimum of 15 SIA registered operatives shall be on duty at all times the premises is open for licensable activities. The premises licence holder shall regularly review and risk assess the requirement for additional SIA operatives to be on duty.

5. A minimum of 1 SIA licensed door supervisors shall be on duty at the front entrance of the premises at all times the premises are open for licensable activities.

6. Where SIA registered door supervisors are used at the premises, a record shall be kept of their SIA registration number and the dates and times when they are on duty.

7. All staff engaged outside the entrance to the Premises, or supervising or controlling queues, shall wear high visibility jackets or vests.

8. A written search policy will be in place and security staff will be briefed on the provisions of the policy to be aware of their responsibilities and actions required by that policy. The policy will include the procedure for searching prior to entry of customers into the licensed area. All bags will be searched prior to entry to the premises. Body searches will be carried out based on an ongoing dynamic risk assessment. Any customer refusing to permit to the search procedure will be refused entry into the licensed area. Any queues formed at the entrance to the site shall be supervised by security staff to prevent disorder and anti-social behaviour.

9. A drugs policy shall be in effect and all necessary staff shall be trained in the implementation of the policy. The policy should be made available to Police and authorised officers of the Licensing Authority on request.

10. Any drugs confiscated from customers shall be stored in a locked and secured container. A log shall be maintained and kept with the drugs container. It will contain details of date/time of finding, whom found by, when deposited, when collected by police, and signatures of depositor and collector. The Police shall be contacted to empty the box when necessary.

11. A challenge 25 proof of age scheme for the sale of alcohol shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

12. The premises licence holder shall ensure that the management team register and successfully complete the nationally recognised counter terrorism training product referred to as ACT eLearning package or can demonstrate that the ACT eLearning product has been successfully completed within the preceding 12 months (before the start of the proposed event/open to the public) and that all staff employed by or at the premises complete the "ACT eLearning" training prior to them being employed on the premises.

13. There shall be a minimum of one personal licence holder on duty on the premises during operational hours. Details of the personal licence holder (including name and contact number) shall be displayed in a prominent position on site.

14. No alcohol shall be taken outside of the boundary of the licensable area. Signage shall be prominently displayed advising customers that drinks are not permitted outside the boundary of the Premises building.

15. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

16. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.

17. A refusals record shall be kept at the premises to record details of all refusals to sell alcohol. This record shall contain the date and time of the incident, a description of the customer, the name of the member of staff who refused the sale, and the reason the sale was refused. The record shall be made to police and authorised officer of the Licensing Authority on request.

18. All drinks will be sold and supplied in a none glass vessel.

19. An incident log shall be maintained by the Licence Holder/DPS/Manager that details incidents that occur in or in the immediate vicinity of the premises. This shall include any incidents of disorder, seizures of drugs or offensive weapons, any faults with the CCTV system and ejections from the premises as a minimum.

20. The incident record shall be kept on the premises and be available for inspection by the police or an authorised officer of the Licensing Authority at all times the premises is open.

21. The Premises shall operate a dispersal policy and all staff shall be trained in its implementation.

22. Signs shall be prominently displayed at the exits from the premises asking patrons to dispose of their waste in litter bins.

23. High-Definition CCTV shall be installed, operated and maintained, at all times that the premises are open for licensable activities or customers are on the premises and;

- o shall be checked daily to ensure that the system is working properly and that the date and time are correct. A record of these checks, showing the date and name of the person checking, shall be kept and made available to Police or authorised Council officers on request.

- o at least one camera will show a close-up of the entrance/entrances to the premises, to capture a clear, full length image of anyone entering.

- o shall cover any internal or external area of the premises where licensable activities take place.

- o recordings shall be in real time and stored for a minimum period of 31 days with date and time stamping.

- o footage shall be provided to Police or authorised council officer within 24 hours of a request.

- o a staff member from the premises that is conversant with the operation of the CCTV system shall be on the premises at all times. This staff member will be able to show police or authorised officers of the Licensing Authority recent data footage with the minimum of delay when requested. This data or footage reproduction shall be almost instantaneous.

24. All staff shall be trained in how to manage a crime scene and crime scene preservation. This training shall be repeated at least once a year and written records of the training kept on the premise and made available to Police and authorised officers of the Licensing Authority on request.

25. All staff shall be trained in how to identify drunk or drug impaired customers. This training shall be repeated at least biannually and written records of the training kept and made available to police and authorised officers of the Licensing Authority on request.

26. All staff working at the event shall be given compulsory training on the following issues: Welfare and Vulnerability engagement (WAVE) , Ask for Angela, Drink Spiking and Safeguarding . Written records of this training, and a policy to cover each of these topics, shall be retained and made available to the Police or authorised officers of the Licensing Authority upon request.

27. Members of the public shall not be permitted to bring alcohol into the licensed Premises.

28. No football, boxing, mixed martial arts or similar events shall be screened at the Premises at any time.

Please let me know if you are willing to add these conditions to the premises licence and I will inform the Local Authority who can amend the application.

I am happy to discuss anything with you further if required.

Kind regards,

Kris.

Kris Cardwell

Police Constable 3286AW

Licensing Officer - Hammersmith and Fulham (Central West BCU)

Metropolitan Police Service