## 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 Mezzanine <br> Olympia London Development Hammersmith Road |  |  |  |
| :---: | :---: | :---: | :---: |
| Post town | London | Post code | W14 8UX |


| Telephone number at premises (if any) | $\mathrm{n} / \mathrm{a}$ |
| :--- | :--- |
| 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 individual or individuals * $\square$ please complete section (A)
b) a person other than an individual *
i. as a limited company
please complete section (B)
ii. as a partnershipplease 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 recognised club please complete section (B)
d) a charity
e) the proprietor of an educational establishmentplease complete section (B)
f) a health service body
please complete section (B)
g) a person who is registered under Part 2 of theplease complete section (B) Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
ga) a person who is registered under Chapter 2 ofplease complete section (B) 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

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
please complete section (B)

I am making the application pursuant to a

- statutory function or
- a function discharged by virtue of Her Majesty's prerogative
(A) INDIVIDUAL APPLICANTS (fill in as applicable)



## SECOND INDIVIDUAL APPLICANT (if applicable)

| Mr $\square$ | Mrs $\quad \square$ | Miss $\quad \square$ | Ms $\square$ | Other Title (for <br> example, Rev) |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Surname |  | First names |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |


| I am 18 years old or over |  |  |  |  |  |  |  | $\square$ | Please tick yes |
| :--- | :--- | :--- | :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| Current postal <br> address if different <br> from premises <br> address |  |  |  |  |  |  |  |  |  |
| Post Town |  |  |  |  |  |  |  |  |  |
| Daytime contact telephone number |  | Postcode |  |  |  |  |  |  |  |
| E-mail address <br> (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 <br> Olympus Property Holdings Limited <br> Address <br> 1 Derby Road <br> Eastwood <br> Nottingham |
| :--- |
| Registered number (where applicable) <br> NG16 3PA |
| Description of applicant (for example, partnership, company, unincorporated association) <br> Company |
| Telephone number (if any) <br> c/o - Matthew Phipps of TLT Solicitors - 03330060201 <br> E-mail address (optional) <br> c/o - matthew.phipps@tlt.com |

Freeholder.

## Part 3 - Schedule of works

Is the premises

- 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.

[^0]Which licensable activities will the premises be used for?
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)
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 box H)

Provision of late night refreshment (optional, fill in box I) $\nabla$

Supply 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 top floor of a premium and intimate rooftop bar and restaurant and linked to the restaurant on the North Terrace.

- Part of the most premium offering within Olympia Roof Gardens.
- Serving food from the North Terrace restaurant.
- Open from lunch onwards this will be a hidden but highly sought after restaurant offering within Olympia.
- A selection of inventive cocktails and ingredients using premium whiskey, gin and sake.


## A

| Plays <br> Standard days and timings (please read guidance note 6) |  |  | Will the performance of a play take place indoors or outdoors or both - please tick (please read guidance note 2) | Indoors | $\square$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Outdoors | $\square$ |
| Day | Start | Finish |  | Both | $\square$ |
| Mon |  |  |  | Please give further details here (please read guidance note 3) |  |  |
| Tue |  |  |  |  |  |
| Wed |  |  | State any seasonal variations for performing plays (please read guidance note 4) |  |  |
| Thur |  |  |  |  |  |
| Fri |  |  | Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) |  |  |
|  |  |  |  |  |  |
| Sat |  |  |  |  |  |
| Sun |  |  |  |  |  |
|  |  |  |  |  |  |

B



D


| Live music <br> Standard days and timings (please read guidance note 6) |  |  | Will the performance of live music take place indoors or outdoors or both - please tick (please read guidance note 2) | Indoors | $\square$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Outdoors | $\square$ |
| Day | Start | Finish |  | Both | $\square$ |
| Mon |  |  |  | Please give further details here (please read guidance note 3) |  |  |
| Tue |  |  |  |  |  |
| Wed |  |  | State any seasonal variations for the performance of live music (please read guidance note 4) |  |  |
| Thur |  |  |  |  |  |
| Fri Sat |  |  | Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) |  |  |
| Sun |  |  |  |  |  |

## F



| Performances of dance Standard days and timings (please read guidance note 6) |  |  | Will the performance of dance take place indoors or outdoors or both - please tick (please read guidance note 2) | Indoors | $\square$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Outdoors | $\square$ |
| Day | Start | Finish |  | Both | $\square$ |
| Mon |  |  |  | Please give further details here (please read guidance note 3) |  |  |
| Tue |  |  |  |  |  |  |
| Wed |  |  | State any seasonal variations for the performance of dance (please read guidance note 4) |  |  |
| Thur |  |  |  |  |  |  |  |  |
| Fri |  |  | Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5) |  |  |
| Sat |  |  |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |  |  |




| Supply of alcohol Standard days and timings (please read guidance note 6) |  |  | Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7) | On the premises <br> Off the premises | $\square$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | $\square$ |  |
| Day | Start | Finish |  |  | 『 |
| Mon | 1000 | 2330 |  | State any seasonal variations for the supply of alcohol (please read guidance note 4) |  |  |
| Tue | 1000 | 2330 |  |  |  |  |
| Wed | 1000 | 2330 |  |  |  |  |
| Thur | 1000 | 2330 | Non standard timings. Where you intend to for the supply of alcohol at different times column on the left, please list (please read | se the prem hose listed ance note |  |
| Fri | 1000 | 2330 | All licensable activities extended to 02:00 for Eve, with the premises closed 30 minutes the | for New Ye er. |  |
| Sat | 1000 | 2330 |  |  |  |
| Sun | 1000 | 2330 |  |  |  |

## K

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)
n/a


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.

- I have made or enclosed payment of the fee
- 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 understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

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 | 23rd February 2024 |
| Capacity | Solicitor Applicant |

For joint applications signature of $\mathbf{2}^{\text {nd }}$ applicant or $\mathbf{2}^{\text {nd }}$ 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 |  |


| Contact name (where not previously given) and postal address for correspondence <br> associated with this application (please read guidance note 13) <br> Matthew Phipps <br> TLT Solicitors <br> One Redcliff Street |
| :--- |
| Post town Bristol |
| Telephone number (if any) <br> If you would prefer us to correspond with you by e-mail your e-mail address (optional) <br> matthew.phipps@tlt.com |

# Roof Garden North Terrace Mezzanine 

Olympia London Development
Hammersmith Road
London
W14 8UX

## Operating Schedule

## Brief Description of premises

The top floor of a premium and intimate rooftop bar and restaurant and linked to the restaurant on the North Terrace.

- Part of the most premium offering within Olympia Roof Gardens.
- Serving food from the North Terrace restaurant.
- Open from lunch onwards this will be a hidden but highly sought after restaurant offering within Olympia.
- A selection of inventive cocktails and ingredients using 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. 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 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.


[^0]:    Please give particulars of the premises to which the application relates (please read guidance note 1)
    Roof Garden North Terrace Mezzanine
    Olympia London Development
    Hammersmith Road
    London
    W14 8UX

