Application for a provisional statement to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

apply prem to you Act 2	//We Olympus Property Holdings Limited									
Live Olym Ham	Postal address of premises or, if none, ordnance survey map reference or description Live Lounge Banquet & Conference Facilities Olympia London Development Hammersmith Road									
Post	towr	London			Post code	W14 8UX				
Telep	ohone	e number at premises (if any)	n/a							
Non-	dome	estic rateable value of premises	£ Not Rated							
Part	2 - A	pplicant Details								
Pleas	se sta	ate whether you are applying for a	•	ence a se tick						
a)	an ir	dividual or individuals *			please comple	ete section (A)				
b)	a pe	rson other than an individual *								
	i.	as a limited company		$\overline{\checkmark}$	please comple	ete section (B)				
	ii.	as a partnership			please comple	ete section (B)				
	iii.	as an unincorporated associatio	n or		please comple	ete section (B)				
	iv.	other (for example a statutory co	orporation)		please comple	ete section (B)				
c)	a red	cognised club			please comple	ete section (B)				
d)	a ch	arity	4		please comple	ete section (B)				

e)	the proprietor of a	an educatior	nal establishi	ment		please comp	olete section	(B)
f)	a health service b	ody				please comp	olete section	(B)
g)	a person who is re Care Standards A independent hosp	Act 2000 (c1	4) in respect			please comp	olete section	(B)
ga)	a person who is re Part 1 of the Heal (within the meaning independent hosp	Ith and Soci ng of that Pa	al Care Act 2 art) in an			please comp	blete section	(B)
h)	the chief officer of England and Wald		police force	in		please comp	olete section	(B)
* If yo	ou are applying as	a person d	escribed in (a) or (b) p	lease	confirm:		
	-	-					Please	tick yes
•	I am carrying or		•		ess wh	nich involves t	he use of	$\overline{\checkmark}$
•	the premises for I am making the							
	J	function or	•	٠ ٠				
	•		ed by virtue c	of Her Maje	esty's	prerogative		
/A\ II	NDIVIDUAL APPL	ICANTS (fil	ll in as applic	cable)				
(A) II								
Mr	☐ Mrs ☐	Miss		Ms		er Title (for mple, Rev)		
Mr		·			exai	•		
Mr Surn	☐ Mrs ☐	Miss		Ms 🗌	exai	mple, Rev)	ase tick yes	
Mr Surn I am Curr addr	Mrs Mrs 18 years old or or one postal ress if different premises	Miss		Ms 🗌	exai	mple, Rev)	ase tick yes	
Mr Surn I am Curr addr from addr	Mrs Mrs 18 years old or or one postal ress if different premises	Miss		Ms 🗌	exai	mple, Rev)	ase tick yes	
Mr Surn I am Curr addr from addr	Mrs	Miss		Ms 🗌	exai	mple, Rev)	ase tick yes	
Mr Surn I am Curr addr from addr Post	Mrs	Miss		Ms 🗌	exai	mple, Rev)	ase tick yes	
Mr Surn I am Curr addr from addr Post Dayt E-ma	Mrs	Miss	ber	Ms	exai	mple, Rev)	ase tick yes	
Mr Surn I am Curr addr from addr Post Dayt E-ma	Mrs	Miss	ber	Ms	exames Other	mple, Rev)	ase tick yes	

I am 18 year	s old or o	ver		Pleas	se tick yes
Current postal address if different from premises address					
Post Town				Postcode	
Daytime cor	tact telep	hone number			1
E-mail addre	ess	-			
(B) OTHER	APPLICAN	ITS			
please give	any regist	and registered address tered number. In the cas rporate), please give the	se of a partne	rship or other	joint venture
Name Olympus Pro	perty Hold	lings Limited			
Address 1 Derby Roa Eastwood Nottingham	d				
Registered n NG16 3PA	umber (wh	nere applicable)			
Description of Company	f applicant	t (for example, partnershi	p, company, u	nincorporated a	association)
Telephone n c/o – Matthe		nny) of TLT Solicitors – 03330	060201		
E-mail addre	ss (optiona	al)			

What is the nature of your interest in the premises?
Freeholder.
Part 0 Calcadala of weeks
Part 3 – Schedule of works
Is the premises Please tick yes
about to be constructed
being extended or altered
Please give details of the work and please attach plans of the work being done or about to be done at the premises
The schedule of works, for the purposes of this application, is as follows:
The unit (premises) identified in this application forms part of a significant redevelopment at Olympia London, Hammersmith Road, London W14 8UX ('Site').
The development includes substantial works to the current Site buildings, as well as the addition of new structures, in line with the planning permission granted for the whole Site by the London Borough of Hammersmith & Fulham.
This application relates to the specific unit that is identified in this form, with licensable activities, hours and proposed conditions set out therein.
The works being undertaken for the purposes of this application is to mean: the erection of the substantive building in which this unit will be located.

note Live Olyr Han Lon	ase give particulars of the premises to which the application relates (please read gui e 1) e Lounge Banquet & Conferencing Facilities mpia London Development nmersmith Road don 4 8UX	dance				
Whi	ich licensable activities will the premises be used for?					
	·	tick Yes				
a)	plays (optional, fill in box A)					
b)	films (optional, fill in box B)					
c)	indoor sporting events (optional, fill in box C)					
d)	boxing or wrestling entertainment (optional, fill in box D)					
e)	live music (optional, fill in box E)					
f)	recorded music (optional, fill in box F)					
g)	performances of dance (optional, fill in box G)					
h)	anything of a similar description to that falling within (e), (f) or (g) (optional, fill in both)	OX 🗹				
_		_				
Provision of late night refreshment (optional, fill in box I)						
<u>Sup</u>	oply of alcohol (optional, fill in box J)					

Complete boxes K, L and M $\,$

Part 4 - OPTIONAL - you may fill in this section if you choose to

General description of premises (please read guidance note1)

The premises consist of the following:

- 'Live lounge' is a full service restaurant and bar (with mezzanine area), with small staged area for entertainment, providing food and drinks for office occupier and members of the public.
- Conference spaces, including auditorium and banqueting hall, break out rooms and private rooms to be used for pre-booked events and functions.

The live lounge will be open to the public. The event/ function spaces can be used for single large conferences, functions and/ or dinners/ award ceremonies or used for a variety of smaller commercial meetings/ events, conferences and dinners.

Α

Plays Standard days and timings (please read			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	V
	guidance note 6)		(prodoc roda gardanoc note 2)	Outdoors	
Day	Start	Finish		Both	
Mon	1000	2330	Please give further details here (please read gu	idance note 3)	
Tue	1000	2330			
Wed	1000	2330	State any seasonal variations for performing programmed guidance note 4)	olays (please re	ead
			guidance note 4)		
Thur	1000	2330			
Fri	1000	2330	Non standard timings. Where you intend to us for the performance of plays at different times		
			the column on the left, please list (please read		
Sat	1000	2330	Extended to 02:00 the following morning for New	Year's Eve.	
Sun	1000	2330			

В

Films Standard days and timings (please read			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	V
	guidance note 6)		guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon	1000	2330	Please give further details here (please read gu	idance note 3)	
Tue	1000	2330			
Wed	1000	2330	State any seasonal variations for the exhibition read guidance note 4)	n of films (plea	ase
			read guidance note 4)		
Thur	1000	2330			
Fri	1000	2330	Non standard timings. Where you intend to us for the exhibition of films at different times to		
			column on the left, please list (please read guid	lance note 5)	<u> </u>
Sat	1000	2330	Extended to 02:00 the following morning for New	Year's Eve.	
Sun	1000	2330			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			· · · · · · · · · · · · · · · · · · ·
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
	s (please i ice note 6		,	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gu	idance note 3)	
Tue					
Wed			State any seasonal variations for boxing or wr entertainment (please read guidance note 4)	estling	
Thur					
Fri			Non standard timings. Where you intend to us for boxing or wrestling entertainment at differentiated in the column on the left, please list (please list)	ent times to th	ose
Sat			note 5)	-	
Sun					

Ε

Live music Standard days and timings (please read			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Ø			
guidar	nce note 6	6)		Outdoors				
Day	Start	Finish		Both				
Mon	1000	2330	Please give further details here (please read gu	idance note 3)				
Tue	1000	2330						
Wed	1000	2330	State any seasonal variations for the performance of live music					
			(please read guidance note 4)					
Thur	1000	2330						
Fri	1000	2330	Non standard timings. Where you intend to use for the performance of live music at different t					
			listed in the column on the left, please list (ple					
Sat	1000	2330	note 5)					
			Extended to 02:00 hours on New Year's Eve/New	Year's Day, w	/ith			
Sun	1000	2330	the premises closed 30 minutes thereafter					

F

Recorded music Standard days and timings (please read			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Ø
guidance note 6)			(produce road gardanies note 2)	Outdoors	
Day	Start	Finish		Both	
Mon	1000	2330	Please give further details here (please read gu	idance note 3)	
Tue	1000	2330			
Wed	1000	2330	State any seasonal variations for the playing o	of recorded m	usic
			(please read guidance note 4)		
Thur	1000	2330			
Fri	1000	2330	Non standard timings. Where you intend to us for the playing of recorded music at different t		
			listed in the column on the left, please list (please list)		
Sat	1000	2330	note 5)		
			Extended to 02:00 the following morning for New	Year's Eve.	
Sun	1000	2330			

G

Performances of dance Standard days and			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
timings	s (please ice note 6	read	,	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gu	uidance note 3)	
Tue					
Wed			State any seasonal variations for the performation (please read guidance note 4)	ince of dance	
Thur					
Fri			Non standard timings. Where you intend to use for the performance of dance at different times the column on the left, please list (please read	s to those liste	ed in
Sat					·
Sun					

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Presentations, speeches, talks, seminars or events of a similar nature.		
Day	Start	Finish	Will this entertainment take place indoors or	Indoors	V
Mon	1000	2330	outdoors or both – please tick (please read guidance note 2)	Outdoors	
				Both	
Tue	1000	2330	Please give further details here (please read guidance note 3)		
Wed	1000	2330			
Thur	1000	2330	State any seasonal variations for entertainment description to that falling within (e), (f) or (g) guidance note 4)		
Fri	1000	2330			
Sat	1000	2330	Non standard timings. Where you intend to use for the entertainment of a similar description to within (e), (f) or (g) at different times to those I column on the left, please list (please read guident)	o that falling isted in the	es es
Sun	1000	2330	Extended to 02:00 the following morning for New	Year's Eve.	

I

Late night refreshment Standard days and timings (please read		and	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
guidance note 6)			<u> </u>	Outdoors	
Day	Start	Finish		Both	Ø
Mon	2300	2330	Please give further details here (please read gu	iidance note 3)	
Tue	2300	2330			
Wed	2300	2330	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
			retrestiment (piedse redd galdanee note 4)		
Thur	2300	2330			
Fri	2300	2330	Non standard timings. Where you intend to us for the provision of late night refreshment at d		
			those listed in the column on the left, please li		
Sat	2300	2330	guidance note 5)		
			Extended to 02:00 the following morning for New	Year's Eve.	
Sun	2300	2330			

J

Supply of alcohol Standard days and timings (please read			Will the supply of alcohol be for consumption (Please tick box) (please read quidance note 7)	On the premises	
guidance note 6)			garaanoo noto 1)	Off the premises	
Day	Start	Finish		Both	V
Mon	1000	2330	State any seasonal variations for the supply of read guidance note 4)	f alcohol (plea	se
Tue	1000	2330			
Wed	1000	2330			
Thur	1000	2330	Non standard timings. Where you intend to us for the supply of alcohol at different times to the column on the left, please list (please read guid	hose listed in	
Fri	1000	2330	Extended to 02:00 the following morning for New		
Sat	1000	2330			
Sun	1000	2330			

K

Please highlight any adult entertainment or services, activities, other entertainment or natters ancillary to the use of the premises that may give rise to concern in respect of hildren (please read guidance note 8)	

L

o the pu ard timing	blic S	State any seasonal variations (please read guidance note 4)
Start	Finish	
1000	0000	
1000	0000	-
1000	0000	
		Non standard timings. Where you intend the premises to be
1000	0000	open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
		Extended to 02:30 the following morning for New Year's Eve.
1000	0000	
1000	0000	
1000	0000	
	Start 1000 1000 1000 1000 1000	Start Finish 1000 0000 1000 0000 1000 0000 1000 0000 1000 0000

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9) Please see attached. b) The prevention of crime and disorder Please see attached. c) Public safety Please see attached. d) The prevention of public nuisance Please see attached. e) The protection of children from harm Please see attached.

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

	Please tick	yes		
I have mad	I have made or enclosed payment of the fee			
I have encle	I have enclosed the plans of the works to be done at the premises			
	I have sent copies of this application and the plan to responsible authorities and others where applicable – ONLINE APPLICATION			
I understan	d that I must now advertise my application	\checkmark		
 I understan be rejected 	d that if I do not comply with the above requirements my application will	\square		
STANDARD SC	ICE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE ALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A MENT IN OR IN CONNECTION WITH THIS APPLICATION			
Part 5 – Signatu	res (please read guidance note 10)			
	plicant or applicant's solicitor or other duly authorised agent (See 1). If signing on behalf of the applicant please state in what capacity.			
Signature	Matthew Phipps for TLT Solicitors			
Date	26 th February 2024			
Capacity	Solicitor for Applicant			
	ations signature of 2 nd applicant or 2 nd applicant's solicitor or other nt. (please read guidance note 12). If signing on behalf of the applicant what capacity.			
Signature				
Date				

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Matthew Phipps TLT Solicitors One Redcliff Street

Post townBristolPost codeBS1 6TP

Telephone number (if any) +44(0)3330 060201

If you would prefer us to correspond with you by e-mail your e-mail address (optional) matthew.phipps@tlt.com

LIVE LOUNGE BANQUET & CONFERENCE FACILITIES

Olympia London Development Hammersmith Road London W14 8UX

Draft Operating Schedule

Description of Premises

The premises consist of the following:

- 'Live lounge' is a full service restaurant and bar (with mezzanine area), with small staged area for entertainment, providing food and drinks for office occupier and members of the public.
- Conference spaces, including auditorium and banqueting hall, break out rooms and private rooms to be used for pre-booked events and functions.

The live lounge will be open to the public. The event/ function spaces can be used for single large conferences, functions and/ or dinners/ award ceremonies or used for a variety of smaller commercial meetings/ events, conferences and dinners.

Proposed hours of operation

Opening hours

• 10:00 to midnight each day.

Licensable Activities & Hours

- Supply of alcohol (on and off the premises) 10:00 to 23:30 hours Monday to Sunday
- Late Night Refreshment (indoors and outdoors) 23:00 to 23:30 hours Monday to Sunday.
- Plays; Films; Live Music; Recorded Music; anything similar to music and dance 10:00 to 23:30 hours Monday to Sunday.

All licensable activities extended to 02:00 hours on New Year's Eve/New Year's Day, with the premises closed 30 minutes thereafter.

Schedule of proposed conditions

General – all four licensing objectives

- Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.
- 2. Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.
- 3. The premises shall operate predominantly as a private hire function and conference space, and used for pre-booked events, functions, meetings, banqueting or award ceremonies only, with the exception of the area marked 'live lounge' and 'live lounge mezzanine' which can be open to the public on a non pre-booked basis.
- 4. Any off sales shall be taken off the premises in sealed containers only.
- Event management policies and risk assessments undertaken for events at the premises will be retained at the premises for a period of twelve months and made available to officers from the council and police on request.

Staff training

- 6. The Designated Premises Supervisor shall ensure that all existing staff, new staff, supervisors and managers responsible for selling alcohol 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 police and authorised council officers on request. The records shall be retained for at least 12 months.
- 7. 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 and that all staff employed by or at the premises complete the ACT eLearning within a reasonable period not exceeding 3 months from the day they start their employment.

Prevention of Crime and Disorder

8. A written policy dealing with allegations of drink spiking shall be drawn up and implemented at the premises. Staff responsible for front of house service will be trained in the policy.

9. Customer carrying open alcohol beverage containers shall not be admitted to the premises.

CCTV

- 10. 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;
- at least one camera will show a close-up of the entrance/entrances to the premises, to capture a clear, image of anyone entering.
- shall cover any internal or external area of the premises where licensable activities take place.
- recordings shall be in real time and stored for a minimum period of 31 days with date and time stamping.
- footage shall be provided free of charge to the Police or authorised Council officer within 24 hours of a request or within any other agreed timeframe.
- a staff member from the premises that is conversant with the operation of the CCTV system shall
 be on the premises at all times the premises is open to the public. This staff member will be able
 to show Police or authorised officers of the Licensing Authority footage with the minimum of delay
 when requested.
- Appropriate signage shall be displayed in prominent positions, informing customers CCTV is in operation.

Door security

- 11. The provision of SIA door security shall be on a risk assessed basis.
- 12. Where SIA door supervisors are employed, the following conditions will apply
 - a. The premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound or electronic register kept for that purpose:
 - (i) Full name,
 - (ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),
 - (iii) The time they began their duty
 - (iv) The time they completed their duty.
 - (v) This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 28 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.

Incident Register

13. An incident log shall be maintained by the premises that details incidents of note that occur in the premises. This shall include, as a minimum, incidents of crime and/or disorder and ejections. The log shall be available for inspection at any reasonable time by an authorised officer of the licensing authority.

Refusals book

14. A refusals book shall be kept at the premises to record details of all refusals to sell alcohol. This book shall contain the date and time of the refusal, 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 the police and authorised council officers on request.

Safeguarding

- 15. The premises will adopt the Ask Angela (or similar) scheme. All staff will be trained in the process to be adopted when any customer "asks for Angela". Should the customer "ask for Angela" the matter will be recorded in the incident log.
- 16. The Premises shall have a policy to ensure the welfare and safeguarding of vulnerable patrons. Staff shall be able to support and assist people who feel unsafe, vulnerable or threatened. Should customers approach the venue for assistance, these incidents shall be recorded in the incident log. This policy shall be made available to police or authorised officers of the Licensing Authority upon request.

Public Safety

- 17. Adequate and appropriate first aid equipment and materials will be kept on site, regularly checked and kept in an easily accessible place for staff.
- 18. All exit routes will be kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly signed.
- 19. Customer capacities shall be limited to those set out in the Fire Risk Assessment.

20. The Licensee shall provide training for all staff to ensure that they are familiar with all means of ingress and egress and the appropriate procedures in case of any emergencies that require an immediate evacuation of the premises.

Prevention of Public Nuisance

- 21. The premises will make suitable provision for smokers.
- 22. Music shall not be played at such a level that it is likely to cause a public nuisance.
- 23. Any outside areas are to be monitored and supervised by management and staff, when occupied, during the hours that the premises are open to the public.

Protection of Children from Harm

- 24. The Premises Licence holder shall display in a prominent position a copy of their policy on checking proof of age.
- 25. At all times that the premises is operating under this licence, the Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy (to minimise the risk of alcohol being sold to underage customers). This Policy shall provide that before any sale of alcohol any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport; driving licence, UK Military ID card; PASS (or similar) card or any other form of ID approved by the Home office for the purpose of age verification of sales of alcohol, to prove that he/she is over the age of 18
- 26. All customer-focussed bar staff shall receive initial training in relation to age-related sales, sales to intoxicated persons and age challenge procedures prior to being allowed to work at the premises. Refresher training shall be conducted every 12 months. The DPS shall keep records of such training for a period of at least 18 months.
- 27. No striptease, no nudity and all persons to be decently attired at all times.



