**From:** Charlotte.Bennett@met.police.uk <Charlotte.Bennett@met.police.uk>
**Sent:** 08 December 2025 22:29
**To:** Licensing HF: H&F <licensing@lbhf.gov.uk>; Gardiner Neil: H&F <Neil.Gardiner@lbhf.gov.uk>; Barrett Sophia: H&F <Sophia.Barrett@lbhf.gov.uk>; Tucker Matt: H&F <Matt.Tucker@lbhf.gov.uk>; Environmental Protection: H&F <noise@lbhf.gov.uk>
**Cc:** m[redacted]
**Subject:** New Application - Vanston Cafe 2 Vanston Place London SW6 1AY - 2025/01813/LAPR

Dear Licensing,

**RE: New Application - Vanston Cafe 2 Vanston Place London SW6 1AY - 2025/01813/LAPR**

Please see the agreed times and conditions with the applicant.

**08:00 - 01:00 Friday and Saturday**
**08:00 – 00:00 Monday, Tuesday, Wednesday, Thursday and Sunday**

1. High-Definition CCTV shall be installed, operated and maintained at all times that the premises are open for licensable activities and:

- Shall be checked at least every two weeks to ensure that the system is working properly and that the date and time are correct.
- A record of these checks showing the date and name of the person conducting them shall be kept and made available to the Police and relevant authorities on request.
- At least one camera will show a close up of the entrance and shall provide and capture a clear, full-length image of anyone entering the premises.
- The system shall cover all internal and external areas of the premises where licensable activities take place.
- Recordings shall be made in real-time, date and time-stamped, and stored for a minimum of 31 days.
- CCTV footage shall be provided free of charge to the Police or relevant authorities within 24 hours of request.
- A staff member conversant with the operation of the CCTV system shall be on the premises at all times. That person shall be capable of providing recent data footage to Police and authorised officers with minimal delay when requested, including the ability to reproduce footage almost instantaneously.

2. A daily incident log shall be kept at the premises and made available on request to relevant authorities and Police. It shall include details of:

- All crimes reported to the venue
- All ejections of patrons
- Any complaints received
- Any incidents of disorder
- Any seizures of drugs or offensive weapons
- Any faults in the CCTV system
- Any visit by a relevant authority or emergency service

3. The Premises shall have a policy in place to ensure the welfare and safeguarding of vulnerable patrons. All staff shall be trained to support and assist people who feel unsafe, vulnerable, or threatened. Any such incidents shall be recorded in the

incident log. This safeguarding policy shall be available to Police or relevant authorities upon request.

4. The licence holder shall require staff to note any refusals in a refusals log. The refusals log shall record the date and time of the refusal; the name of the staff member refusing; and the reason for refusal. It must be checked and signed monthly by the designated premises supervisor. The refusals log shall be made available for inspection upon request by the Licensing Team, Police or Trading Standards

5. The premises shall risk assess the need for SIA registered door supervisors. This risk assessment shall be made available to Police or the relevant authority when requested.

6. The licensee shall ensure that staff are trained on relevant matters including the conditions on the premises licence. The licence holder shall keep records of training and instructions given to staff, detailing the areas covered, and make them available for inspection upon request by police and authorised officers of the Licensing Authority. Staff shall sign to confirm that they have received and understood the training.

7. All staff shall receive training on their responsibilities under the Licensing Act 2003, including the need to prevent noise nuisance and anti-social behaviour.

8. Prominent, clear, and legible notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises quietly.

9. The licence holder shall ensure that staff monitor the vicinity of the premises to minimise noise or disturbance caused by customers or delivery drivers.

10. Notices shall be prominently displayed at all entry and exits used by delivery drivers requesting them to respect the needs of local residents and leave the area quietly.

11. The licence holder shall ensure that delivery drivers do not congregate outside the premises and do not cause noise nuisance to local residents.

Kind Regards,
Charlotte

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