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.

I/We Olympus Property Holdings Limited

(Insert name(s) of applicant)

apply for a provisional statement under section 29 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Roof Garden North Terrace Olympia London Development Hammersmith Road						
Post town London Post code W14 8UX						

Telephone number at premises (if any)	n/a
Non-domestic rateable value of premises	£ Not Rated

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as Please tick yes

a)	an ir	ndividual or individuals *		please complete section (A)
b)	a pe	rson other than an individual *		
	i.	as a limited company	V	please complete section (B)
	ii.	as a partnership		please complete section (B)
	iii.	as an unincorporated association or		please complete section (B)
	iv.	other (for example a statutory corporation)		please complete section (B)
c)	a re	cognised club		please complete section (B)
d)	a ch	arity		please complete section (B)

e)	the proprietor of an educational establishment	please complete section (E	3)		
f)	a health service body		please complete section (E	3)	
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (E	3)	
ga)	ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England				
h)	the chief officer of police of a police force in England and Wales		please complete section (E	3)	
* If yo	ou are applying as a person described in (a) or (b) p	lease	confirm:		
			Please tie	ck yes	
•	I am carrying on or proposing to carry on a busing the premises for licensable activities; or	ess wh	ich involves the use of	\checkmark	
•	I am making the application pursuant to a				
	 statutory function or 				
	\circ a function discharged by virtue of Her Maj	esty's	prerogative		

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr 🗌 M	rs 🗌	Miss	Ms	Other Title (for example, Rev)	
Surname			First na	mes	
I am 18 years of	I am 18 years old or over Image: Please tick yes				
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr 🗌	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First na	mes	

I am 18 years old or over] Ple	ease tick yes
Current postal address if different from premises address					
Post Town			Pos	stcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned

Name
Olympus Property Holdings Limited
Address 1 Derby Road Eastwood Nottingham
Registered number (where applicable) NG16 3PA
Description of applicant (for example, partnership, company, unincorporated association) Company
Telephone number (if any) c/o – Matthew Phipps of TLT Solicitors – 03330 060201
E-mail address (optional) c/o – matthew.phipps@tlt.com

Freeholder.

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.

Please give particulars of the premises to which the application relates (please read guidance note 1) Roof Garden North Terrace Olympia London Development Hammersmith Road London W14 8UX

Provision of regulated entertainment
a) plays (optional, fill in box A)
b) films (optional, fill in box B)
c) indoor sporting events (optional, fill in box C)

Which licensable activities will the premises be used for?

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)

Please tick Yes

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h) anything of a similar description to that falling within (e), (f) or (g) (optional, fill in box \square H)

\checkmark
V

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)

A premium and intimate rooftop bar & restaurant and linked to the mezzanine above.

- Part of the most premium offering within Olympia Roof Gardens.
- Drinks including premium whiskey, gin and sake.

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	
	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 performing p guidance note 4)	blays (please r	ead
Thur					
Fri			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	to those liste	<u>d in</u>
Sat					
Sun					

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	
	icë 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 the exhibition read guidance note 4)	n of films (plea	ase
Thur					
Fri			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	those listed in	
Sat					
Sun					

С

Indoor sporting events Standard days and timings (please read guidance note 6)		ind read	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			

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	
timing	s (please r ice note 6)	read		Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gu	iidance note 3)	
Tue					
Wed			State any seasonal variations for boxing or wr entertainment (please read guidance note 4)	<u>estling</u>	
Thur					
Fri			Non standard timings. Where you intend to us for boxing or wrestling entertainment at different listed in the column on the left, please list (please)	ent times to th	ose
Sat			note 5)	-	
Sun					

D

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	
	nce note 6		(prodec road galadines rists _)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gu	iidance note 3)	
Tue					
Wed			State any seasonal variations for the performation (please read guidance note 4)	ince of live mi	<u>usic</u>
Thur					
Fri			Non standard timings. Where you intend to us for the performance of live music at different t listed in the column on the left, please list (plea	<u>imes to those</u>	
Sat			note 5)	-	
Sun					

Recorded music Standard days and timings (please read		and	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Ø
	ice note 6		(picace road galdanee 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 of recorded music		
			(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 (plea		
Sat	1000	2330	note 5) All licensable activities extended to 02:00 for New	for New Year'	s
			Eve, with the premises closed 30 minutes thereaf		
Sun	1000	2330			

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	
timing	s (please i ice note 6	read	(please read guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gu	iidance 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 us 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					

G

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)		t hat e), (f) or and read	Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or	Indoors	
Mon			outdoors or both – please tick (please read guidance note 2)	Outdoors	
				Both	
Tue			Please give further details here (please read guidance note 3)		
Wed			-		
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

Late night refreshment Standard days and timings (please read			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	V
-	ice note 6			Outdoors	
Day	Start	Finish		Both	
Mon	2300	2330	Please give further details here (please read gu	idance note 3)	
Tue	2300	2330			
Wed	2300	2330	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
			Terresiment (please read guidance 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)		
			All licensable activities extended to 02:00 for New for New Ye		
Sun	2300	2330	Eve, with the premises closed 30 minutes thereafter.		

I

Supply of alcohol Standard days and timings (please read		and	Will the supply of alcohol be for <u>consumption (Please tick box)</u> (please read guidance note 7)	On the premises		
	ce note 6			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	All licensable activities extended to 02:00 for New Eve, with the premises closed 30 minutes thereaft	for New Year's	S	
Sat	1000	2330				
Sun	1000	2330				

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

15

n/a

Hours premises are open to the public Standard timings (please read guidance note 6)		blic Is	State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	0800	0000	
Tue	0800	0000	-
Wed	0800	0000	
Thur	0800	0000	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
			All licensable activities extended to 02:00 for New for New Year's
Fri	0800	0000	Eve, with the premises closed 30 minutes thereafter.
Sat	0800	0000	
Sun	0800	0000	•

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

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.

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s to be done at the premises
nd the plan to responsible authorities and PLICATION
my application
h the above requirements my application will

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 5 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature	Matthew Phipps for TLT Solicitors
Date	23 rd February 2024
Capacity	Solicitor for Applicant

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

associated Matthew Phi TLT Solicitor	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 town	Bristol		Post code	BS1 6TP		
Telephone r	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						

Roof Garden- North Terrace Olympia London Development Hammersmith Road London W14 8UX

Operating Schedule

Brief Description of premises

North Terrace

A premium and intimate rooftop bar & restaurant and linked to the mezzanine above.

- Part of the most premium offering within Olympia Roof Gardens.
- Drinks including premium whiskey, gin and sake.

Proposed hours of operation

Opening Hours

On each day of the week 08:00 to 00:00

Hours for the provision of licensable activities

 Sale of alcohol (on and off sales) and the provision for regulated entertainment - from 10:00 to 23:30 on each day of the week

The provision of regulated entertainment will include:

- Recorded music
- Provision of late night refreshment 23:00 to 23:30 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

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. Any off sales shall be taken off the premises in sealed containers only.
- 4. Private events will be recorded in an events log, to include name of person/ organisation making the booking, number of expected guests, times of event and any additional measures taken to promote the licensing objectives- including any provision of door supervisors in line with the door supervisor condition contained herein.

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.

- 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,
 - 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 premises 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.

