

**From:** Matthew Phipps

**Sent:** Wednesday, May 1, 2024 6:07 PM

**To:** Mckenna Lorna: H&F <Lorna.Mckenna@lbhf.gov.uk>

**Cc:** Licensing HF: H&F <licensing@lbhf.gov.uk>; Piers Warne <Piers.Warne@TLT.com>

**Subject:** 1 Olympia Way and Live Lounge submissions

**Lorna**

PDF submissions for the 10 am hearing on Tuesday.

1 Olympia Way

2 Live Lounge (submission and 2 attachments, first introducing premises, second introducing proposed operator)

I will have similar for the 6 afternoon applications with you tomorrow morning as well as a presenter for the 6 (rather than 6 presenters).

Kind regards

Matthew

**BEFORE THE LONDON BOROUGH OF HAMMERSMITH & FULHAM LICENSING SUB-COMMITEE**

**IN THE MATTER OF AN APPLICATION FOR A PROVISIONAL STATEMENT**

**Reference: 2024/00257/LAPRP**

**Premises: 1 Olympia Way - Olympia London Development Olympia Exhibition Centre  
Hammersmith Road London W14 8UX**

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**PROVISIONAL STATEMENT 1 OLYMPIA WAY  
SUBMISSION**

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**Introduction**

1. This submission is aimed at assisting the London Borough of Hammersmith and Fulham (LBHF) licensing committee, officers and the local resident objectors who are parties to the above matter, now listed for determination on 7 May 2024.
2. This document is to be read in conjunction with the following:
  - a. The Olympia 'Overarching Submission'

**Brief Description of premises**

3. The proposal is for the following:
  - An all day offering that will also have a link with the 146 room National Hotel above.
  - The venue is also connected to the Exhibition Halls when needed and a standalone offering when not.
  - The space will be multifunctional (normal service, full private hire, multiple semi private hire spaces and different audiences.)
  - High quality, fresh, premium ingredients used to create Italian style pizzas and dishes from the kitchen.

**One Olympia Way- Previous licence**

1. This premises was previously licensed, with hours for licensable activities, sale of alcohol for consumption on and off the premises, late night refreshment and entertainment namely live and recorded music, until Midnight and with opening permitted until 00:30.

2. Conditions on the previous (now surrendered) licence were significantly more limited/less comprehensive than those now proposed.

### **Proposed hours of operation**

3. The proposed hours of operation are as follows:

#### Opening Hours

0800 to 2330 on each day of the week

#### Hours for the provision of licensable activities

- Sale of alcohol (on and off sales) and the provision of regulated entertainment – from 1000 to 2300 on each day of the week

The provision of regulated entertainment will include:

- Recorded music

#### Provision of late-night refreshment

- 2300 to 2330 on each day of the week

#### Seasonal/ non-standard timings

- All licensable activities extended to 02:00 for New for New Year's Eve, with the premises closed 30 minutes thereafter.

### **Schedule of proposed conditions**

4. As part of the application, the following conditions were offered:

#### **General – all four licensing objectives**

1. 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. Substantial refreshment by way of hot food shall be provided at the premises as a minimum between the hours of 13:00 and 22:00.
4. Any off sales shall be taken off the premises in sealed containers only.

#### **Staff training**

5. 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.
6. 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**

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

#### **CCTV**

8. 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**

9. The provision of SIA door security shall be on a risk assessed basis.
10. 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**

11. 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**

12. 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**

13. 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.
14. 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.
15. 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.

### **Public Safety**

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

20. The management will make suitable provision for smokers.
21. Music shall not be played at such a level that it is likely to cause a public nuisance.
22. 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**

23. The Premises Licence holder shall display in a prominent position a copy of their policy on checking proof of age.
24. 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
25. 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.
26. No striptease, no nudity and all persons to be decently attired at all times.

### **Conclusion**

5. By any standard, the above application can be considered to be both measured, in terms of the hours and activities sought, and robust in terms of the conditions proposed.
6. Provisional statements allow for further consideration and determination should anything substantive change between now and each final application for a premises licence. As such, this committee, responsible authorities and residents alike have comfort that the timings, activities and standards of operation set out therein cannot substantially change without all parties having a second opportunity to scrutinise the proposal.

**MATTHEW PHIPPS**  
**TLT SOLICITORS**

**BEFORE THE LONDON BOROUGH OF HAMMERSMITH & FULHAM LICENSING SUB-COMMITEE**

**IN THE MATTER OF AN APPLICATION FOR A PROVISIONAL STATEMENT**

**Reference: 2024/00314/LAPRP**

**Premises: Live Lounge Banquet & Conference Facilities Olympia Exhibition Centre  
Hammersmith Road London W14 8UX**

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**PROVISIONAL STATEMENT LIVE LOUNGE  
SUBMISSION**

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**Introduction**

1. This brief submission is aimed at assisting the London Borough of Hammersmith and Fulham (LBHF) licensing committee, officers and the local resident objectors who are parties to the above matter, now listed for determination on 7 May 2024.
2. This document is to be read in conjunction with the following:
  - a. The Olympia 'Overarching Submission' and attachments thereto.

**Brief Description of premises**

3. '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. (It is now referred to as 'The Garden Rooms').
4. In addition, the application is for Conference spaces, including an auditorium/ banqueting hall, break out rooms and private rooms to be used for pre-booked events and functions.
5. The Live Lounge (now Garden Rooms) 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.

**Additional Documentation**



6. The following documents are provided with this submission:
  - a. Introduction to ASM
  - b. Presentation relating to the proposed operation

### **Proposed hours of operation**

7. The proposed hours of operation are as follows:

#### Opening Hours

- 10:00 to midnight each day.

#### Hours for the provision of licensable activities

- 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.

#### Seasonal/ non-standard timings

- All licensable activities extended to 02:00 for New for New Year's Eve, with the premises closed 30 minutes thereafter.

### **Schedule of proposed conditions**

8. As part of the application, the following conditions were offered:

#### **General – all four licensing objectives**

1. 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.
5. 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.

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**MATTHEW PHIPPS**  
**TLT SOLICITORS**





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## **JAMES SAUNDERS**

CHIEF OPERATING OFFICER,  
QUINTAIN EXPERIENCE-ENTERTAINMENT DISTRICT, LONDON





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ENHANCING THE BOTTOM LINE***





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- Enable opportunities for our current and future workforce


## Strengthen our Communities

- Engage in improving the vitality of our communities
- Increase philanthropic support through meaningful efforts
- Enhance the health and well-being of our co-workers, clients, and guests

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**GARRY TAYLOR**

ASSISTANT DIRECTOR, HULL CITY COUNCIL

