

Application for a premises licence 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 West London Stage Ltd

(Insert name(s) of applicant)

apply for a premises licence under section 17 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 The Capital Theatre Westfield Shopping Centre Ariel Way			
Post town	London	Postcode	W12 7GF

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£125,000

Part 2 - Applicant details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) 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 recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- 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 (B)
- 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 please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

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)

Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)
Surname			First names	
Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)				
Current residential address if different from premises address				
Post town		Postcode		
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 West London Stage Ltd
Address 5 TH Floor, 114 St Martin's Lane London WC2N 4BE
Registered number (where applicable) 15784756
Description of applicant (for example, partnership, company, unincorporated association etc.) Private limited company

Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
04	10	2025

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
 Performance venue. This venue (which forms part of the Westfield Shopping complex) will be a new permanent flexible (and accessible) theatre space in Shepherd's Bush London. The venue is set over 35,000 square feet and is located in the southwest corner of the shopping centre on the site of the ground floor of the former Debenhams department store. As well as a first-class auditorium, the venue will also house a foyer café/bar, box office and merchandise facilities, with backstage areas/rehearsal rooms/ offices/dressing rooms and creative and technical facilities. In front of the venue there will be an external terrace area. The theatre space on opening will launch with a revival of Dirty Dancing – The Classic Story on Stage – the first performance being on 23 October 2025. Note - all guests to the auditorium performance at Capital theatre will have purchased (or will have had purchased for them) a ticket to the show/experience beforehand much the same as one would purchase a ticket to a Theatre performance as well as being able to purchase tickets in advance from an onsite Box Office. Some ticket types will include a complimentary beverage/canapes/merchandise. Following the conclusion of the performance (with professional actors/singers/dancers etc) the audience will be able to (if they wish to) then enjoy a dance to music from the era of Dirty Dancing (1950s/60s Americana). Further information can be found at: <https://capitaltheatre.co.uk/>

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)

- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) This Regulated Entertainment activity will only take place within the Auditorium of the proposed licensed premises. See more information in Live Music section regarding likely Performance times relating to any events in the Auditorium.		
Mon	09:30	01:30			
Tue	09:30	01:30	<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Wed	09:30	01:30			
Thur	09:30	01:30	<u>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</u> (please read guidance note 6) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		
Fri	09:30	01:30			
Sat	09:30	01:30			
Sun	09:30	01:30			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:30	01:30	Please give further details here (please read guidance note 4) There will be screens in the Auditorium of the theatre but also within other internal areas of the building (e.g. in the foyer).	Both	<input type="checkbox"/>
Tue	09:30	01:30			
Wed	09:30	01:30	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	09:30	01:30			
Fri	09:30	01:30	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		
Sat	09:30	01:30			
Sun	09:30	01:30			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>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</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	09:30	01:30	<p>In terms of Regulated Entertainment, Live Music will form part of the performance (on opening, Dirty Dancing – The Classic Story on Stage) and will thus be in the Auditorium of the Theatre. It is possible that there may be minor live music in the foyer area from time to time, to add ambience. [Music (if any) outside of the venue will not be regulated as this will be incidental in nature].</p> <p>In terms of performances, these will typically take place up to 9 shows a week – with the evening performance starting at around 19:30 and finishing approximately 22:30. At the weekends there will be matinee performances too (and there may be additional performances seasonally). Matinee performances will typically start around 14:00 (possibly 13:00 on a Sunday). Following the conclusion of the performance, Live/Recorded music may continue – with those present enjoying the ambience and/or dancing – to allow for a gentle dispersal of guests up until closure of the venue.</p>		
Tue	09:30	01:30			
Wed	09:30	01:30	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur	09:30	01:30			
Fri	09:30	01:30	<u>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</u> (please read guidance note 6)		
Sat	09:30	01:30			
Sun	09:30	01:30			
			From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.		

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09:30	01:30	<u>Please give further details here</u> (please read guidance note 4) In terms of Regulated Entertainment, Recorded Music will form part of the performance (on opening, Dirty Dancing – The Classic Story on Stage) and will thus be in the Auditorium of the Theatre. There will also be recorded music in the foyer area from time to time, to add ambience. [Music (if any) outside of the venue will not be regulated as this will be incidental in nature]. In terms of performances, these will typically take place up to 9 shows a week – with the evening performance starting at around 19:30 and finishing approximately 22:30. At the weekends there will be matinee performances too (and there may be additional performances seasonally). Matinee performances will typically start around 14:00 (possibly 13:00 on a Sunday). Following the conclusion of the performance, Recorded music may continue – with those present enjoying the ambience and/or dancing – to allow for a gentle dispersal of guests up until closure of the venue.		
Tue	09:30	01:30			
Wed	09:30	01:30	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	09:30	01:30			
Fri	09:30	01:30	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.		
Sat	09:30	01:30			
Sun	09:30	01:30			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	09:30	01:30	<p><u>Please give further details here</u> (please read guidance note 4) In terms of Regulated Entertainment, dance performances will form part of the performance (on opening, Dirty Dancing – The Classic Story on Stage) and will thus be in the Auditorium of the Theatre.</p> <p>In terms of performances, these will typically take place up to 9 shows a week – with the evening performance starting at around 19:30 and finishing approximately 22:30. At the weekends there will be matinee performances too (and there may be additional performances seasonally). Matinee performances will typically start around 14:00 (possibly 13:00 on a Sunday)</p>		
Tue	09:30	01:30			
Wed	09:30	01:30	<p><u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)</p>		
Thur	09:30	01:30			
Fri	09:30	01:30	<p><u>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</u> (please read guidance note 6)</p> <p>From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.</p>		
Sat	09:30	01:30			
Sun	09:30	01:30			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing Anything similar to live and recorded music or dance		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Mon	09:30	01:30		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	09:30	01:30	Please give further details here (please read guidance note 4)		
Wed	09:30	01:30	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Thur	09:30	01:30	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 6) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		
Fri	09:30	01:30			
Sat	09:30	01:30			
Sun	09:30	01:30			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Whilst the venue is open, food and hot drinks will be available (until 30 minutes before closing), within the premises. There will be no late night refreshment available in the external terrace area as this will be closed before 23:00		
Mon	23:00	01:30			
Tue	23:00	01:30	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Wed	23:00	01:30			
Thur	23:00	01:30	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	23:00	01:30			
Sat	23:00	01:30	From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		
Sun	23:00	01:30			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p>State any seasonal variations for the supply of alcohol (please read guidance note 5)</p> <p>Alcohol will be served in the Auditorium from fixed bars and also from mobile/temporary bars to serve those within that area, for the performances.</p> <p>Alcohol will also be available in the Foyer and in the external terrace area (the purchase of alcohol in the latter not being available after 22:30 (at the latest), daily).</p> <p>It is possible that on occasions, temporary/mobile bars may be used in the Premises to meet customer demand (following appropriate risk assessment).</p> <p>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)</p> <p>From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p>		
Mon	09:30	01:00			
Tue	09:30	01:00			
Wed	09:30	01:00			
Thur	09:30	01:00			
Fri	09:30	01:00			
Sat	09:30	01:00			
Sun	09:30	01:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	The DPS will be appointed in due course
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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 9).

n/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<p>State any seasonal variations (please read guidance note 5)</p> <p>The hours set out to the left are the maximum hours that the Theatre (including the Foyer) will be open to the public.</p> <p>As explained above, in terms of Auditorium performances, these will typically take place up to 9 shows a week – with the evening performance starting at around 19:30 and finishing approximately 22:30. At the weekends there will be matinee performances too (and there may be additional performances seasonally). Matinee performances will typically start around 14:00 (possibly 13:00 on a Sunday). Following the conclusion of the evening performance, the Auditorium will remain open (to allow guests to enjoy the ambience and/or to dance etc) until guests have largely departed. The venue will then implement a gentle closure but the latest by 01:30. All licensable activities will cease at least 30 minutes before closure to allow for orderly exit/dispersal.</p> <p>The Foyer will be open daily from 09:00 to allow for people to enjoy the area; have coffee/food/beverages etc and to purchase tickets to the show (if they wish to do so).</p> <p>The external area will close by 23:00 latest daily.</p> <p>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 6)</p> <p>From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.</p>
Day	Start	Finish	
Mon	09:00	02:00	
Tue	09:00	02:00	
Wed	09:00	02:00	
Thur	09:00	02:00	
Fri	09:00	02:00	
Sat	09:00	02:00	
Sun	09:00	02:00	

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M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The Applicant has offered bespoke Licence conditions to support this application – please see the attached draft conditions. These conditions are designed to promote all four Licensing Objectives and cover obligations relating to (amongst other matters):

- Internal CCTV provision
- Challenge 25 Responsible Sale of Alcohol
- Event Planning including Risk Assessment
- Search/security (including the use of SIA licensed door supervisors) and counter-terrorism measures;
- Maintenance of appropriate registers and logs;
- Staff training

The planned licensed operation is primarily a performance theatre; alcohol sales are not the focus of the venue. The Theatre will be professionally staffed and operated to a high standard – draft Organisational Chart is served with the application

In terms of noise control, the Theatre will be purpose-built and must operate next to other operations at Westfield Shopping Centre. It is consequently not anticipated that there will be any issues relating to the control of noise from the planned licensable activities within these premises.

The Theatre will also benefit from the existing exceptional transport links to Westfield Shopping Centre. These links already service much later venues (some of which open until 03:00). The venue itself is not near to any noise sensitive premises. The venue will also benefit from the extensive measures in terms of security and CCTV implemented by the Westfield Shopping Centre to promote safety on the wider Westfield site.

With the collapse of the Debenhams chain of stores and the fact that the unit has been sitting empty for a considerable period of time, it is hoped that the considerable investment in the development of this licensed Theatre (on the ground floor of the former Store) will breathe life into this part of Westfield Shopping Centre and that it will be seen by all concerned as a real benefit to the locality.

b) The prevention of crime and disorder

Please see comments in section (a) and the draft conditions offered to support this application.

c) Public safety

Please see comments in section (a) and the draft conditions offered to support this application.

d) The prevention of public nuisance

Please see comments in section (a) and the draft conditions offered to support this application.

e) The protection of children from harm

Please see comments in section (a) and the draft conditions offered to support this application.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- 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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

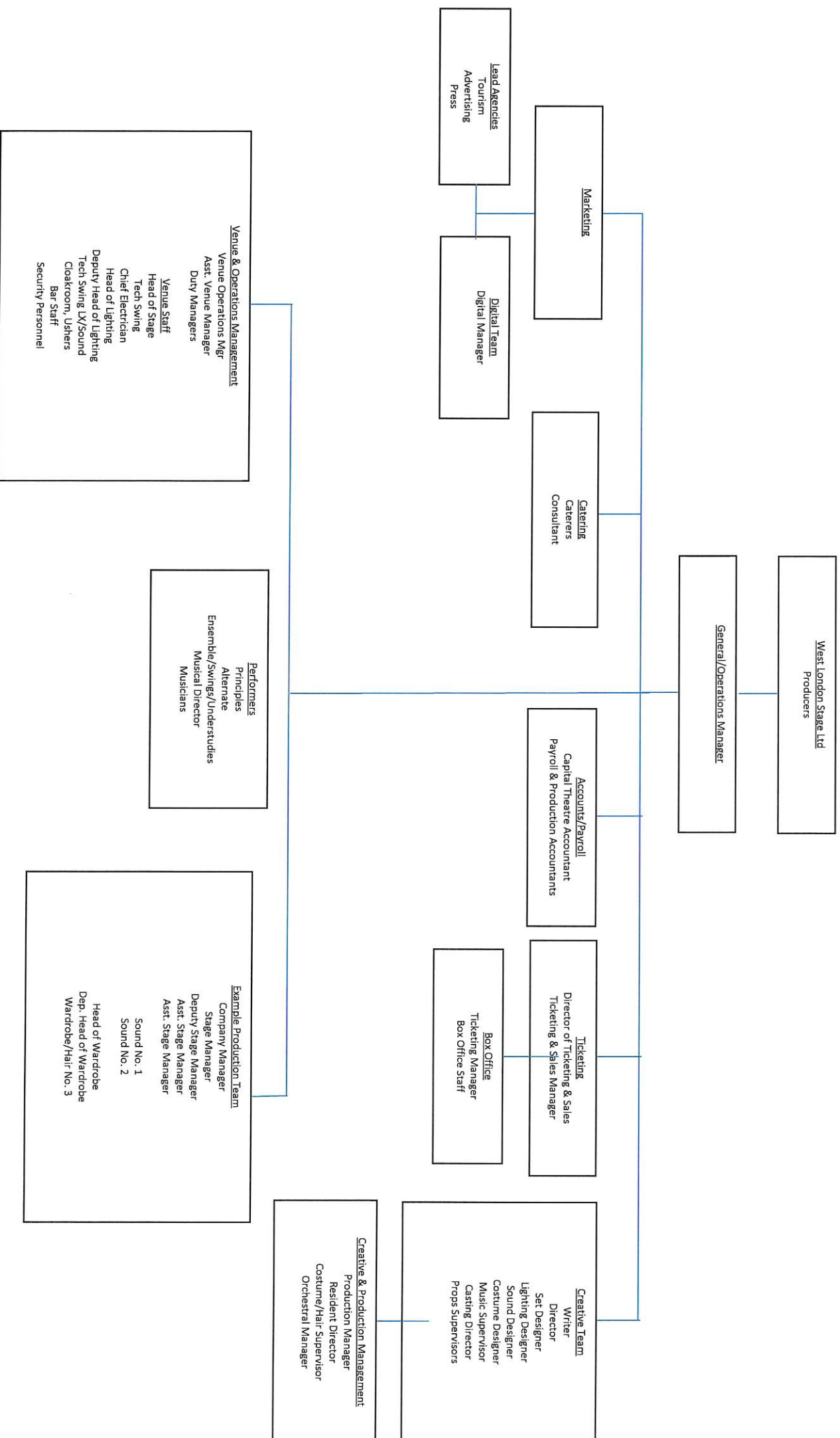
Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I
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	<p>cease to be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	<i>B. Arnold Blandy & Blandy LLP</i>
Date	<i>19.12.2024</i>
Capacity	<i>Solicitor for Applicant.</i>

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). 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 associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



Capital Theatre, Westfield Shopping Centre

Ariel Way, London

Draft Conditions for Issue: 19 December 2024

These draft conditions are offered to support the application for a new Premises Licence for the proposed Premises, Capital Theatre. They may be revised following input from the Responsible Authorities/Interested Parties.

1. An Event Safety Management Plan (ESMP) will be developed and shared with the Licensing Authority and other Responsible Authorities (if requested) prior to opening.

2. The ESMP will include details on subjects such as (but not limited to):
 - Layout plans (showing fixed furniture/fittings, and areas in which temporary and/or mobile bars may be used, subject to risk assessment)
 - Noise Management measures
 - Security Management arrangements
 - Access, egress and dispersal arrangements
 - Counter terrorism measures
 - Ticketing
 - Alcohol Management Plan (including Challenge 25 procedures)
 - Crisis Communication Plan
 - Risk Assessments
 - Artists/Show profile
 - Special effects
 - The use of glass drinking vessels
 - Drugs Policy
 - Medical Management Plan
 - Child Welfare/Vulnerable Persons Policy
 - Disabled customer/Accessibility policy

3. The ESMP will be a 'living' document which will be reviewed and revised by the Premises Licence Holder (acting by its DPS or otherwise) as a minimum on an annual basis, to ensure that it is updated in accordance with good industry practice.

4. CCTV

- 4.1 High Definition CCTV shall be installed, operated and maintained at all times that the Premises is open for licensable activities or customers are on the Premises and shall be checked every two weeks to ensure that the system is working properly and that the date and time are correct.
 - 4.2 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.
 - 4.3 It shall cover any internal or external area of the Premises where licensable activities take place.
 - 4.4 The recordings shall be in real time and stored for a minimum period of 31 days with date and time stamping.
 - 4.5 Footage shall be provided to the Police or authorised Council officer on reasonable request made by email to the Designated Premises Supervisor.
 - 4.6 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.
 - 4.7 Appropriate signage shall be displayed in prominent positions, informing customers they are being recorded on CCTV.
5. An incident log shall be maintained by the premises that details incidents of note (relevant to the promotion of the Licensing Objectives) that occur in the premises. This shall include any incidents of disorder and ejections as a minimum and shall be available for inspection at any reasonable time by an authorised officer of the licensing authority.
 6. 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 incident, 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 reasonable request to the DPS.

7. The provision of SIA door security on the Premises shall be on a risk assessed basis. When employed door staff will wear high visibility armbands for easy recognition.
8. 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.
9. As part of the drugs policy, a lockable "Drugs Box" will be on site. Only the DPS and nominated members of management shall have access. All controlled drugs or items suspected to be or to contain controlled drugs found at the Premises must be placed in this box as soon as reasonably practicable and when emptied of its contents all must be given to the designated officer of the Metropolitan Police for appropriate disposal, or as otherwise agreed.
10. Adequate and appropriate first aid equipment and materials will be kept on site, regularly checked and kept in an easily accessible place for staff.
11. All exit routes will be kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly signed.
12. Capacity figures shall be limited to those as set out in the Fire Risk Assessment.

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. 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.

Glassware

16. The use of glassware in the main auditorium shall be risk assessed and a copy of the risk assessment shall be kept on site and shared with representatives of the responsible authorities on reasonable request.
17. The external terrace shall be managed with sufficient staff to ensure that those in that area do not leave the external with alcoholic beverages.
18. Licensable activities in the external terrace shall cease (at the latest) by 22:30¹ with the area closed to the public by 23:00². Any tables/chairs which are not fixed to the ground will be stored inside, on closure of the premises.

Staff Training

19. The Designated Premises Supervisor shall ensure that all 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; times of operation,

¹ This deadline will be extended on NYE/NYD until permitted hours commence on 1 January each year as detailed in the application.

² This deadline will be extended on NYE/NYD until permitted hours commence on 1 January each year as detailed in the application.

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.

20. The training referred to in condition 19 above shall be repeated by way of refresher training to staff on a regular basis. Training documents relating to that refresher training shall be signed and dated, and training records be made available to police and authorised council officers on reasonable request. The records shall be retained for at least 12 months.

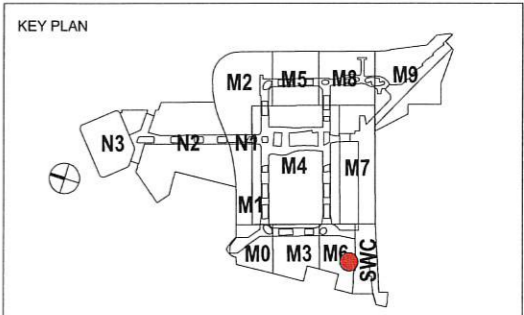
Underage sales

21. 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.

CAPITAL THEATRE



- NOTES:**
- This drawing is copyright
 - Do not scale dimensions from this drawing
 - To be read in conjunction with other drawings
 - All discrepancies on drawing to be reported to the Architect
 - Do not modify this drawing
 - Use drawing only for purpose of issue
 - All dimensions to be checked on site



Perimeter of
Proposed licensed
area (including
External Terrace)

Westfield EUROPE LTD

P02	Jul 24	Issued for T1671- (adjusted to GIA survey)	SH	SHDS
P01	Apr 24	Issued for T1553 (Ex seating added)	SH	SHDS
P00	Apr 24	Issued for T1553	SH	SHDS
REV	DATE	NOTE	DRAWN	APPR

SH
Design Studio

PROJECT
WESTFIELD LONDON

DRAWING TITLE
Zone M6 - Level 40
Unit 0400D - Demise Plan

DRAWING NO WL-SHD-M6-40-DR-A-0100D SCALE@A2 1:250

CLIENT UNIBAIL-RODAMCO-WESTFIELD DATE Apr 24

PURPOSE **DEMISE PLAN** REVISION P02

SCALE 1 : 250
SCALE 1 : 1

STUDIO DJL

28 October 2024

Capital Theatre

RD1 Submission — Subject to change

To be updated / Internal Plans are illustrative
only & are subject to change

RD1 Submission

Overview

The following report has been prepared for the 'RD1' Submission of the Capital Theatre Project at Westfield London. It presents the overall concept of the project and is part of the design review process, as set out in the Westfield fit out guide. The project is currently at RIBA stage 2 and thus the layout of the theatre is still under development. However, the 2 key spaces of the project: the auditorium and the foyer, have been developed to a point where they are ready to be presented for RD1 review.

General Arrangement

The overall layout of the theatre has now been confirmed and is presented in this report on the next page. The arrangement of the spaces is dictated by the position of the auditorium which sits at the centre of the theatre. The foyer naturally runs along the substantial shop frontage, with the various supports spaces, including the WCs, Kitchen, Dressing Rooms and offices set out around the periphery of the auditorium. The limited drainage and ventilation points has determined the position of many of these support spaces. Currently, the exact position of these support spaces are liable to change as the technical constraints of the space become more apparent.

Auditorium

The auditorium forms the most important space in the theatre, where guests will experience a West-End quality show set in a purpose built space. The capacity of 600 audience members will ensure the space is energetic and lively. The presence

of columns has been mitigated with the angled layout this minimizes their impact on sightlines. The arrangement of seats in-the-round will focus the audience on the performance and maximize capacity.

The finishes of the auditorium are still in development with the production team and are shown indicatively in the preceding images. This includes timber paneling, stone effect to the walls and LVT flooring which is hard wearing and gives the warmth and texture of the setting of the performance. These may develop as the project progresses.

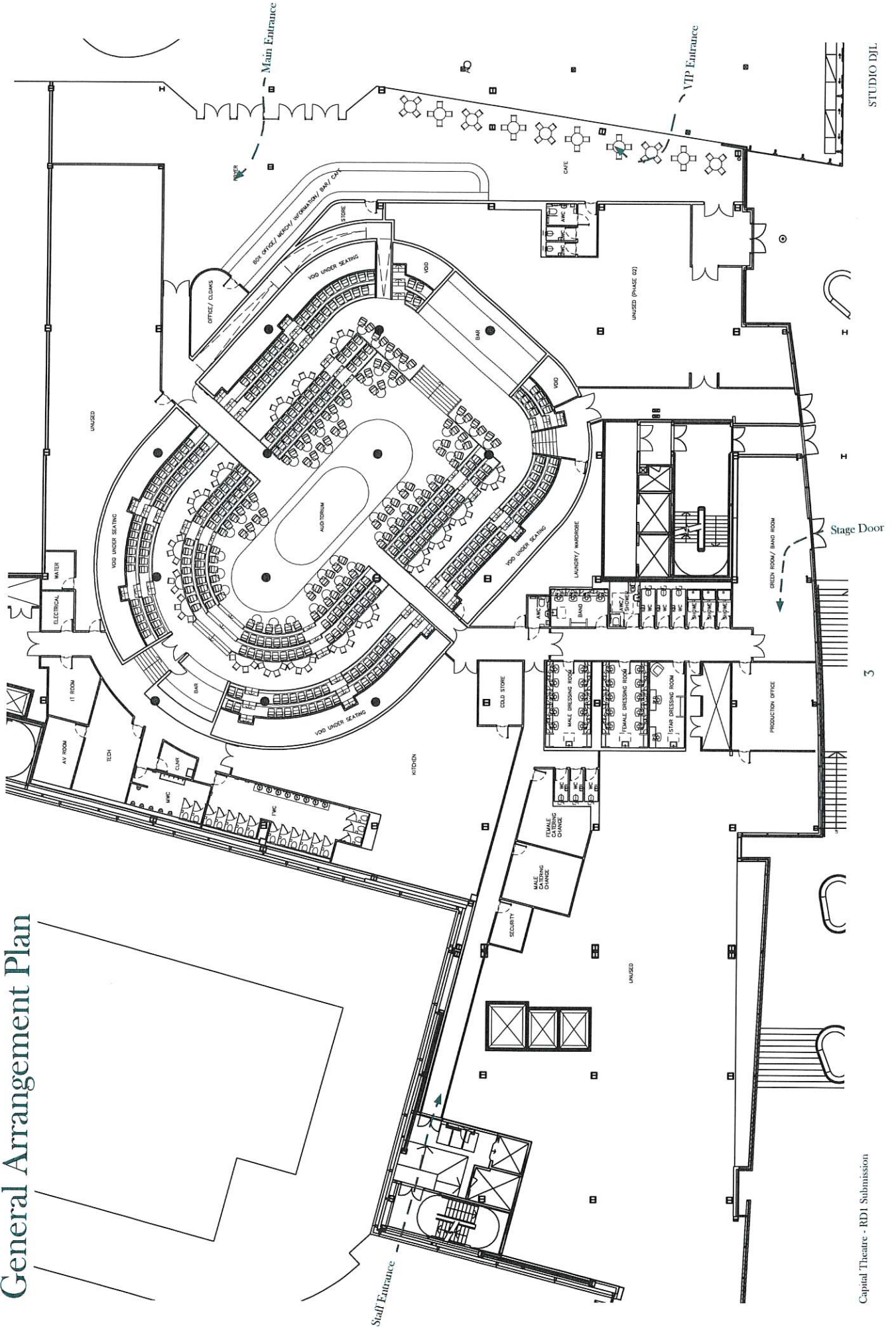
Foyer

Crucial to the success of the theatre is a warm and inviting foyer space. It will also form the main interface between the theatre and the Westfield Mall. It therefore needs to be a dynamic and animated shopfront, announcing the activity within and also providing interest to those walking past. The proposal is to create a long, narrow foyer that makes full use of the shop front, without any blanked off areas or vinyl graphics. The main feature will be a long counter that acts as a box office, merchandise sales, cafe and bar. Tables and chairs stretch along the front, with a large eye catching entrance and merchandise on display.

The materials shown are inspired by the theming of the show, with timber and stone being the main elements. These materials are likely to be developed and refined as the project evolves and are shown here indicatively, subject to further design work.

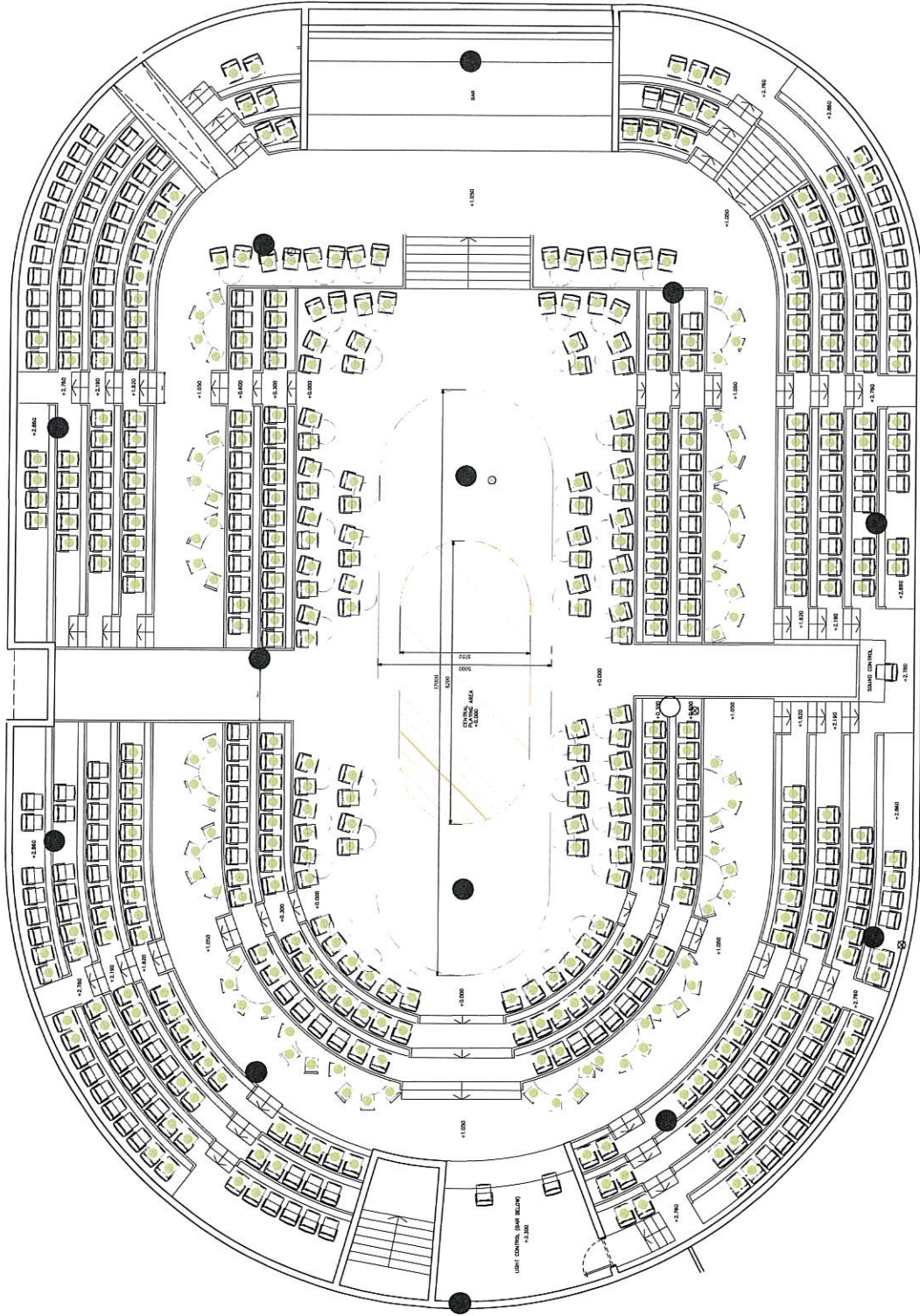
ILLUSTRATIVE
ONLY

General Arrangement Plan



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Auditorium Plan



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Auditorium Concept

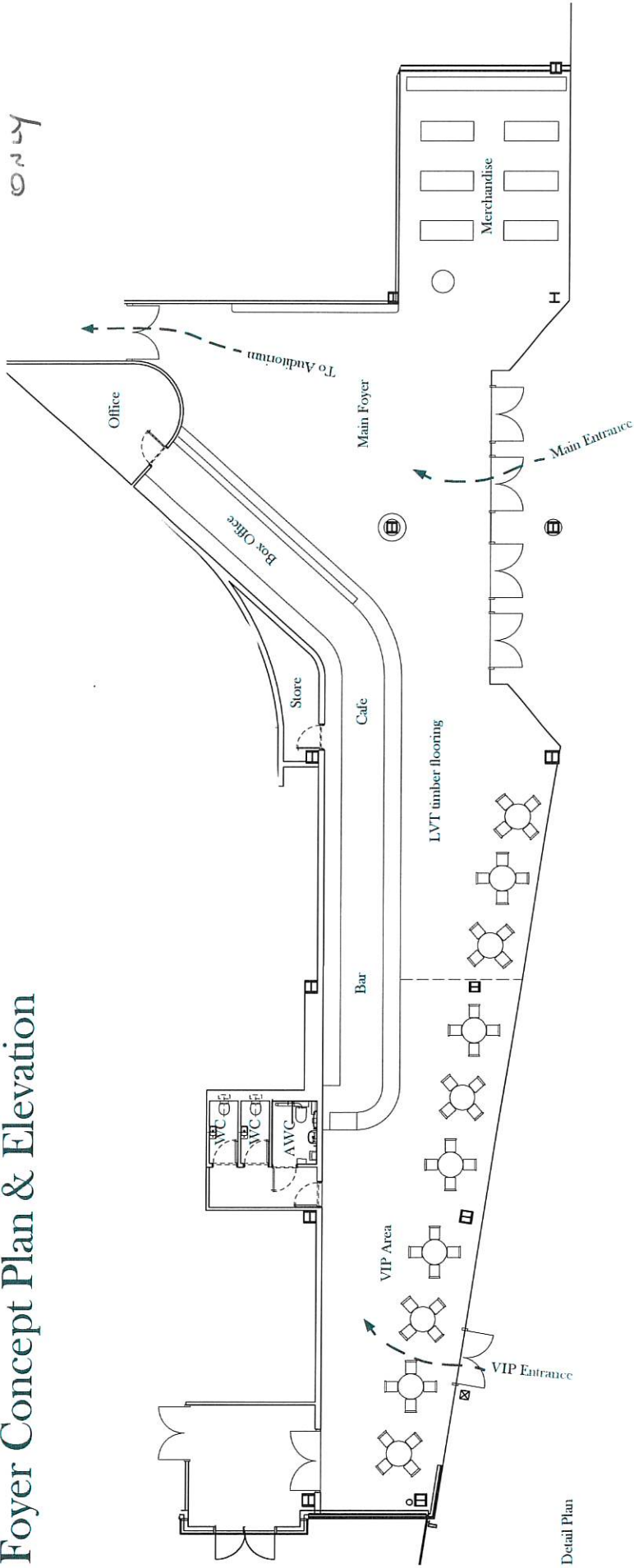


Auditorium Concept

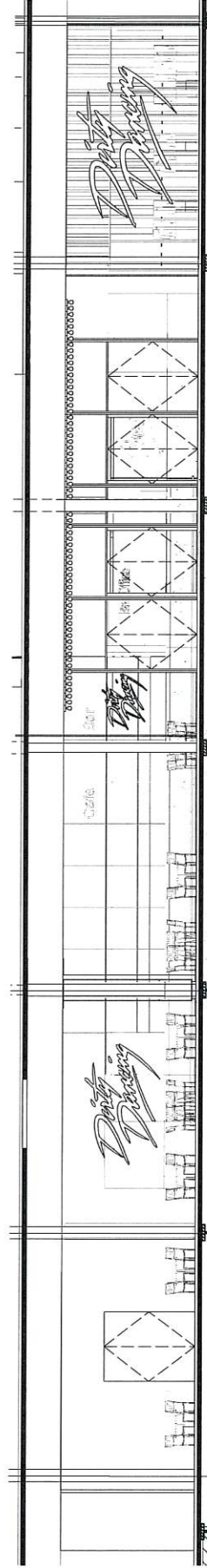


Foyer Concept Plan & Elevation

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ONLY



Detail Plan

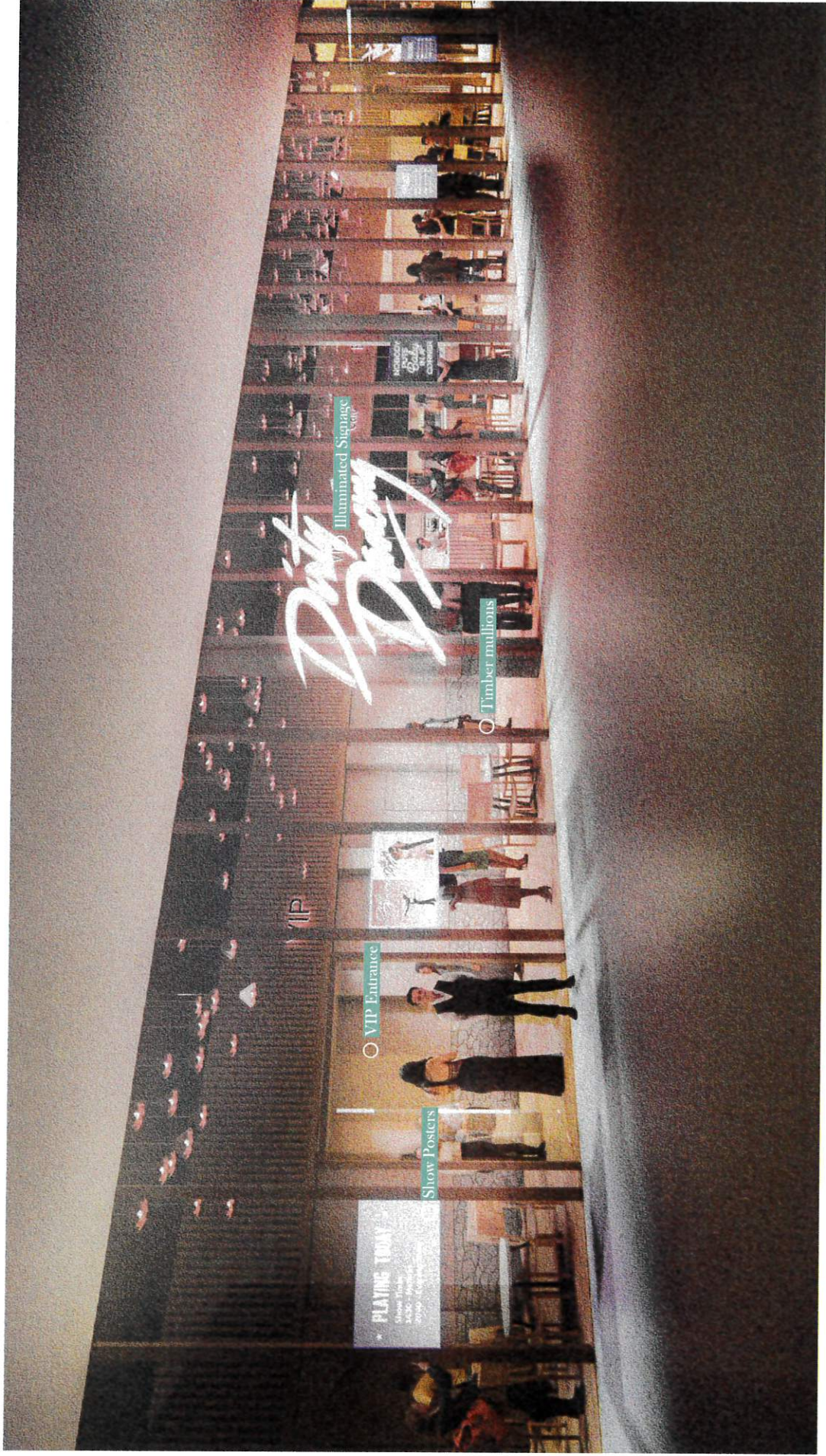


Elevation

Foyer Concept - Main Entrance



Foyer Concept - VIP Entrance



Foyer Concept -- Bar & Cafe

CAFE

○ Timber Paneling

Bar

○ Illuminated Signage

DRINKS menu

Specialty		Cocktails	
Signature spritz	4.00	Signature spritz	4.00
Signature spritz	4.00	Signature spritz	4.00
Signature spritz	4.00	Signature spritz	4.00
Signature spritz	4.00	Signature spritz	4.00

Desserts		Cold	
Choco. Apple Pie	3.99	Ch. Lemonade	3.99
Banana Bread	3.99	Ch. Tea	3.99
Chocolate	3.99	Ch. Water	3.99
Vanilla	3.99	Ch. Coffee	3.99
Apple Pie	3.99	Ch. Milk	3.99
Choco. Cake	3.99	Ch. Juice	3.99
Choco. Pie	3.99	Ch. Smoothie	3.99
Signature Dessert	3.99	Ch. Specialty	3.99
Signature Dessert	3.99	Ch. Specialty	3.99

Cocktails		Cold	
Signature spritz	4.00	Ch. Lemonade	3.99
Signature spritz	4.00	Ch. Tea	3.99
Signature spritz	4.00	Ch. Water	3.99
Signature spritz	4.00	Ch. Coffee	3.99
Signature spritz	4.00	Ch. Milk	3.99
Signature spritz	4.00	Ch. Juice	3.99
Signature spritz	4.00	Ch. Smoothie	3.99
Signature spritz	4.00	Ch. Specialty	3.99

○ Exposed ceiling paint

○ Pendant lighting

○ Merchandise

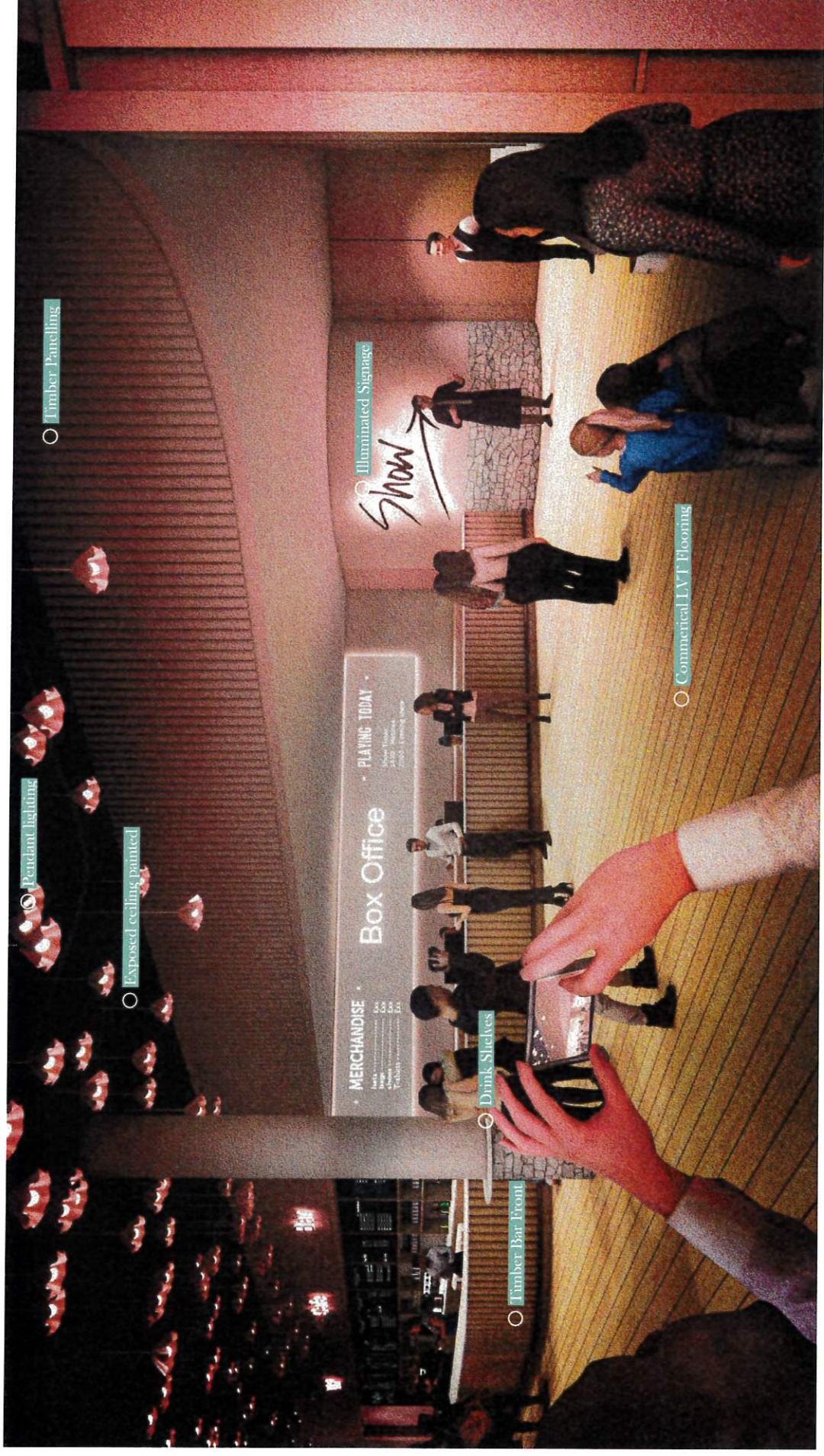
○ Drink Shelves

○ Bar Cafe

○ Timber Bar Front

○ Commercial LVJ Flooring

Foyer Concept - Auditorium Entrance



○ Pendant Lighting

○ Exposed ceiling painted

○ Timber Paneling

○ Illuminated Signage

○ Commercial LVT Flooring

○ Drink Shelves

○ Timber Bar Front

Foyer Concept - Box Office



○ Painted Solhit

○ Pendant Lighting

○ Illuminated Signage

○ Merchandise

○ Drink Shelves

○ Box Office

○ Commercial LVT Flooring

Foyer Concept - VIP Area

