Licensing Act 2003
Premises Licence

Premises Licence Number: Prem1208
Version Reference: 13/01177/PRMVAR

Part 1 – Premises Details

Postal address of premises including Post Town & Post Code, or if none, ordnance survey map reference or description

The Sugar Bar
91 Norwood High Street
London
SE27 9JS

Telephone number

Where the licence is time limited the dates

Licensable activities authorised by the licence

Films  
Live Music
Recorded Music
Performances of Dance
Entertainment Similar to Music/Dance
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

Films
  Friday & Saturday  09:00 - 02:00
  Sunday - Thursday  09:00 - 00:00

Live Music
  Friday & Saturday  09:00 - 01:00
  Sunday - Thursday  09:00 - 23:00

Recorded Music
  Friday & Saturday  09:00 - 02:00
  Sunday - Thursday  09:00 - 00:00

Performances of Dance
  Friday & Saturday  09:00 - 02:00
  Sunday - Thursday  09:00 - 00:00
## Entertainment Similar to Music/Dance

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Friday &amp; Saturday</td>
<td>09:00 - 02:00</td>
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<td>Sunday - Thursday</td>
<td>09:00 - 00:00</td>
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## Late Night Refreshment

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Friday &amp; Saturday</td>
<td>23:00 - 02:00</td>
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<tr>
<td>Sunday - Thursday</td>
<td>23:00 - 00:00</td>
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## Supply of Alcohol

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<tr>
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<td>09:00 - 02:00</td>
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<tr>
<td>Sunday - Thursday</td>
<td>09:00 - 00:00</td>
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</table>

An extra hour added to the terminal hours on the morning that Greenwich meantime changes to British Summer time.

When Monday follows a Bank holiday Sunday to remain open until 02.00AM. When a Bank holiday weekend Friday and Saturday to remain open for one additional hour.

Mourn day Thursday, Good Friday and Easter Sunday, May Day, St Patrick's Day, St David's Day and St George's Day, Christmas Eve, Boxing Day to remain open for one additional hour.

The provision of licensable activities from the start of the permitted hours on New Year's Eve until the end of the permitted on New Year's Day.

## The opening hours of the premises

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>09:00 - 00:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>09:00 - 00:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>09:00 - 00:00</td>
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<td>Thursday</td>
<td>09:00 - 00:00</td>
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<tr>
<td>Friday</td>
<td>09:00 - 02:00</td>
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<tr>
<td>Saturday</td>
<td>09:00 - 02:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>09:00 - 00:00</td>
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</table>

Opening Hours (Non-standard & Seasonal)

An extra hour added to the terminal hours on the morning that Greenwich meantime changes to British Summer time.

When Monday follows a Bank holiday Sunday to remain open until 02.00AM. When a Bank holiday weekend Friday and Saturday to remain open for one additional hour.

Mourn day Thursday, Good Friday and Easter Sunday, May Day, St Patrick's Day, St David's Day and St George's Day, Christmas Eve, Boxing Day to remain open for one additional hour.

The provision of licensable activities from the start of the permitted hours on New Year's Eve until the end of the permitted on New Year's Day.

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Alcohol may be supplied for consumption both on and off the premises
<table>
<thead>
<tr>
<th>Part 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name, (registered) address, telephone number and email (where relevant) of holder of premises licence</strong></td>
</tr>
<tr>
<td>The Sugar Bar Ltd</td>
</tr>
<tr>
<td><strong>Registered number of holder, for example company number, charity number (where applicable)</strong></td>
</tr>
<tr>
<td>Registered Company Number 08262133</td>
</tr>
<tr>
<td><strong>Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol</strong></td>
</tr>
<tr>
<td>Lue-Kong Gilbert</td>
</tr>
<tr>
<td><strong>Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol</strong></td>
</tr>
<tr>
<td>Personal Licence No: [Redacted] Licensing Authority: London Borough Of [Redacted]</td>
</tr>
</tbody>
</table>

Signed: [Signature]

On behalf of the Head of Consumer Protection and Sustainability

Dated: 19 November 2013
Annex 1 – Mandatory conditions

1 Mandatory Conditions

1 MANDATORY CONDITIONS (Alcohol on)

Condition A1.
No supply of alcohol may be made under this licence:

a) At a time that there is no designated premises supervisor in respect of the premises licence; or

b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Condition A2.
Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.

Condition A3.

(1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this condition, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children–

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to–

i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on–

i) the outcome of a race, competition or other event or process, or

ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

Condition A4.
The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
Condition A5.
The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

Condition A6.
1. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

2. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

Condition A7.
The responsible person shall ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

i) beer or cider: ½ pint;

ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.
Annex 2 – Conditions consistent with the Operating Schedule

1 General
All staff shall receive regular training.

2 Prevention of Crime and Disorder
None

2 Public Safety
All drinks shall be served in plastic cups after 22:00 for any event running beyond midnight.

3 Prevention of Public Nuisance
No members of the public will be allowed into the rear year to smoke.
The amount of people who can stand outside the front of the premises to smoke shall be restricted to five.
The music level on the ground floor shall remain at background level only.

4 Protection of Children from Harm
None
Annex 3 – Conditions attached after a hearing by the licensing authority

Decision following the Licensing Sub Committee hearing on 22 October 2013

Compliance with police guidance
1. The management of the premises will adhere to the guidance in the Metropolitan Police’s Safe and Sound’ and ‘Counter Terrorism Protective Security Advice’ policies (or updated versions when applicable), with documented door search policy including drug seizures and disposal of same.

Drugs Safe and Log
2. A drugs safe and log system will be employed at the premises to account for the seizure of dogs from customers. The premises management will liaise with police for regular collection of seized drugs. All seized items will be placed into evidence bags provided by police. The bag’s will be sealed, signed by person taking the drugs and times and dates written.

CCTV
3. A CCTV system covering areas inside and outside of the premises should be updated and maintained according to police recommendations with properly maintained log arrangements and recordings/tapes to be kept to a minimum of 30 days.

4. CCTV system is to comply with the Data Protection Act 1998 and must be working and recording correctly at all times the venue is open to the public.

5. A staff member from the venue who is conversant with the operation of the CCTV system must be on the premises at all times that the venue is open to the public. This staff member must immediately be able to show police or local authority officer’s contemporaneous and recent data or footage on request.

6. The premises are to use all reasonable efforts to provide police and local authority officers with recordings from the CCTV system on request (e.g. by supplying recordings on DVD, CD or tape). All recordings must be readily playable on local police computers.

Incident/Refusals Books
7. An incident/refusals book will be maintained and used at the premises. Upon request, it will be readily available for inspection by the police or local authority officer.

Search policy
8. No person found with, or using, a weapon or illegal drugs may enter or remain on the premises.

9. Through searing of all customers, employees, promoters, artists and entertainers prior to entry, or re-entry, to the premises must be a requirement of entry. Each and every search must, at a minimum, consist of a metal detecting wand search and thorough frisk. All handbags and bags must be searched by hand. Police officers, local authority officers and emergency service personnel need not be searched if they are on duty. At least one of the security staff must be female.

10. Search procedures must ensure that all reasonable steps are taken to avoid weapons and illegal substances such as drugs from entering the premises. Any customer who refuses to be searched must be refused entry and a corresponding entry must be made in the incidents/refusal book within 12 hours of the refusal.

Premises Licence
11. DPS/Managers are personally, and by use of the CCTV system, monitor the actions of the security staff at frequent, irregular intervals, and at the very least once an hour.

12. All searches must be carried out in full view of a CCTV camera.

**Police Licensing Forums**

13. A member of the premises management (whether the DPS or other owner/manager) must attend all Police Licensing Forums organised by the local police when invited.

14. The management of the premises must join a local pub-watch scheme running in the area.

**Event promoters**

15. The designated premises supervisor shall undertake a risk assessment of any significant promotion or event (as defined below) using the MPS Promotion/Event Risk Assessment (Form 696) or an equivalent and provide a copy* to the Metropolitan Police Service and the licensing authority not less than 14 days before the event is due to take place.

16. Where an event has taken place, the licensee shall complete an MPS After Promotion/Event Debrief Risk Assessment (Form 696A) and submit this* to the Metropolitan Police and the Licensing Authority within 14 days of the conclusion of the event.

**Note: Metropolitan Police Definition of a ’Significant Event’**

This definition relates to events that require a Promotion/Event Risk Assessment Form 696. A significant event will be deemed to be: any occasion in a premises licensed under the provisions of the Licensing Act 2003, where there will be a live performer(s) – meaning musicians, DJs, MCs or other artiste; that is promoted in some form by either the venue or an outside promoter; where entry is either free, by invitation, pay on the door or by ticket.

*Submission of electronic documents by e-mail is preferred.

**Security Personnel**

17. The details (including company name, address, telephone and SIA registration details) of any company or agency providing door supervisors to the premises, or the details of any individual employed by the premises directly as a door supervisor, must be provided to police no less than 14 days before the date they begin working at the premises. Following checks the police may, if they have good reason, veto the provider or individual door supervisor in the interests of preventing crime and disorder at the premises and the premises must comply with such a veto.

18. Security personnel, registered with the Security Industry Authority (SIA) employed at the premises will enter their full name, address, valid phone contact details, SIA badge number, employing company, along with the times they are working in a register upon commencement of their work at the premises. The Designated Premises Supervisor/manager at the time will be responsible for ensuring that this is done and for confirming the security staff’s details and permissions to work, via the public SIA website facility.

19. The management must instruct security staff and other staff members to assist police or local authority officers with any enquiries they make in the execution of their duties.
20. The club itself will directly employ the security personnel or security company responsible for supplying personnel. External promoters will not be allowed to use their own security personnel. The DPS and premises management must be responsible for the security staff at their premises.

21. At least two (2) SIA registered security staff must be employed by the management to deal with all potential reasonable expectations of trouble within the premises, or caused by the premises in the near vicinity. One member of the security staff must be female. Security must be on duty from 10 pm when club is open for licensable activities after midnight.

22. All reasonable efforts are to be employed by the management and security personnel to keep customers quiet and orderly prior to entry and upon leaving the premises.

"Private" parties
23. The premises must provide the contact name and address (including telephone number and address) of the organiser of any private party at the premises at least 14 days before the event. Following checks the police may, if they have good reason, veto the holding of the private party in the interests of preventing crime and disorder at the premises and the premises must comply with such a veto.

24. Any private party must be for pre-invited guests only and a guest list must be kept of all attendees including name, address and contact telephone number(s). These records must be kept for a minimum of 12 months and made immediately available to police and local authority council officers upon request.

25. At least two (2) SIA registered security staff must be employed by the management to deal with all potential reasonable expectations of trouble within the premises, or caused by the premises in the near vicinity. One member of the security staff must be female.

Excluded Persons
26. The premises are to permanently exclude any person found with weapons or illegal drugs at the premises as well as customers known to have contributed to crime or serious disorder in the premises.

27. The premises are to take all reasonable steps to make security and other staff members aware of the identities of excluded persons.

Co-operation with authorities
28. Any information regarding crimes committed within the premises, including suspected drug dealing and violence, should be reported to the police immediately or as soon as is reasonably practicable.

29. The premises are to keep a record of all excluded persons. This record is to be made available to police officers and local authority officers on request.

First-Aid
30. A qualified first aider must be employed on the premises at all times that the premises are open to the public. This first aider will be proactive in checking customers prior to entry to the club for signs of drug abuse. The venue will provide first aid facilities commensurate with the type of event and customers expected.
Open Bottles
31. No customers carrying open bottles shall be admitted to the premises. No customers shall be allowed to leave the premises whilst carrying open drinking vessels. (Open shall be taken to mean an opening of the original manufacturers sealing of the vessel).

Signage
32. The premises shall prominently display signage informing customers:-
   ø To leave quietly and to respect your neighbours.
   ø Stating that CCTV is in operation and police have instant access to the footage.
   ø Searching of customers prior to entry is a requirement of entry. No search – No entry.
   ø Any person found carrying weapons or illegal drugs will be permanently excluded and the police will be informed.

Hours of entry and re-entry
33. No customer will be permitted to enter or re-enter the premises after midnight Monday-Sunday.

Polycarbonate glasses and glassware
34. Polycarbonate plastic glasses/containers etc are to be used by all persons after midnight, on and off the premises.

35. The Designated Premises Supervisor will ensure that no glasses (pint, half pint or other), glass containers, glass bottles or glassware of any kind are used by any patrons/customers on or off the premises when the premises are open to the public after midnight, this includes private parties.

Proof of Age
36. A policy shall be employed at the premises requiring the production of ‘Proof of Age’ for any sale that takes place where there is suspicion that the customer may be under 25 (Challenge 25 Scheme). The following are the only forms of identification that will be accepted by the shop staff:-
   ø A photo driving licence
   ø A valid passport
   ø A Portman proof of age card
   If any doubt exists about whether a person has attained the age of 18 the sale will be refused.

37. An underage refusals book is provided to record every instance where age restricted goods is refused (e.g. alcohol and tobacco). The refused sale book will be available for inspection by an authorised officer of the licensing authority, Trading Standards Officer or police.
Annex 4 – Plans

1. Basement plan as existing
   Scale 1/100

2. Ground floor plan as existing
   Scale 1/100

91 NORWOOD HIGH STREET
LONDON SE27 9JS
Scale 1/100 @ A3
00846/01A