

**Online Application to vary a premises licence under the Licensing Act 2003**



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

Licensing Team, Royal Borough of Kensington and Chelsea - please visit our website [www.rbkc.gov.uk](http://www.rbkc.gov.uk) for our current postal address or contact us on Telephone: 020 7341 5152 email: [licensing@rbkc.gov.uk](mailto:licensing@rbkc.gov.uk)

Before completing this form please read the guidance notes attached to the form. Please ensure that your answers are typed in black. Some text boxes may have a limit on the number of characters. Where necessary please use additional sheets and upload them with your form.

**ALL FIELDS MARKED IN RED ARE MANDATORY AND MUST BE COMPLETED.**

Before submitting your application please save a copy to your desk top. Please ensure that you provide a valid email address.

**I/We** Cinquecento (Portobello Road) Limited

*(Insert name(s) of applicant)*

**being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below**

<b>Premises licence number</b> 14/154344/7
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**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description Cinquecento Basement, Ground and First Floor, 233 Portobello Road			
Post town	London	Postcode	W11 1LT

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 46,500

**Part 2 – Applicant details**

Daytime contact telephone number			
E-mail address			
Current postal address if different from premises address		Cinquecento (Portobello Road) Limited 14 David Mews	
Post town	London	Postcode	W1U 6EQ

**Part 3 - Variation**

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

Yes

No

If not, from what date do you want the variation to take effect?

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?  
(Please see guidance note 1)  Yes  No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2) **\*\*Limited characters - use separate sheet if necessary\*\***

To vary the conditions relating to the terrace to remove the date-limit until 5th August 2023, as set out in the operating schedule.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

## Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

### **Provision of regulated entertainment (Please see guidance note 3)**

**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**

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b>State any seasonal variations</b> (please read guidance note 6) <b>**Limited characters – use separate sheet if necessary**</b>  no change
Day	Start	Finish	<b>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</b> (please read guidance note 7) <b>**Limited characters – use separate sheet if necessary**</b>  no change
Mon	07:00	00:30	
	(=no	change)	
Tue	07:00	00:30	
Wed	07:00	00:30	
Thur	07:00	00:30	
Fri	07:00	00:30	
Sat	07:00	00:30	
Sun	07:00	23:30	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking. **\*\*Limited characters - Please continue on a separate sheet if necessary\*\***

condition 18 (From 5 August 2023, no staff or customers shall be permitted on the first-floor rear terrace for licensable and non-licensable activities at any time.)

The heading (Conditions 30 – 32 shall only have effect until 4 August 2023)

Condition 33 (The existing conditions on the licence will apply permanently to the extended basement floor, extended ground floor as well as the additional first floor of the Premises (excluding the roof terrace), and the existing conditions on the licence will also apply for a time limited period until 4 August 2023 in relation to the first-floor roof terrace.)

Please tick as appropriate

- I have enclosed the premises licence

- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11) \*\*Limited characters – use separate sheet if necessary\*\***

To delete conditions 18 and 33 and amend conditions 30 - 32 the following wording

30. The first-floor rear terrace shall be kept clear of all customers between 21:00 hours and 10:00 hours the following day for licensable and non-licensable activities.

31. There shall be no music or amplified sound played on the first floor roof terrace.

32. Notices will be placed in the first-floor rear terrace reminding customers that they are in a residential area.

**b) The prevention of crime and disorder - \*\*Limited characters – use separate sheet if necessary\*\***

Subject to the amendments set out in (a) above, the conditions currently endorsed on the licence address the licensing objectives

**c) Public safety- \*\*Limited characters – use separate sheet if necessary\*\***

Subject to the amendments set out in (a) above, the conditions currently endorsed on the licence address the licensing objectives

**d) The prevention of public nuisance- \*\*Limited characters – use separate sheet if necessary\*\***

Subject to the amendments set out in (a) above, the conditions currently endorsed on the licence address the licensing objectives

**e) The protection of children from harm- \*\*Limited characters – use separate sheet if necessary\*\***

Subject to the amendments set out in (a) above, the conditions currently endorsed on the licence address the licensing objectives

Checklist:

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable (postal applications only).
- I understand that I must now advertise my application.
- I have attached the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.



**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.**

**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signed Thomas & Thomas Partners

Date 25 January 2024

Capacity Applicant's Solicitors

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent** (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signed

Date

Capacity

<b>Contact name and address</b> (please read guidance note 15) <b>Mandatory – must be completed</b> Thomas O'Maoileoin/Tilly Burton (ref. CIN.2.2) Thomas & Thomas Partners 38a Monmouth Street London			
<b>Post town</b>	London	<b>Post code</b>	WC2H 9EP
<b>Telephone number (if any)</b>	020 7042 0415 (TB) / 020 7042 0414 (TOM)		
<b>Your e-mail address (mandatory)</b> tburton@tandtp.com / tomaoileoin@tandtp.com			

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

# **Basement, Ground and First Floor, 233 Portobello Road London W11 1LT**

## **Dispersal and External Management Plan**

**April 2024**

## 1 Introduction

- 1.1 This Dispersal and External Management Plan (the “**Plan**”) is submitted by the licence holder in line with condition 21 on the Premises Licence (the “**Premises Licence**”) for Basement, Ground and First Floor, 233 Portobello Road London W11 1LT (the “**Premises**”).



Image of the frontage of Cinquecento

- 1.2 The standard operating hours of the Premises are as follows, which shall be strictly adhered to at all times:

	Opening Hours	Sale of Alcohol (on and off)	Late Night Refreshment
	Timings	Timings	Timings
Monday to Saturday	07:00 – 00:30	10:00 – 00:00	23:00 – 00:00
Sunday	07:00 – 23:30	10:00 – 23:30	23:00 – 23:30

- 1.3 The Premises are situated on Portobello Road. The area has mixed uses, including hospitality, retail and residential.

## 2 Overview and general principles

### Overview

- 2.1 The objective of this Plan is to set out the operational procedures and controls to address issues that may impact on the licensing objectives.
- 2.2 The key themes identified which are addressed by this Plan are as follows:

Issue	Relevant section of the Plan
1) Correct use of the public highway	See Section 3 - Crowd and Noise Management, paragraphs 3.3 to 3.14.
2) General crowd and noise management	See Section 3 - Crowd and Noise Management and Section 4 – Dispersal Policy
3) Smoking	See Section 3 – Crowd and Noise Management, paragraphs 3.15 to 3.17
4) Staff behaviour and approach	See the Plan generally, but especially the complaints procedure at paragraphs 2.5 to 2.10 and Section 3 – Crowd and Noise Management, paragraph 3.20
5) Dealing with waste	See Section 5 – Deliveries, Collection and Waste
6) Disturbance after operating hours	See paragraph 1.2 above, Section 4 – Dispersal Policy and Section 5 – Deliveries, Collection and Waste

### The MOD and staff reporting

- 2.3 At all times during opening hours, a Manager on Duty (the “**MOD**”) will be present on the premises. One of the MOD’s roles is to oversee that the procedures contained in this Plan are adhered to.
- 2.4 Staff should monitor any actual or potential issues arising in connection with this Plan, and report to the MOD accordingly.

### Complaints procedure

- 2.5 A single phone number is to be available to local residents and businesses, in line with condition 10 of Premises Licence.
- 2.6 All calls will be logged and identified as high priority where they relate to the issues addressed in this Plan.
- 2.7 The MOD will investigate such complaints to determine whether the Plan has been implemented correctly and take appropriate action to address any shortcomings.

- 2.8 Where possible, the MOD will communicate with the complainant to let them know what has been done to address their complaint.
- 2.9 This complaints procedure is supplemental to the licence holder's ongoing engagement with local residents regarding the operation of the Premises, including in particular via the bi-annual resident meetings required under condition 25 of the Premises Licence.
- 2.10 In line with condition 17 of the Premises Licence, a security incident log is maintained, which records:
- All crimes reported to the venue
  - All ejections of patrons
  - Any complaints received relating to noise or nuisance, incidents or crime and disorder taking place on or in the immediate vicinity of the Premises
  - Any incidents or disorder
  - All seizures of drugs
  - Any faults in the CCTV system
  - Any visit by a relevant authority or emergency service

### 3 Crowd and noise management

#### Introduction

- 3.1 The key objective of these procedures is to ensure residents, businesses and members of the public are not disturbed by noise from the Premises or its customers, or any other anti-social or unsafe behaviour, including obstruction of the public highway.
- 3.2 The Premises Licence contains the following conditions regarding noise, which form the starting point for these procedures and are to be adhered to at all times:
- 3.2.1.1 *“No noise or vibration associated with the operation of plant at the Premises shall give rise to a nuisance to the occupiers of neighbouring properties..”*
- 3.2.1.2 *“The doors leading onto the first-floor rear terrace shall be kept closed from 21:00 hours until 08:30 hours the following day.”*
- 3.2.1.3 *“There shall be no structural cleaning taking place on the first floor between 23:00hours and 08:30 hours the following day.”*
- 3.2.1.4 *“There shall be no music or amplified sound played on the first floor roof terrace.”*

#### Principles governing the use of the External Area

- 3.3 Customers of the Premises are permitted to consume food and drink on the first floor rear terrace
- 3.4 Customers are not permitted to consume food or drink in the External Area after 21:00 until 10:00 the day following, concurrent with and supplemental to condition 30 of the Premises Licence.
- 3.5 No more than 10 customers consuming food or drink are permitted in the External Area (First Floor Rear Terrace) at any one time.

#### Crowd management in the External Area

- 3.6 Staff should focus on prevention rather just detection or reaction to incidents, and are expected to monitor customer behaviour in the External Area accordingly.
- 3.7 Staff should monitor that the principles governing use of the External Area set out in paragraphs 3.3 to 3.5 above are adhered to.
- 3.8 Staff should also check regularly that customer noise levels in the External Area remain reasonable. Where customers are found to be raising their voices, they should be quickly and politely asked to quieten down. If concerns remain that levels are too loud, such customers should be asked to move inside or refused service.

### **Smoking and illegal drugs**

- 3.9 No staff or customers shall be permitted to smoke on the first-floor roof terrace at anytime.
- 3.10 There is a zero-tolerance policy towards illegal drugs. Where customers are found to be in possession of illegal substances, they will be refused service and the police should be notified where appropriate.

### **Staff provision for managing the External Areas**

- 3.11 All staff will be aware of the terms of this Plan and the importance of following and enforcing its procedures, including in particular the need to be sensitive to the needs of local residents and members of the public at all times.

## 4 Dispersal Policy

### Introduction

- 4.1 The objective of the Dispersal Policy is to ensure a quiet, controlled and swift dispersal of the Premises' customers.
- 4.2 The Dispersal Policy promotes professional and responsible management of customers as they leave the Premises to ensure they make their journey home without an adverse impact on local residents.
- 4.3 This Dispersal Policy will be followed whenever the Premises are open, but particular attention will be paid to customers leaving at night.

### Entrances and exits

The main entrance/exit of the Premises is located on Portobello Road.

### Dispersal

- 4.4 Given the staggering of sittings, there should be a natural, gradual dispersal of customers during the evening. Customers are expected to depart the Premises in a gradual and controlled manner until close.
- 4.5 Towards closing time, the following measures may be taken to ensure a gradual and quiet closure of the Premises:
  - 4.5.1 Raised lighting levels where appropriate.
  - 4.5.2 Politely reminding customers the Premises is about to close.
  - 4.5.3 Asking customers if they require a taxi and advising customers to wait inside the Premises.
- 4.6 All exits have notices requesting customers to respect the needs of local residents by leaving the Premises and the area quietly, in line with condition 32 of the Premises Licence.
- 4.7 Where appropriate, customers will be directed to nearby transport links and requested to leave quietly.

### Transport

- 4.8 Customers arrive and depart by various modes of transport, including by foot and private car.
- 4.9 When arriving by private car and if required, customers and drivers are reminded not to leave engines running unnecessarily, to keep conversation to a minimum and to avoid slamming car doors.



4.10 The Premises are serviced by various public transport links, as set out below. All staff are to be familiar with the transport links so they can advise customers when required.

#### **Tube**

4.11 The following tube stations are located within a 10 minute walking distance of the Premises:

- Ladbroke Grove Underground Station (Circle Line).
- Notting Hill Gate (Circle Line).

4.12 Where necessary customers should be given directions to the relevant station and reminded to reach the station as quietly and as quickly as possible when they leave.

#### **Buses**

4.13 The Premises is well serviced by public buses. TFL bus services go to a variety of destinations throughout London from nearby bus stops.

4.14 Bus routes include: 205, 52, 36, 452 and N31

#### **Taxis and Private Hire**

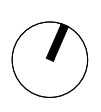
4.15 Black cabs are available right through the day and night in the area or can be called by staff.

4.16 If there are no available black cabs, customers can wait inside the Premises until a cab becomes available.

## **5 Deliveries, Collections and Waste**

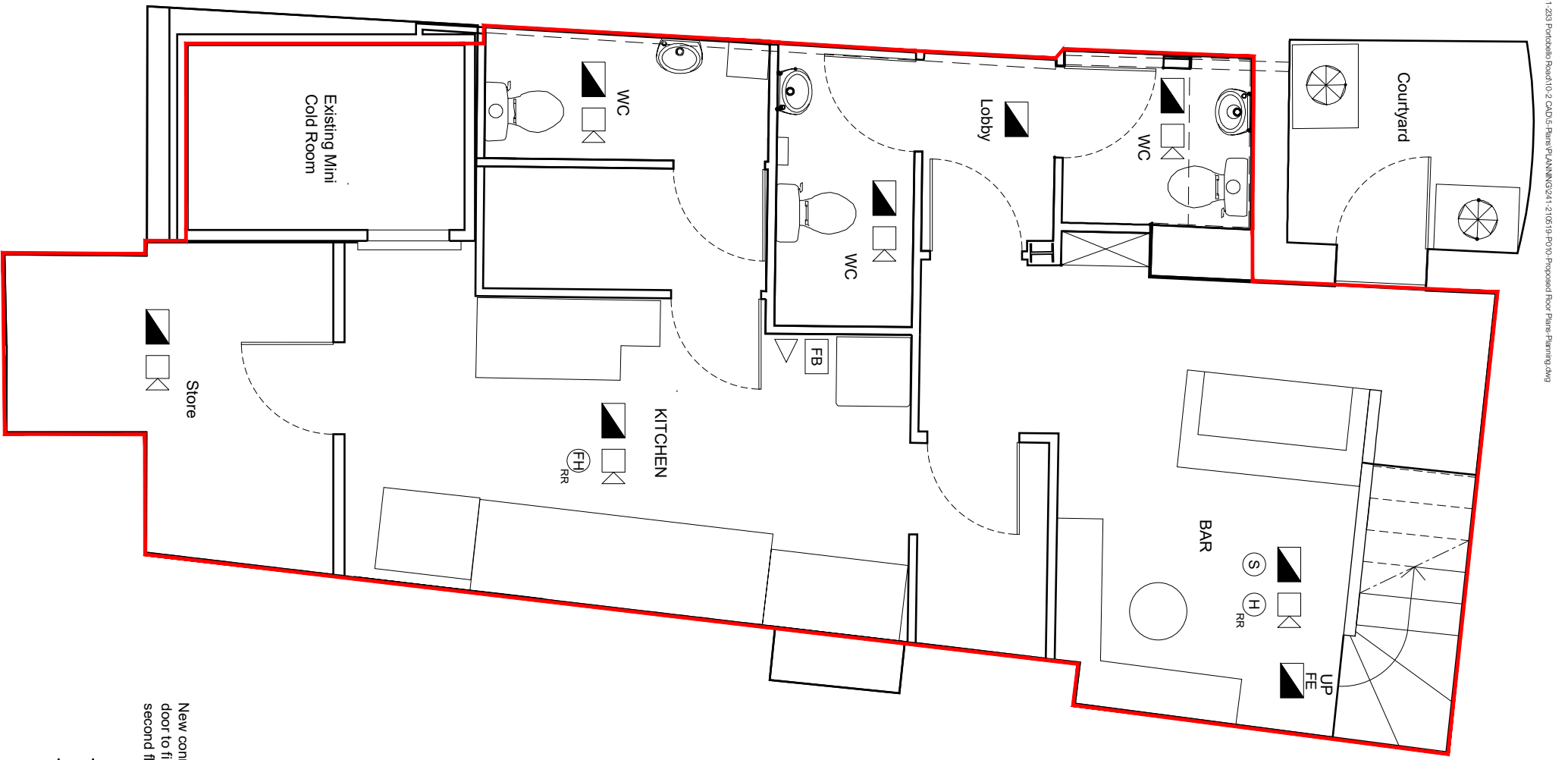
5.1 Deliveries and collections are to be arranged carefully with the aim of being sympathetic to local amenity. Wherever possible, multiple deliveries and/or collections should be combined to reduce the number of vehicles servicing the Premises to avoid disturbing local residents. Deliveries to the Premises shall not take place between 23:00 hours and 07:00 hours the following day.

5.2 There are refuse storage facilities within the perimeter of the Premises. No waste or recycling should be placed in outside storage areas between 23:00 and 07:00. All waste shall be properly presented and placed for collection no earlier than 30 minutes before the scheduled collection times.

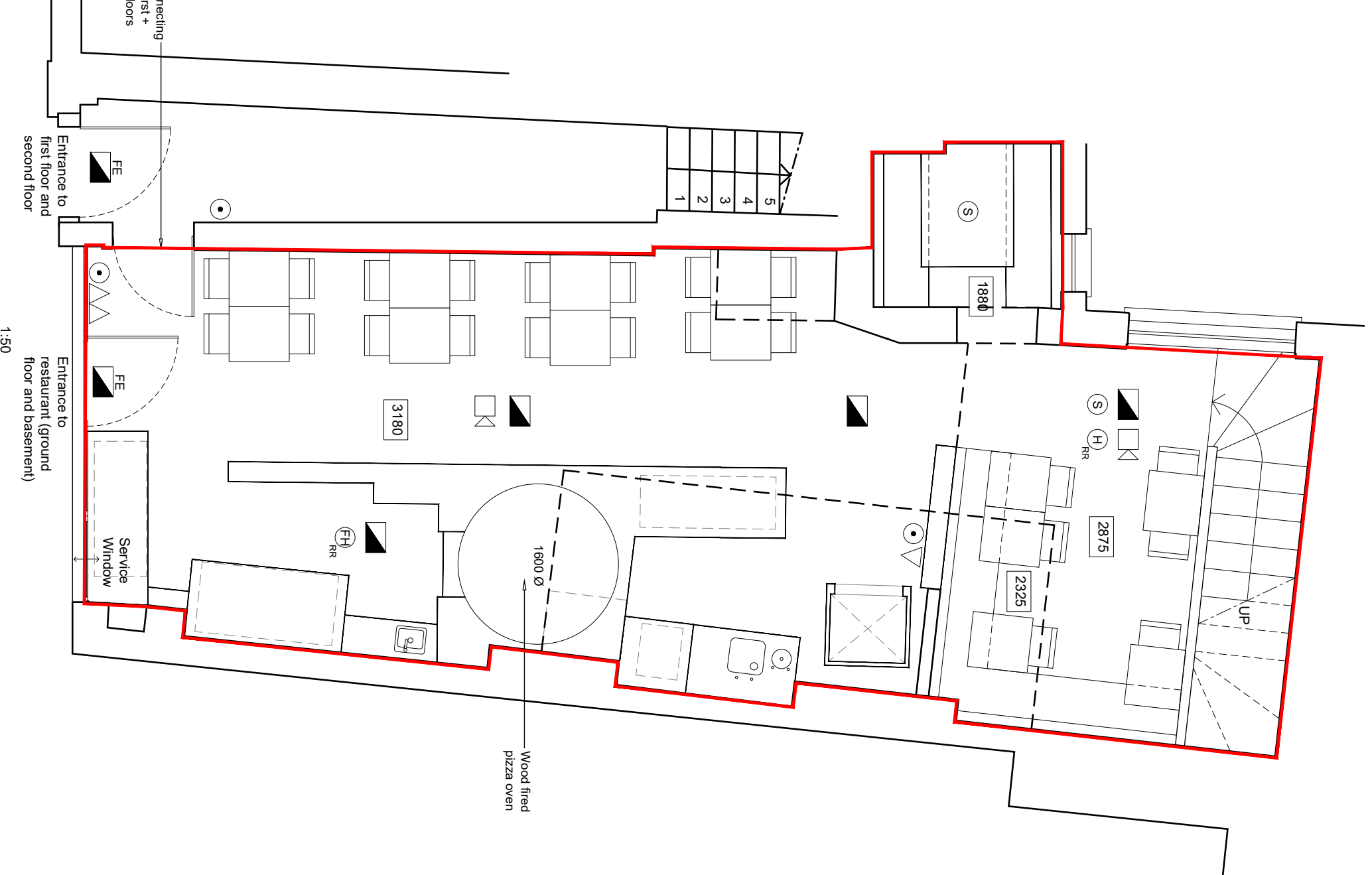


NOTES

KEY:	
	Soundproofing system fixed to party walls.
	Wall build-up : - Steel stud frame installed of 0.55 mm thickness, 50mm width, 90 mm depth at 600mm spacing - Two panels of Gyproc Soundbloc plasterboard of 15 mm thickness - Insertion of Rockwool 33 kg/m3 of 50 mm thickness or equivalent within cavity
	8 Watt maintained luminaire
	8 Watt maintained fire exit luminaire
	Sounder
	Fire extinguisher
	Smoke detector
	Heat rate rise detector
	Fixed heat rate rise detector
	Call point
	Area of licensable activities



01 BASEMENT FLOOR PLAN - PROPOSED  
SCALE 1:50 @ A3 - 1:25 @ A1



02 GROUND FLOOR PLAN - PROPOSED  
SCALE 1:50 @ A3 - 1:25 @ A1



DATE	REV	AMENDMENTS	BY	CH
2005/21	A	GENERAL COMMENTS	LF	JC

**JONATHAN CLARK ARCHITECTS**  
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PROJECT  
233 Portobello Rd, London W11 1LT

DRAWING  
Proposed Floor Plans  
Sheet 1 of 2

SHEET  
241 - P015

REVISION  
A

SCALE  
1:50 @ A3 - 1:25 @ A1

DATE  
17.11.20

DRAWN  
LF

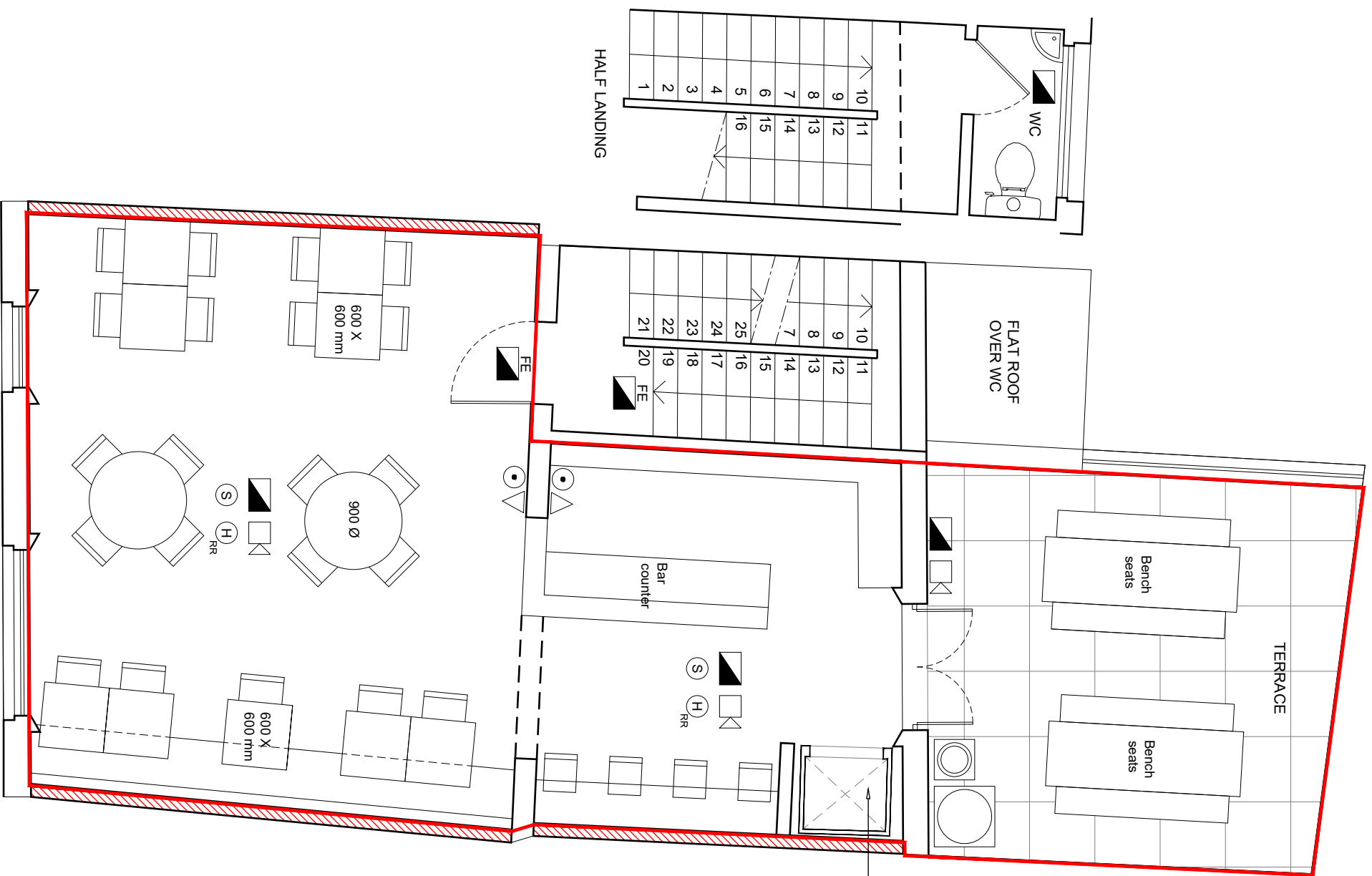
CHECKED  
JC

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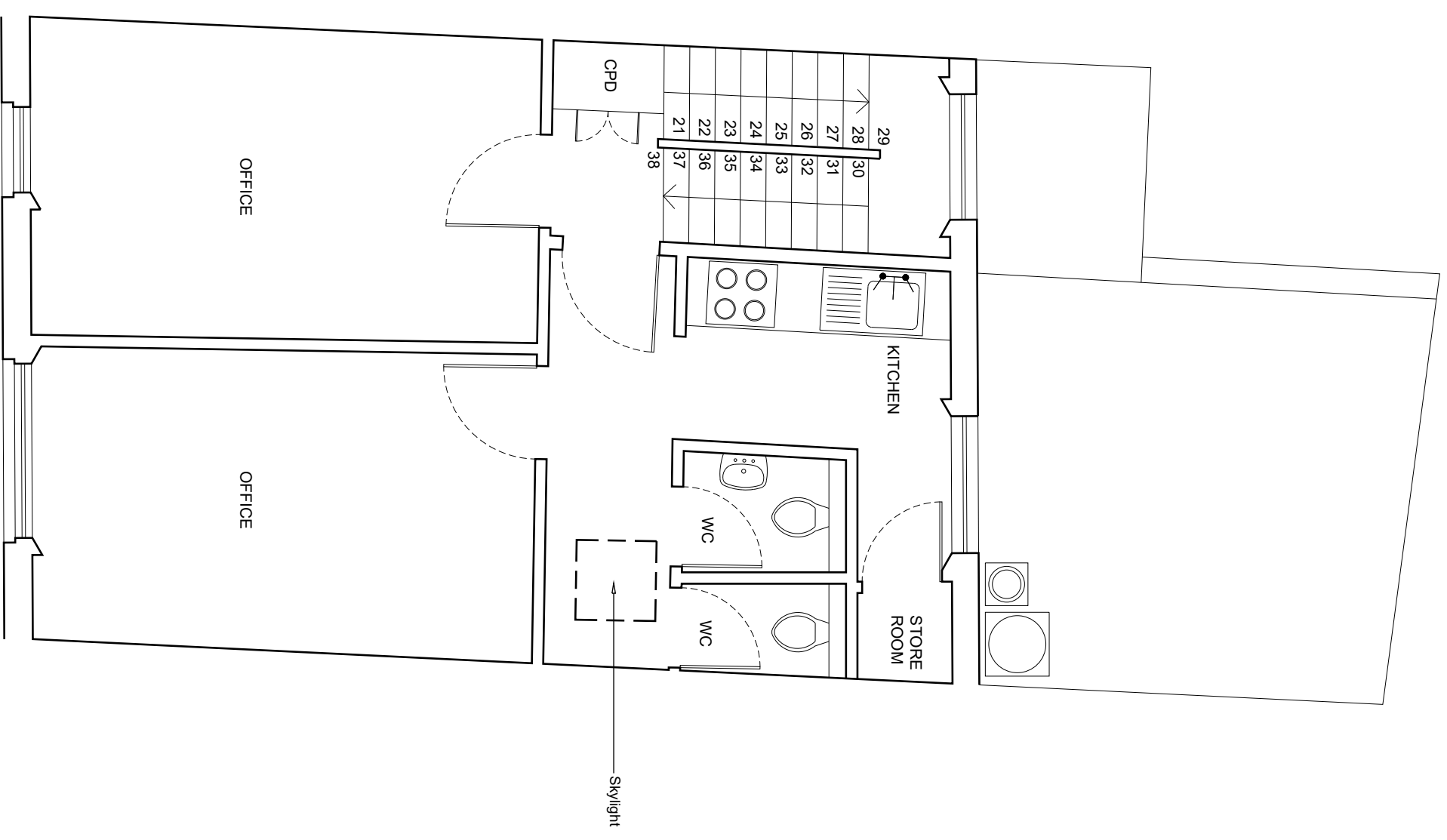


NOTES

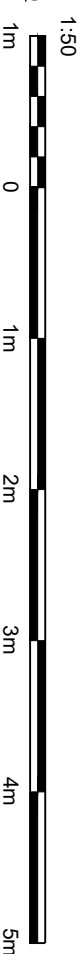
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	8 Watt maintained luminaire
	8 Watt maintained fire exit luminaire
	Sounder
	Fire extinguisher
	Smoke detector
	Heat rate rise detector
	Call point
	Area of licensable activities



01 FIRST FLOOR PLAN (UPPER FLOOR OFFICES) - PROPOSED  
P016 SCALE 1:50 @ A3 - 1:25 @ A1



02 SECOND FLOOR PLAN (UPPER FLOOR OFFICES)  
P016 PROPOSED - SCALE 1:50 @ A3 - 1:25 @ A1



DATE	REV	AMENDMENTS	BY	CH
04.12.20	A	GENERAL COMMENTS	LF	JC
11.12.20	B	GENERAL COMMENTS	LF	JC
01.02.21	C	GENERAL COMMENTS	LF	JC
19.05.21	D	GENERAL COMMENTS	LF	JC

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PROJECT  
 233 Portobello Rd, London W11 1LT

DRAWING	PROPOSED Floor Plans
SHEET	Sheet 2 of 2
SCALE	1:50 @ A3 - 1:25 @ A1
DATE	17.11.20
REVISION	D
CHECKED	LF
DRAWN	JC

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