

London Borough of Barnet
Licensing
policy

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Introduction

1.1 The Council is a licensing authority in accordance with the Licensing Act 2003. We are empowered to grant premises licences, personal licences and club premises certificates, and deal with temporary event notices. We can take enforcement action when premises or activities are unlicensed, or licence conditions are not complied with.

1.2 This policy provides a framework for all decisions and actions of the Council and its officers in connection with the Council's function as licensing authority.

It provides information for elected Members and officers about the powers of Licensing Authorities. It sets out the boundaries within which decisions are made.

It informs applicants of the way in which the Council will make licensing decisions and how a licensed premises is likely to be permitted to operate.

It informs residents and businesses of the way in which the Council will make licensing decisions and how their needs will be addressed.

It will support licensing decisions made by the Council if they are challenged.

1.3 The policy covers the following licensable activities:

- The retail sale of alcohol
- The supply of alcohol by or on behalf of a club, or to the order of a member of the club
- The provision of regulated entertainment, including plays, films, indoor sports events, boxing and wrestling, live music and dance
- The provision of late night refreshment.

1.4 The Act defines four licensing objectives:

- Public safety
- The prevention of crime and disorder
- The prevention of public nuisance
- The protection of children from harm.

1.5 The Council wants to work in partnership with all parties involved to ensure that

these objectives are safeguarded. The other parties are:

- 'Responsible authorities' as defined in the Act, with which we may share information, and which may make representations to the Council and seek a review of a licence. In Barnet, these are:
 - The Metropolitan Police Service
 - The London Fire and Emergency Planning Authority
 - The Council's health and safety enforcement service, or in a small number of cases, the Health and Safety Executive
 - The Council's Planning Service
 - A group comprising the Council's Scientific Services Group Manager, Noise and Statutory Nuisance Manager and Street Services Manager
 - The Safeguarding Children Board
- 'Interested parties' as defined in the Act. These are people living, or involved in a business, in the vicinity of the premises concerned, and their representatives. An interested party can make representations to the Council on an application for the grant, variation or review of a premises licence or club premises certificate, and may seek a review of an existing premises licence or club premises certificate.
- Premises licence and certificate holders or applicants, designated premises supervisors and personal licence holders.

1.6 This policy provides important support for the Council's aims as set out in the Corporate Plan 2004/5 – 2007/8. They are:

- Tackling crime
- Creating a cleaner, greener Barnet
- Supporting the vulnerable in our community

1.7 In producing this policy, we took into account the Guidance issued by the Secretary of State for Culture, Media and Sport under section 182 of the Act (www.culture.gov.uk), and all submissions received following consultation.

2 Policy objectives

- 2.1 The Council recognises that licensed venues can make Barnet more attractive, provide employment and are valued by residents and visitors to the Borough. We want businesses to thrive, and fully support the provision of recreational and cultural activities that everyone can enjoy. Our Community Plan includes a commitment to encourage a regulated evening economy in suitable locations (for example in connection with the Artsdepot in North Finchley), but we are mindful of the tensions that such activities may generate. They can sometimes cause nuisance or safety risks, harm children or increase the risk of crime and disorder. We will therefore seek to balance competing interests, so that problem businesses are controlled, while those that will not cause significant risk to the licensing objectives are not subject to unnecessary restrictions.
- 2.2 We will take account of any relevant representations on the issue of a licence or applications for review of a licence (provided they are not frivolous, vexatious or repetitious as described in the statutory guidance). However, we will not attempt to prevent or restrict any licensable activity by withholding a licence, imposing conditions or revoking a licence unless it is clearly justified by the risk to the licensing objectives in the specific individual circumstances of each case.
- 2.3 The over-riding intention of this Policy is that the Council will deal with each application on its merits.

3 Licensing principles

- 3.1 The purpose of licensing is the proper control of licensable activities on licensed premises, by qualifying clubs, and at temporary events within the terms of the Act. Conditions may be attached to a licence if they are volunteered by the applicant in the operating schedule, or if there is a representation against the application. These conditions will focus on matters within the control of the licensee and others in possession of relevant

authorisations. Accordingly, these matters will centre on the premises being used for licensable activity, and the vicinity of those premises. When considering the affect of licensable activities outside the premises, the Council will focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

- 3.2 The Council acknowledges that licensing powers, although important, are not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and therefore beyond the direct control of the individual business or club holding the licence, certificate or authorisation concerned.

4 Cumulative impact

- 4.1 This is the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.
- 4.2 The Council will take account of the possible cumulative impact of licensed premises on the licensing objectives. In doing so, we will differentiate between cumulative impact and the possible need or commercial demand for the premises to be licensed. 'Need' and 'commercial demand' are not matters for a licensing authority.
- 4.3 Although the likely cumulative impact may constitute grounds for refusing a licence, we will not do so without taking full account of the individual merits of the application.
- 4.4 The Council is aware that some responses to consultation on this policy expressed concern about cumulative impact in certain areas. There is not at this time clear evidence to justify a special saturation policy that would be a presumption against new premises licences or club premises certificates, or variations, in any part of the Borough. However, we will keep this matter under review, through the licensing forum meetings that will be held, and by other

means. We will work with the Metropolitan Police Service and others to research the cumulative impact of licensed premises in these areas, and may if necessary, after further consultation, introduce special saturation policies at a later date. It is important to note that the absence of a saturation policy does not prevent any responsible authority or interested party from making representations in connection with an application on the grounds of cumulative impact.

4.5 The Council is aware that premises providing late night refreshment can be a useful amenity, but we are concerned that a proliferation of such premises, particularly in the vicinity of premises selling alcohol can add to the cumulative impact of the licensable activities in the area. We will take this factor into account when considering representations in connection with new licence applications, but will treat each case on its individual merits.

4.6 If necessary, and as is consistent with Guidance and the remainder of this policy, we will seek to work with neighbouring licensing authorities to deal with any cumulative impact that may straddle the Borough boundary.

5 Other mechanisms for controlling cumulative impact

5.1 Licensing powers are not the primary mechanism for the general control of nuisance and anti-social behaviour away from licensed premises. Other means are available, including:

- Planning controls;
- Positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the Council;
- The adequate provision of CCTV surveillance in town centres, taxi ranks, public conveniences open late at night, street cleaning and litter patrols;
- Powers of the Council to designate places where alcohol may not be consumed publicly;
- The confiscation of alcohol from adults and children in designated areas;
- Police enforcement of the general law concerning disorder and antisocial behaviour, including the issuing of fixed penalty notices;
- The prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk;
- Police powers to close down instantly for up to 24 hours any licensed premises or temporary events on the grounds of disorder, the likelihood of disorder or noise emanating from the premises;
- When legislation permits, closure of the premises by an authorised environmental health officer on the grounds of noise nuisance;
- The Metropolitan Police Service or other responsible authority, or a local resident or business can seek a review of the licence or certificate in question;
- At certain times of day, action by parking control officers or the Council's Street Enforcement Service;
- The prosecution of any personal licence holder or member of staff at such premises who commit offences such as selling alcohol to children under 18.
- Action by Metropolitan Police Service Community Support Officers;
- Closure by the Metropolitan Police Service of premises where drugs crime is taking place.
- The issue of Dispersal Notices, in areas designated under Part 4 of the Anti-social Behaviour Act 2003, by the Metropolitan Police Service
- Action by the Council to tackle anti-social behaviour, including the use of Anti-social Behaviour Orders (ASBOs)

6 Licensing hours

- 6.1 Before the introduction of the Licensing Act 2003, there were permitted hours for the sale of alcohol. The Council recognises that longer licensing hours for the sale of alcohol are important to avoid concentrations of customers leaving premises simultaneously, and that this can reduce the risk of nuisance and crime and disorder. For example, it can reduce friction at fast food outlets and transport queues.
- 6.2 We will consider any application regarding licensing hours on its merits, and this policy makes no presumption about closing times. In determining applications, we will be mindful that although nuisance can arise at any time, it may be possible for licensed premises to operate at any time of the day or night without adverse effect. If the applicant's operating schedule has adequately addressed the

licensing objectives there may be no justification for restricting opening hours. If representations are made, appropriate licence conditions may be applied, and these may be stricter if the application is for later hours.

- 6.3 The Council will not establish zones within which we set fixed trading hours that may be different to those set elsewhere, as this could lead to problems when customers move from one zone to another. However, we will always take due account of local circumstances and stricter conditions may be applied where there is denser residential occupation.
- 6.4 The Council will not use licensing powers to limit the retail sale of alcohol for consumption off the premises unless the Metropolitan Police Service make a representation, for example because the premises are a focus of disorder and disturbance.

7 Integration of licensing with other strategies

The Council will ensure, so far as is consistent with the licensing objectives, that action taken under this policy supports and does not conflict with strategies for local crime prevention, community safety, drugs and alcohol, planning, transport, equality, tourism and cultural issues, including in particular:

The Community Plan for Barnet 2003-2006

http://www.barnet.gov.uk/local_democracy/community_plan/index.php3

The Cultural Strategy for London

http://www.london.gov.uk/view_press_release.jsp?releaseid=1618

The Mayor's London Ambient Noise Strategy

<http://www.london.gov.uk/mayor/strategies/noise/index.jsp>

The objectives of the Security Industry Authority

<http://www.the-sia.org.uk/pdf/SIA-Corporate-and-Business-Plan.pdf>

The Safer Communities Strategy

http://www.barnet.gov.uk/community/safer_communities/index.php3

The Alcohol Harm Reduction Strategy

<http://www.pixunlimited.co.uk/sys-files/Society/documents/2004/03/15/alcoholstrategy.pdf>

Putting the community first: Barnet's Equalities Policy

<http://www.barnet.gov.uk/community/equalities/index.php3>

8 Prevention of crime and disorder

- 8.1 Conditions attached to licences will so far as is possible reflect and support local crime and disorder prevention strategies. The Metropolitan Police Service will be informed of applications, and may make a representation about a licence or request a review.
- 8.2 When a relevant representation is made, the Council will consider applying conditions to minimise the risk of crime and disorder, which include, for example:
- Drugs being taken onto, sold or distributed, or used at or in the vicinity of licensed premises, and to minimise the harmful consequences should drug use occur
 - Weapons being taken onto or used at licensed premises
 - Fighting between customers
 - Theft and other property crime taking place at or in the vicinity of the premises.
- 8.3 Applicants may refer to the Home Office guide 'Safer Clubbing' and the Metropolitan Police Service publication 'Controlled drugs and weapons in licensed premises' for advice on minimising crime and disorder. (www.drugs.gov.uk/reportsandpublications/communities/103417428/safer_clubbing_txt.pdf)

9 The protection of children from harm

- 9.1 The Council will take all appropriate action to protect children from harm. This will include education of traders, parents and minors and targeted test purchasing using volunteer children.
- 9.2 However, we will not seek to prevent or limit access by children to licensed premises unless it is necessary to protect them from physical, moral or psychological harm. Licences may be sought for a great variety of premises in addition to pubs and nightclubs, at many of which the admission of children will not

cause any significant risk. Each application will be considered on its individual merits.

- 9.3 Circumstances that are likely to give rise to particular concern include the following, and the Council will give special consideration to such cases:
- There have been convictions of members of the current staff at the premises for serving alcohol to minors or the premises have a reputation for under-age drinking
 - There is a known association with drug taking or dealing
 - There is a strong element of gambling on the premises
 - Entertainment or services of an adult or sexual nature are commonly provided
 - There has been a conviction of a member of the current staff for an offence against a child or the Police believe that person could otherwise be a risk to children
 - The supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- 9.4 Although the Council will not normally prohibit access by children to any premises, we may apply licence conditions, including the following options:
- Limitations on the hours when children may be present
 - Age limitations
 - Limitations or exclusion of the presence of children under a specified age when particular specified activities are taking place
 - Requirements for children to be accompanied by an adult (including for example a combination of requirements which provide that children under a particular age must be accompanied by an adult)
 - Exclusion of people under 18 from the premises when any licensable activities are taking place.
 - Limitations on the parts of premises to which children may be given access.

- 9.5 The Council will not impose a condition requiring the admission of children to any premises.
- 9.6 The Portman Group, on behalf of the alcohol industry, has produced a code of practice on the naming, packaging and promotion of alcoholic drinks (www.portman-group.org.uk). We endorse this Code, and encourage licensees to adhere to it.
- 9.7 In the case of premises giving film exhibitions, we will expect licensees or clubs to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.
- 9.8 The Council recognises the Barnet Safeguarding Children Board as the responsible authority competent to advise on matters relating to the protection of children from harm. The Board will be informed of applications, and may make a representation about a licence or request a review.

10 Prevention of nuisance

- 10.1 We use the term ‘nuisance’ with its everyday meaning, to include, for example, excessive noise (whether generated within the licensed premises, or in the vicinity by people arriving or leaving, queuing or spilling out of the premises), vibration, accumulated refuse, litter or lack of cleanliness outside licensed premises, problem advertising and leaflet distribution, obstruction of rights of way and smell or light pollution.
- 10.2 If a relevant representation is made, the Council may attach conditions to a licence to prevent nuisance.
- 10.3 We encourage licence applicants to give careful consideration to the likely environmental effect of their proposed activities, and to take steps to minimise any adverse impact, for example by providing noise insulation where appropriate, adequate refuse disposal arrangements and anti-litter measures.

- 10.4 We will bear in mind that, in appropriate locations, such as where there is a cluster of licensed premises with little impact on neighbouring premises, limited noise emanating from the premises can have a positive effect, adding to the ‘city soundscape’.

11 Cultural activities and entertainments

- 11.1 The Council is aware of the value to the community of a broad range of cultural activities and entertainments, such as live music, dancing, theatre, circuses and street arts. Live performance is central to the development of cultural diversity and vibrant, exciting communities. We wish to encourage these activities for the benefit of all.
- 11.2 When there is a representation in connection with an application for such activities, we will seek to obtain a balance between the potential for limited neighbourhood disturbance and the benefits of cultural activities, particularly for children. Although all representations will be taken into account, we will not allow the views of vocal minorities to predominate over the general interests of the community.
- 11.3 We will only attach licence conditions that are reasonable, proportionate, and strictly necessary for the promotion of the licensing objectives. We are aware of the need to avoid measures as far as possible that deter live music, dancing and theatre for example by imposing unnecessary costs.
- 11.4 The Council will seek in its own name premises licences for appropriate public spaces within the Borough. This will make it easier for people to organise suitable cultural events in those spaces, as they will not need to apply for a licence or give a temporary event notice themselves. They will only need to obtain our permission. We will consider any request for permission to use such public spaces for cultural activities.
- 11.5 We will monitor the impact of licensing on regulated entertainment in the Borough,

particularly on live music and dancing. If there is evidence that licensing requirements deter such activities, we will consider how to prevent it, and if necessary will change this Policy.

12 Planning and Building Control

- 12.1 The Council wishes to reconcile planning, building control and licensing considerations whenever possible. Licensing decisions will not over-rule planning or building control decisions, as the legal framework for each is different.
- 12.2 Licensable activities cannot lawfully be carried on at premises unless there is a premises licence or club premises certificate and any necessary planning permission and building regulation approval. A licence will not relieve the licensee of the need to apply for planning permission or building regulation approval, should these be required. The onus is on the licensee or applicant to ensure that these conditions are satisfied.
- 12.3 Where there is no relevant planning permission or building regulation approval, or where there are planning conditions that conflict with the licence application, we invite the applicant to submit a planning application or building regulation approval application as early as possible in order to regularise the position. The Council's Planning Service and Building Control Service will be informed of new applications. As a responsible authority in Barnet, the Planning Service may make a representation about the licence.
- 12.4 However, when making decisions the Council will ensure separation of its licensing function from its planning and building control functions. The Licensing Committee will determine applications where there is a relevant representation, and may grant a premises licence or club premises certificate where there is no planning consent or building regulation approval. In such a case we expect that a planning application or building regulation approval application would be submitted and determined separately.

13 Applications for premises licences and club premises certificates

- 13.1 The Act requires the licence applicant to publicise the application. This is to enable interested parties and responsible authorities to make a representation if they wish. Our experience as a licensing authority is that statutory publicity may not always bring applications to the attention of all parties. Therefore, in addition to putting applications on our web site, we may notify interested parties and responsible authorities when we have received an application. In doing so, we will not solicit representations.
- 13.2 When notified of an application, responsible authorities will consider whether to make a representation, and may carry out an inspection. The Council's licensing officers may check that adequate risk control measures are in place to achieve the licensing objectives. If they consider that the objectives may be at risk they may inform the relevant responsible authority, which may then decide to make a representation. The licensing officers may offer the applicant the opportunity to make changes that will better protect the licensing objectives. This may avoid the need for a Licensing Committee hearing.
- 13.3 The Licensing Committee will take account of representations from the applicant and from interested parties or responsible authorities making representations, treating each fairly and equally. Matters of fact will be decided on the balance of probabilities.
- 13.4 If the Committee considers that the impact on the licensing objectives of granting the licence is likely to be acceptable it will grant the licence, subject to any conditions that it considers necessary to protect the objectives.

14 Premises Licence and club premises certificate conditions

- 14.1 Applications during the transitional period to convert existing licences to premises licences or club premises certificates will be granted under the same conditions as the existing licence.
- 14.2 In the interests of speed and efficiency, applicants for a new premises licence or club premises certificate, or a variation, should make sure that their operating schedule adequately addresses each of the four licensing objectives.
- 14.3 To assist applicants, we will provide information and advice, in the form of a good practice guide, about the expectations of the responsible authorities with respect to the licensing objectives in various circumstances. Although applicants are not bound by these expectations, and we will not seek to enforce them where they are unnecessary or unsuitable, we encourage applicants for new licences or variations to refer to our good practice guide (or other appropriate guidance) when preparing their operating schedules. Where the control measures suggested in the guide are appropriate, we expect that applicants will include them, or others with equivalent effect. We may apply licence conditions from the guide if there is a relevant representation in connection with the application.
- 14.4 If risk control measures such as those in our good practice guide are included in the operating schedule (and will therefore become licence conditions if the licence is granted), people will see that the licensing objectives are safeguarded. They may then be less likely to object to the licence. It may therefore be to the applicant's advantage to take care over their operating schedule and to volunteer adequate risk control measures.
- 14.5 A pool of potential conditions is included for the information of all parties in the Guidance to the Act (www.culture.gov.uk). Applicants may adopt relevant conditions

from the pool, and incorporate them in their operating schedules.

- 14.6 We will not set licence conditions that duplicate clear and specific requirements of other regulatory regimes.
- 14.7 We accept as a key concept underscoring the 2003 Act that any conditions that the Licensing Committee attaches to licences and certificates must be tailored to the individual style and characteristics of the premises and events concerned. We will not apply conditions from a standard list unless they are necessary for the promotion of the licensing objectives. In this way, unnecessary or disproportionate conditions will be avoided. Unless a relevant representation is made, only conditions that are consistent with the applicant's operating schedule can be applied to the licence.

15 Complaints about premises

The Council is prepared to receive complaints about licensed premises and, with the agreement of the complainant, deal with them informally with the aim of securing improvement if necessary without the need for a formal review of the licence.

16 Enforcement

- 16.1 The Council will establish and maintain adequate liaison with the responsible authorities to agree enforcement protocols.
- 16.2 Our licensing officers will monitor ongoing compliance with licence conditions in accordance with a risk-based enforcement strategy. They may carry out inspections without prior notice to the occupier or licensee.
- 16.3 We will develop a risk rating system for individual premises, so premises with the greatest assessed risk receive the most regulatory attention. The ratings will be kept under review and we may share this information with responsible authorities. Our inspection program will supplement those of the responsible authorities, and

we will co-ordinate our activities with theirs as far as possible.

- 16.4 We will take appropriate enforcement action, in accordance with our Enforcement Policy, when there is licensable but unlicensed activity or a breach of licensing conditions causing significant risk to the licensing objectives.
- 16.5 The Council has adopted the Enforcement Concordat (www.cabinetoffice.gov.uk/regulation/pst/enforce/enforcecon.asp), which sets out the principles of enforcement for local authorities.

17 Review of premises licence or club premises certificate

- 17.1 Any interested party or responsible authority may request the Council to review an existing premises licence or club premises certificate. Without prejudice to this right, with the agreement of the relevant interested party or responsible authority, we may deal with complaints informally to avoid the need for a review (see 'Complaints about premises'). When possible we will inform licence holders of any concerns that could lead to a review, in order that improvements can be made.
- 17.2 In every case where a review is requested, the representation must relate to particular premises for which a premises licence or club premises certificate is in existence, and must be relevant to the promotion of the licensing objectives. Representations must be in writing, although they may be amplified at the subsequent hearing.
- 17.3 The Council will not consider a request for a review if the Head of Environmental and Neighbourhood Services deems it irrelevant, vexatious, frivolous or repetitious within the terms of the statutory guidance to the Act.

18 Temporary events

- 18.1 The Act allows a limited number of events for less than 500 people and lasting up to 96 hours to be held without a premises licence, providing certain conditions are

met and due procedure is followed. Anyone wishing to hold such an event may contact our licensing officers for information and advice.

- 18.2 The Act only requires event organisers to give ten days notice, but this may not always allow for the proper planning of the event and meaningful consultation with responsible authorities in the interest of the licensing objectives. We strongly recommend that they give us at least three months notice of all but the smallest events. The Metropolitan Police Service may object to events that have not been properly planned and may undermine the Crime Prevention Objective.
- 18.3 Guidance is available to organisers to assist in the planning of temporary events. Organisers of large scale events which require a premises licence are strongly advised to seek guidance from the following documents in the preparation of their operating schedules:
- *The Event Safety Guide - A guide to health, safety and welfare at music and similar events* (HSE 1999) ("The Purple Guide") ISBN 071762453
 - *Managing Crowds Safely* (HSE 2000) ISBN 0 7176 1834 X
 - *Five Steps to Risk Assessment; Case Studies* (HSE 1998) ISBN 0717615804
 - *The Guide to Safety at Sports Grounds 1997* ("The Green Guide") ISBN 0 11 300095 2
 - *Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances* published by the independent Street Arts Network, www.streetartsnetwork.org/pages/publications

19 Personal licences

- 19.1 If there is no representation from the Metropolitan Police Service, the Council must grant any valid application for a personal licence where the appropriate qualifications are satisfied.
- 19.2 The Licensing Committee will determine any application from an individual who has a conviction for a relevant unspent

offence. Such an application may be refused unless there are, in the opinion of the Committee, exceptional and compelling reasons that justify granting the application.

20 Transport

- 20.1 The Council recognises the relevance of transport availability to licensing decisions, as it affects the way in which people can disperse from town centres swiftly and safely. We support the Safer Travel at Night initiatives in conjunction with Transport for London, the Greater London Authority and the Metropolitan Police (www.london.gov.uk/mayor/safer_travel/index.jsp).
- 20.2 Reports will be made to the Council's Planning, Highways and Design Service when appropriate so that the Service can take proper account of licensing issues.

21 Tourism and employment

The Council recognises the relevance of licensing to tourism and employment in the Borough. The Licensing Committee will receive reports from any body that it considers appropriate on the needs of the local cultural strategy, and tourist economy, including the employment situation in the area and the need for new investment and employment, so that these issues can be taken into account when making licensing decisions.

22 People with disabilities

The Council assumes that people with disabilities may be present when licensable activities take place, and encourages the provision of proper facilities for them at licensed premises. We will offer advice and information where necessary to assist applicants.

23 Promotion of equality

- 23.1 The Council is obliged to have due regard to the need to eliminate unlawful discrimination, for example on the grounds of race, gender, disability, sexual orientation or religion, and to promote equality of opportunity and good relations between persons of different groups.
- 23.2 We encourage equal representation at any meetings of the Licensing Forum, and will monitor the impact of this Policy on the promotion of equality. When considering applications and representations, we will take into account only the issues provided for in the Licensing Act and Guidance, and will not discriminate against any group.

24 Administration and the exercise and delegation of functions

- 24.1 In the interests of speed, efficiency and cost-effectiveness the Council delegates all administrative functions to its officers.

24.2 Table of delegation of licensing functions

Matter to be dealt with	Licensing sub-committee	Head of Environmental and Neighbourhood Services
Application for personal licence	If a Metropolitan Police Service representation made	If no representation made
Application for personal licence with unspent convictions	All cases	
Application for premises licence/ club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a Metropolitan Police Service representation	All other cases
Request to be removed as designated personal licence holder		All cases
Application for transfer of premises licence	If a Metropolitan Police Service representation	All other cases
Application for Interim Authorities	If a Metropolitan Police Service representation	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a complaint is irrelevant, repetitious, frivolous or vexatious within the terms of the statutory guidance		All cases
Decision to make a representation when Local Authority is a consultee and not the relevant authority considering the application	All cases	
Determination of a Metropolitan Police Service representation in connection with a temporary event notice	All cases	

25 Licensing Register

The Council will establish and maintain a Licensing Register containing the information required by statute, and keep it available for inspection.

26 Licensing Forum

The Council is keen to hear people's views on licensing issues, and we will establish a licensing forum at which they can be discussed. To supplement information gained from the forum, we may use other appropriate methods.

27 Guidance

The Council and its officers will at all times take into account guidance issued by the Secretary of State for Culture, Media and Sport under section 182 of the Licensing Act 2003 (www.culture.gov.uk), and guidance or advice from any other appropriate source.

28 Relevant documents

- The Council's Enforcement Policy
- The Enforcement Concordat
www.cabinetoffice.gov.uk/regulation/pst/enforce/enforcecon.asp
- The Human Rights Act 1998
www.hmso.gov.uk/acts/acts1998/19980042.htm
- Crime and Disorder Act 1998
www.hmso.gov.uk/acts/acts1998/19980037.htm
- Disability Discrimination Act 1995
http://www.hmso.gov.uk/acts/acts1995/Ukpga_19950050_en_1.htm
and other anti-discrimination legislation
- Guidance issued by the Secretary of State for Culture, Media and Sport under section 182 of the Licensing Act 2003 (www.culture.gov.uk).
- Home Office Safer Clubbing Guide
www.drugs.gov.uk/reportsandpublications/communities/103417428/safer_clubbing_txt.pdf
- Metropolitan Police Service publication *Controlled drugs and weapons in licensed premises*
- The Mayor's London Ambient Noise Strategy
www.london.gov.uk/mayor/strategies/noise/index.jsp

The above is not an exhaustive list.

29 Complaints about our service

In accordance with the Council's complaints procedure, we will investigate any complaint about the way our officers dealt with a licensing issue, and we will inform the complainant of the outcome. If the complaint is justified, we will put the problem right if possible

30 Commencement and review

This Policy was published on 7 January 2005. It comes into effect on 7 February 2005. It will be kept under review and the Council may make changes after consultation. It will be renewed every three years. We will be pleased to receive the views of responsible authorities, interested individuals or organisations at any time and, after consultation, may change the Policy. View the Policy online at www.barnet.gov.uk/licensing

Appendix Contacts

The Council is willing to give advice and guidance on licensing matters to applicants, businesses and residents. The following list of contacts may be altered from time to time.

General enquiries and first point of contact

Applications, fees, licence conditions, complaints, representations, licence reviews and administration

- London Borough of Barnet Licensing Team
Licensing Team, Building 4
North London Business Park
Oakleigh Road South
London, N11 1NP

T 020 8359 7995

E terry.vaughan@barnet.gov.uk

F 0870 889 6793

W www.barnet.gov.uk

Crime and Antisocial Behaviour

- Metropolitan Police Service
Borough Commander
Colindale Police Station
Grahame Park Way
Colindale, NW9 5TW

T 020 8200 1212

E mark.ricketts@met.police.uk

W www.met.police.uk/barnet

Antisocial Behaviour

- London Borough of Barnet Environmental and Neighbourhood Services
Building 4, North London Business Park
Oakleigh Road South
New Southgate, N11 1NP

Street Services Manager: Tom Morrissey

T 020 8359 7495

E tom.morrissey@barnet.gov.uk

Community Safety Partnership

- London Borough of Barnet Leisure and Youth Services
Safer Communities Team
Building 4, North London Business Park
Oakleigh Road South
New Southgate, N11 1NP
and room 201 Colindale Police Station

E andrew.nathan@barnet.gov.uk

T 020 8359 7029

E julia.hicks@barnet.gov.uk

T 020 8359 4469

W www.barnet.gov.uk

Fire Safety

- London Fire and Emergency Planning Authority (LFEPA)
1st Floor, Finchley Fire Station
227 Long Lane
London, N3 2RP

Assistant Divisional Officer Turan Turan

E turan.turan@london-fire.gov.uk

W www.london-fire.gov.uk

T 020 7587 2276

F 020 7587 2271

Protection of Children

The sale of alcohol to children and underage test purchasing of alcohol using child volunteers

- London Borough of Barnet Safeguarding Children Board
London Borough of Barnet Trading Standards service
Barnet House, 1255 High Road
Whetstone, N20 0EJ

Bridget Griffin

E bridget.griffin@barnet.gov.uk

W www.barnet.gov.uk

T 020 8359 4532

John Bennett

Principal Trading Standards Officer

E john.bennett@barnet.gov.uk

T 020 8359 4928

Nuisance

- London Borough of Barnet Environmental and Neighbourhood Services
Noise and Statutory Nuisance Manager
Building 4, North London Business Park
Oakleigh Road South
New Southgate, N11 1NP

Belinda Livesey

E belinda.livesey@barnet.gov.uk

T 020 8359 7438

Planning issues

- London Borough of Barnet Planning
Barnet House, 1255 High Road
Whetstone, N20 0EJ

Stewart Murray

T 020 8359 4838

E stewart.murray@barnet.gov.uk

Building Control

- London Borough of Barnet Highways and Design
Barnet House, 1255 High Road
Whetstone, N20 0EJ

Premila Abadia

T 020 8359 4850

E premila.abadia@barnet.gov.uk

Transport issues

- Highways and Design Traffic and Transportation
Barnet House, 1255 High Road
Whetstone, N20 0EJ

Ian Counce, Acting Chief Engineer

T 020 8359 4343

E ian.counce@barnet.gov.uk

W www.barnet.gov.uk

Use of public spaces for licensable activities

- Environmental Services
Building 4, North London Business Park
Oakleigh Road South
New Southgate, N11 1NP

David Dench, Service Manager for Green Spaces

T 020 8359 7803

E david.dench@barnet.gov.uk

Public safety at premises where selling food or drink is the main activity

- Food team
Building 4, North London Business Park
Oakleigh Road South
New Southgate, N11 1NP

Chris Carabine, Group Manager, Food.

E chris.carabine@barnet.gov.uk

T 020 8359 7995

F 0870 889 6793

Public safety at other premises

- Health and Safety team
Building 4, North London Business Park
Oakleigh Road South
New Southgate, N11 1NP

E terry.vaughan@barnet.gov.uk

T 020 8359 7995

F 0870 889 6793

Public safety at schools and premises managed by the Council

- Health and Safety Executive
Rose Court, Southwark Bridge,
London, SE1 9HS

T 020 7556 2100

W www.hse.gov.uk

Licensing Committee issues

- London Borough of Barnet Democratic Services
Town Hall, The Burroughs,
Hendon, London, NW4

John Marr

E john.marr@barnet.gov.uk

T 020 8359 2031

Disability issues

- London Borough of Barnet
Dan Ash, Building Surveying Manager
T 020 8359 4320

- Disability Action in Barnet
945 High Road, Finchley, N12 9RX

T 020 8446 6935

E disability@dabb.org.uk

- Centre for Accessible Environments
Nutmeg House, 60 Gainsford Street,
London, SE1 2NY

T 020 7357 8182

W www.cae.org.uk

E info@cae.org.uk