



Appendix 3

Mr. M. Rose
Licensing Officer
The Licensing Service
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
UB8 1UW

EMAIL ONLY

Date: 22nd August 2025

Dear Mr Rose

LICENSING ACT 2003 THE GALLERY BAR, 127-128 HIGH STREET, UXBRIDGE

I am writing to you as the officer duly authorised to make representations on behalf of the Licensing Authority in relation to the application for a new premises licence submitted by Irwin Mitchell LLP, the solicitor acting on behalf of Art & Gallery Bar Limited.

The application seeks a new premises licence for a bar for:

- The provision of films (indoors only) from 09:00 – 00:00 hours Monday to Sunday
- The provision of live music (indoors only) from 23:00 – 00:00 hours Monday to Wednesday, from 23:00 – 02:30 on Thursday, from 23:00 – 03:00 hours Friday to Saturday and from 23:00 – 01:00 hours on Sunday
- The provision of recorded music (indoors only) from 23:00 – 00:00 hours Monday to Wednesday, from 23:00 – 02:30 on Thursday, from 23:00 – 03:00 hours Friday to Saturday and from 23:00 – 01:00 hours on Sunday
- The provision of performances of dance (indoors only) from 09:00 – 00:00 hours Monday to Wednesday, from 09:00 – 02:30 on Thursday, from 09:00 – 03:00 hours Friday to Saturday and from 09:00 – 01:00 hours on Sunday
- The provision of anything of a similar description to live music, recorded music or performances of dance (indoors only) from 09:00 – 00:00 hours Monday to Wednesday, from 09:00 – 02:30 on Thursday, from 09:00 – 03:00 hours Friday to Saturday and from 09:00 – 01:00 hours on Sunday
- The provision of late-night refreshment (indoors only) from 09:00 – 00:00 hours Monday to Wednesday, from 09:00 – 02:30 on Thursday, from 09:00 – 03:00 hours Friday to Saturday and from 09:00 – 01:00 hours on Sunday
- The sale of alcohol on and off the premises from 09:00 – 00:00 hours Monday to Wednesday, from 09:00 – 02:30 on Thursday, from 09:00 – 03:00 hours Friday to Saturday and from 09:00 – 01:00 hours on Sunday

In addition, the application seeks seasonal variations for all licensable activities applied for except the provision of films as follows:

On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01:00 hours.

and non-standard timings for all licensable activities applied for except the provision of films as follows:

The premises may remain open for from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day.

Opening hours will be from 09:00 – 00:30 hours Monday to Wednesday, from 09:00 – 03:00 on Thursday, from 09:00 – 03:30 hours Friday to Saturday and from 09:00 – 01:30 hours on Sunday.

The Licensing Authority wishes to make a representation regarding this application based on the following licensing objectives:

Prevention of crime and disorder
Prevention of public nuisance

Prevention of Crime and Disorder

In the separate operating schedule document submitted in support of the application, the applicant has offered two conditions in relation to the provision of a comprehensive CCTV system which are welcomed.

It is also noted from the proposed conditions that an incident logbook is to be kept – again this is welcomed. The logbook needs to record certain situations so that the relevant authorities can have confidence that management are taking the appropriate action.

1. We would like the following scenarios to be added to those currently listed in the proposed incident logbook condition in the operating schedule:

- (a) All crimes reported to the venue
- (b) Refusals of entry

At a site visit to the venue by Responsible Authorities on 13th August 2025, the issue of security was discussed including the number of SIA licensed door supervisors and the timings for when they would be present on site. It is understood that the applicant is looking at two SIA licensed door supervisors at the front of the premises, one at the rear (beer garden) and one inside the venue.

There are concerns about the start time for door supervisors and therefore we would like to request the following conditions in relation to security:

2. At least 2 SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business beyond 00:30 hours from 20:30 hours and they must correctly display their SIA licence(s) when on duty so as to be visible at all times.

3. There shall be a register of all SIA door supervisors on duty; signed by the door staff, recording their SIA numbers, start and end time of working shift. This register shall be kept at the premises available for inspection by the Police and authorised officers of the Council.

Staff training was discussed and we note that all staff engaged in the sale or supply of alcohol on the premises will receive training.

4. We would like to amend the proposed training condition in the operating schedule to include the following additional topics:

- (a) Challenge 25 and types of acceptable ID
- (b) WAVE (Welfare & Vulnerability Engagement)/Ask Angela
- (c) Crime scene preservation

In order to ensure that this licensing objective is upheld we would also request the following conditions:

5. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.

6. Any staff directly involved in selling alcohol must be authorised to do so in writing by the DPS. A record of the authorisation for each member of staff will be kept on the premises and made available for inspection by Police and authorised officers upon request.

7. The manager shall actively participate in and support the local Pubwatch scheme.

8. All glassware used within the premises shall be made of safety/toughened glass after 22:00 hours on Friday and Saturday nights.

9. Any customers queuing for entry to the premises shall be managed in such a way as to minimise disturbance and obstruction of the highway.

10. No drinks to be taken outside the front of the premises.

11. There shall be no admittance or readmittance to the premises after an hour before terminal hour for licensable activities except for patrons permitted to temporarily leave the premises to smoke.

12. There must be a lockable drugs box at the premises to which no member of staff, save the DPS and /or duty manager, shall have access. All controlled drugs (or items suspected to be controlled drugs or contain controlled drugs) found at the premises must be placed in this box as soon as practicable. Whenever this box is emptied, all of its contents must be given to the Police for appropriate disposal.

Prevention of Public Nuisance

We would expect measures to limit the potential for public nuisance. At the site visit issues surrounding dispersal of patrons, smoking, deliveries, disposal of waste and noise nuisance were discussed.

The applicant advised that sound proofing works would be undertaken to the building and offered to install a sound limiter device and to work closely with officers from the Council's

noise team in relation to sound system/speaker location etc. Fitting a self-closing device to the rear door leading into the beer garden to minimise noise escape when patrons access the garden was also discussed.

We were advised that the beer garden was the designated area for smoking and that patrons would not be permitted to smoke outside at the front of the premises.

We are concerned about the potential for nuisance to arise from the number of patrons using the beer garden late at night and into the early hours of the morning and would therefore welcome further discussion about the numbers of patrons using this area and the hours of operation.

As a result of our discussions, we would request the following additional conditions:

13. No stock deliveries to the premises shall take place between 22:00 hours and 08:00 hours.

14. No disposal of waste, including bottles, shall take place between 22:00 hours and 08:00 hours.

15. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to nuisance.

16. A sound limiter must be fitted to the musical amplification system so as to ensure that no noise nuisance is caused to local residents or businesses. The limiter is to be secured by key or password to prevent alteration. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.

17. The sound limiting equipment installed within the premises shall be checked and tested at regular intervals to ensure that it is in effective working order and that it will operate at the predetermined sound level specified by the Council's Officers.

18. The DPS or his/her representative shall conduct hourly noise patrols on each occasion that there is regulated entertainment, and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents or businesses. A written record shall be kept in a log book and shall include the time and date of the checks, the person making them and the findings, including any remedial action.

19. Windows and doors must be kept closed during regulated entertainment, except for the immediate access or egress of persons.

20. Loudspeakers shall not be located in the entrance and exit of the premises, outside the building or in the beer garden.

21. Staff and supervisors shall monitor the number of customers smoking in the beer garden at the rear of the premises on a regular basis and ensure patrons do not cause a public nuisance. Notices shall be prominently displayed in the smoking area requesting patrons to respect the needs of local residents and businesses and use the area quietly.

22. Patrons shall not be permitted to smoke outside at the front of the premises.

23. A contact number for the premises shall be made available to the Police, any other authorised officer of the Council or any local resident to express any concerns caused by the operation of the premises. Any complaints and the outcome will be recorded in the incident book.

24. The Premises Licence Holder shall develop, implement, and maintain a written dispersal policy for the premises. A copy of the policy shall be kept at the premises and made available to Responsible Authority Officers on request. The licence holder shall ensure all staff members are trained and briefed in implementing this policy.

The applicant was advised that smoking would not be permitted in the two covered areas in the beer garden as they did not comply with the Health Act 2006 and the 50% rule because they were not at least 50% permanently open. If any smoking was allowed to take place in these substantially enclosed areas, then this would be an offence under the Health Act 2006. I will be writing to the applicant separately on this matter.

It was noted that no furniture was shown on the plan, however, during the site visit the applicant advised that fixed bench seating was being considered along the full length of the wall opposite the bar. An updated plan may need to be submitted going forward.

The applicant may wish to discuss the above suggestions and so there may be some movement forward where issues may be resolved. I will keep you fully updated as matters progress.

I am happy to attend a hearing, if required, to verbally deliver my representation and to answer any queries from the Licensing Sub-Committee.

If you have any queries regarding this matter, then please feel free to contact me.

Yours sincerely



Lois King (Mrs)
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