



Alcohol and Entertainment Licensing Sub-Committee (C)

Monday 26 February 2018 at 12.00 pm
Members Suite - 4th Floor, Brent Civic Centre,
Engineers Way, Wembley, HA9 0FJ

Membership:

Members

Councillors:

Long (Chair)
Harrison (substituting for Khan)
McLeish

Substitute Members

Councillors:

Ahmed, Allie, Daly, Denselow, Duffy,
Eniola, Jones, Kansagra, Maurice,
Pavey and Stopp

For further information contact: Devbai Bhanji, Governance Assistant
Tel: (020) 8937 4011; Email: devbai.bhanji@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:
democracy.brent.gov.uk

The press and public are welcome to attend this meeting.

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also a Prejudicial Interest (i.e. it affects a financial position or relates to determining of any approval, consent, licence, permission, or registration) then (unless an exception at 14(2) of the Members Code applies), after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences**- Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

(a) Anybody of which you are a member or in a position of general control or management, and:

- To which you are appointed by the council;
- which exercises functions of a public nature;
- which is directed is to charitable purposes;
- whose principal purposes include the influence of public opinion or policy (including a political party of trade union).

(b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision, the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director
- any body of a type described in (a) above.

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for absence and clarification of alternate members To receive any apologies for absence and substitutions from Members.	
2 Declarations of interests Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary, personal or prejudicial interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Application for a New Premises Licence by Co-operative Group Food Limited for the premises known as Co-Op (Unit 2, Unite Student Accommodation, 25 Olympic Way, Wembley HA9 0FR), pursuant to the provisions of the Licensing Act 2003	1 - 34
4 Application for a New Premises Licence by Delipod Ltd for the premises known as Delipod Hub (The Cafe, The Library at Willesden Green, 95 High Road, NW10 2SF), pursuant to the provisions of the Licensing Act 2003	35 - 60

Conduct of the Hearing:

The hearing shall proceed as follows:

- General introduction by the Regulatory Services Manager
- Case for the Responsible Authority – Police/Regulatory Services
- Questioning of the Responsible Authority by Applicant and Members
- Representations by interested parties (if any)
- Case for the Applicant
- Questioning of the Applicant by the Responsible Authority and Members
- Summing up by the Responsible Authority
- Summing up by a representative of interested parties (if any)
- Summing up by the Applicant

Members' Deliberation

The Chair will then ask the representatives of the Responsible Authority and the Applicant to leave the meeting room whilst the panel goes into close session to deliberate the application. The applicant and the representatives of the responsible authority will be recalled to the meeting room when the Sub-Committee has made its decision. The decision will be confirmed in writing to the applicant within 7 days



Please remember to switch your mobile phone to silent during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.

LICENSING ACT 2003

Application for New Premises Licence

1. The Application

Name of Applicant:	Co-operative Group Food Limited
Name & Address of Premises:	Unit 2, Unite Student Accommodation, 25 Olympic Way, Wembley HA9 0FR
Applicants Agent:	Jenny Waller – Ward Hadaway

The application is for a new premises licence:

- 1 For the sale of Alcohol and to remain open from 07:00hrs to 23:00hrs Monday to Sunday

2. Background

None

3. Promotion of the Licensing Objectives

See page 15 of the application.

4. Relevant Representations

Representations have been received and withdrawn from the Public Safety Officer.
Representations remain outstanding from the Police and Licensing Officers.

5. Interested Parties

None

6. Policy Considerations

Paragraph Nos: 7.2 8.1 – 8.4

8.1 Where responsible authorities and interested parties do not raise any relevant representations regarding the application made to the council, the council will grant the licence or certificate subject only to the conditions that are consistent with the operating schedule or club operating schedule and any mandatory conditions prescribed in the Act itself.

8.2 Where responsible authorities and interested parties raise relevant representations, the council may, if it is satisfied at a hearing or otherwise, impose conditions where considered necessary for the promotion of the licensing objectives.

8.3 Any conditions attached by the council or submitted by the applicant must focus on the direct impact of the activities taking place at licensed premises, on those attending the premises and residents and persons working in the area.

8.4 Any conditions attached to licences will be tailored to the individual needs, style and characteristics of the particular premises and events concerned and will be drawn from a 'model pool of conditions' (where appropriate) to the particular premises.

7. Determination of the Application

Members can take the following steps when determining a new premises licence application:

- grant the licence;
- exclude from the scope of the licence any of the licensable activities to which the application relates;
- refuse to specify a person in the licence as the premises supervisor;
- reject the application

8. Associated Papers

- A. Application Form & plan
- B. Police Representation
- C. Licensing Officer Representation
- D. Public Safety Representation & Withdrawal
- E. OS Map

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Co-operative Group Food Limited

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description Co-operative Unit 2 Unite Student Accommodation 25 Olympic Way			
Post town	Wembley	Postcode	HA9 0FR

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£0

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- g^a) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		

Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes	
Nationality			
Current postal address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Co-operative Group Food Limited
Address [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Registered number (where applicable) [REDACTED]
Description of applicant (for example, partnership, company, unincorporated association etc.) Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	1	1 1 1 1 1 1 1 1

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
□	□	□
□	□	□
□	□	□

Please give a general description of the premises (please read guidance note 1)

Convenience store open seven days a week, selling groceries, sundry items and alcohol for consumption off the premises

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

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

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed					
			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for the performance of live music (please read guidance note 5)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
			State any seasonal variations for the performance of dance (please read guidance note 5)		
Wed					
Thur					
			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 4)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p>		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)					
Mon	07.00	23.00						
Tue	07.00	23.00						
Wed	07.00	23.00						
Thur	07.00	23.00						
Fri	07.00	23.00						
Sat	07.00	23.00						
Sun	07.00	23.00						
						Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Mon	07.00	23.00						
Tue	07.00	23.00						
Wed	07.00	23.00						
Thur	07.00	23.00						
Fri	07.00	23.00						
Sat	07.00	23.00						
Sun	07.00	23.00						

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Sandip Sisodiya	
Date of birth [REDACTED]	
Address [REDACTED] [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) [REDACTED]	

□□□□

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).
NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	07.00		
		23.00	
Tue	07.00		
		23.00	
Wed	07.00		
		23.00	
Thur	07.00		
		23.00	
Fri	07.00		
		23.00	
Sat	07.00		
		23.00	
Sun	07.00		
		23.00	

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 (please read guidance note 6)

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The applicant has given thought to the potential impact of the grant of this application on the four licensing objectives and, having regard to the locality, considers that the following conditions are appropriate, proportionate and necessary.

b) The prevention of crime and disorder

1. The premises shall maintain a CCTV system which gives coverage of all entry and exit points. The system shall continually record whilst the premises are open and conducting licensable activities. All recordings shall be stored for a minimum period of 28 days and shall be capable of being easily downloaded. Recordings shall be made available upon the receipt of a request by an authorised Officer of the Police or the Local Authority.
2. There shall be "CCTV in Operation" signs prominently displayed at the premises.
3. An incident log (whether kept in a written or electronic form) shall be retained at the premises and made available to an authorised Officer of the Police or the Local Authority.
4. The premises shall operate a proof of age scheme, such as a Challenge 25, whereby the only forms of acceptable identification shall be either a photographic driving licence, a valid passport, military identification or any other recognised form of photographic identification incorporating the PASS logo, or any other form of identification from time to time approved by the secretary of the state.
5. The premises will be fitted with a burglar alarm system
6. The premises will be fitted with a panic button system for staff to utilise in the case of an emergency.

c) Public safety

The premises licence holder shall ensure that the appropriate fire safety, and health and safety regulations are applied at the premises.

d) The prevention of public nuisance

A complaints procedure will be maintained, details of which will be made available in store and upon request.

e) The protection of children from harm

1. All staff will receive comprehensive training in relation to age restricted products and in particular the sale of alcohol. No member of staff will be permitted to sell age restricted products until such time as they have successfully completed the aforementioned training.
2. An age till prompt system will be utilised at the premises in respect of age restricted products.
3. A refusals register (whether kept and written or electronic form) will be maintained at the premises and will be made available for inspection upon request by an authorised Officer of the Police or the Local Authority

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	Ward Hadaway
Date	02/01/2018
Capacity	Solicitors for the Applicant

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Jenny Waller			
Ward Hadaway			
[Redacted]			
[Redacted]			
Post town	[Redacted]	Postcode	[Redacted]
Telephone number (if any)	[Redacted]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
[Redacted]			



Co-operative Group Food Ltd
Unit 2
Unite Student Accommodation
25 Olympic Way
Wembley
HA9 0FR

28th January 2018

Our Ref: 10657

Licensing Representation to the New Application for a Premises License for Co-operative Group Food Ltd, Unit 2, Unite Student Accommodation, 25 Olympic Way, Wembley, HA9 0FR

I certify that I have considered the application shown above and I wish to make a representation that the likely effect of the grant of the application is detrimental to the Licensing Objectives for the reasons indicated below.

Officer: Susana Figueiredo – Licensing Inspector

An officer of the Licensing Authority, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The application has been made for a new premises licence under section 17 of the Act.

The Licensing Authority propose that the following applies;

Sale of Alcohol

As the premises is located in such close proximity to student accommodation, in order to discourage the consumption of alcohol at such an early hour, it is paramount that alcohol not be sold prior to 09.00hrs. The display and sale of alcohol should therefore be;

09.00hrs – 23.00hrs Monday to Sunday

The opening hours of 07.00hrs – 09.00hrs Monday to Sunday could therefore still remain if the following conditions are accepted.

Conditions to be added to the Premises Licence

- CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and licensing officers if requested.
- A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the entire serving counter and till.
- Signage indicating the store operates a Challenge 25 policy shall be displayed at the point of sale.
- No high strength beers, lagers and ciders above 6% ABV shall be stocked with the exception of premium beers.
- A clear and unobstructed view into the premises shall be maintained at all times.
- Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens or locked cabinet doors so as to prevent access to the alcohol by customers or staff.
- A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises
- An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received
 - (d) any faults on CCTV
 - (e) any refusal of the sale of alcohol
 - (f) any visit by a relevant authority or emergency service.
 - (g) any incidents
- A sign stating “No proof of age - No sale” shall be displayed at the point of sale.
- Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
- Any staff directly involved in selling alcohol for retail to consumers and staff who provide training including managers shall undergo regular training of the Licensing Act 2003 legislation (at least every 12 months). The training shall be documented and signed off by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

In order for the Licensing Team to withdraw this representation, it will be necessary for you to confirm the above.

Yours faithfully,



Susana Figueiredo
Licensing Inspector
Planning, Transportation & Licensing



**METROPOLITAN
POLICE**

Working together for a safer London

TERRITORIAL POLICING

Brent Police Licensing Unit

*Brent Civic Centre
Engineers Way
Wembley
Middlesex
HA9 0FJ*

Your ref: 10657

Our ref: 01QK//18/157

Brent Borough Licensing Department

*Wembley Police Station
603 Harrow Road
Wembley
HA0 2HH*

Tel: 020 8733 3206

Email: nicola.mcdonald @met.police.uk

Web: www.met.police.uk

Date: 26th January 2018

Police representation to the Premises Licence application for 'Co-operative Group Food Ltd', Unit 2, Unite Student Accommodation, 25 Olympic Way, Wembley, HA9 0FR

I certify that I have considered the application shown above and I wish to make **representations** that the likely effect of the grant of the application is detrimental to the Council's Licensing Objectives for the reasons indicated below.

I am of the opinion that the risk to the Council's objectives can be mitigated by removing the requested variations or attaching conditions to the Licence as shown below.

If these conditions were accepted in full I **would** withdraw my representation.

Officer: **Nicola McDonald**
Licensing Constable PC 157QK

An officer of the Metropolitan Police, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The application has been made for a premises licence under section 17 of the act.

The Police representations are primarily concerned with crime and disorder.

Police require the following points should be included in the operating schedule or added as conditions on the premises licence.

Personal Licence Holder

The sale of alcohol to drunken people and children is a major cause of concern to police and highlighted in the Governments Alcohol Harm Reduction Strategy. Those who sell alcohol should be fully aware of the legislation and issues around alcohol and should be fully trained to a national standard.

Closed Circuit Television (CCTV)

Good quality CCTV is essential as a deterrent for the prevention of crime and the detection of offenders. It allows for both covert and overt monitoring of the premises. With proper signage, this reassures both staff and clientele, that this is a safe environment where illegal activities are not tolerated.

All cameras and recording equipment will be installed and maintained in accordance with Home Office Guidance and the manufacturers instructions and will be fully operational when the premises are open to the public.

Notices shall be displayed at the entrance to the premises, and in prominent positions throughout the premises, advising that CCTV is in operation.

Operating Hours to be displayed on Premises

A notice displaying the opening hours, the type of licensing activity and licence conditions should be clearly displayed and visible to anyone outside the premises. This may be incorporated in the summary of the licence, which must be displayed, or take the form of a separate item. Likewise the name of the Designated Premises Supervisor (D.P.S.) should be similarly displayed. This will allow the Police and other responsible authorities to readily identify the licence details. Clearly displayed opening hours will also reduce any confusion for customers prior to entering the premises and possible conflict when the premises close/stop selling alcohol.

A Summary of the Premises Licence will be displayed at each public entrance to the premises.

High Strength Alcoholic Drinks

Street drinkers and drunkenness is a major cause for concern in Brent. Brent Council has implemented a borough wide Public Spaces Protection Order (PSPO) from 20 October 2017 until 19 October 2020 to prohibit street drinking. High strength beers, lagers and ciders are the primary choice for those habitual drinkers. If the premise does not stock these high strength, cheap beers, lagers and ciders (above 6.0% ABV) the problem will be lessened or displaced.

Major Event at Wembley Stadium

This has to be a key factor in this application due to the proximity of the venue to the national football stadium and risks associated with alcohol consumption at events. There is no mention of the impact of these events upon the licensing objectives within the operating schedule. A security industry authorised door supervisor employed on the premises will support staff during these busy days to manage the numbers of customers within the shop, implement a controlled queuing system and deter crime and disorder.

Police require the following points should be added as conditions on the premises licence as below.

CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council upon request.

CCTV cameras shall be installed to cover the entrance of the premises.

The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.

A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises.

No high strength beers, lagers, and ciders above 6.0% ABV shall be stocked or sold.

A "Challenge 25" policy shall be adopted and adhered to.

A sign stating "No proof of age – No sale" shall be displayed at the point of sale.

A suitable intruder alarm complete with panic button shall be fitted and maintained.

Any staff directly involved in selling alcohol for retail to consumers, staff who provide training and all managers will undergo regular training of Licensing Act 2003 legislation. This will be documented and signed for by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

No single cans or bottles of beer, lager or cider shall be sold.

An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:

All crime reported to the venue

Any complaints received

Any faults in the CCTV system

Any refusal of the sale of alcohol

Any visit by a relevant authority or emergency service.

Licensable activity shall not be permitted in any garden or external area.

On major event days at Wembley Stadium the following shall apply:

- Customers shall not be allowed to congregate outside the premises.

- Sale of alcohol shall cease one hour before designated kick-off time and not recommence until 15 minutes after the actual kick off.

- The DPS or deputy shall work in partnership with the Police and if necessary comply with any direction given by a senior Police Officer on duty at the event.

- No alcohol or "alcopop" type drinks shall be displayed or sold in glass containers with the exception of wines and spirits.

- No more than 4 cans of alcohol shall be sold per customer.

A door supervisor shall be employed

Yours Sincerely,

Nicola McDonald PC 157QK
Licensing Constable Brent Police

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Dear Richard

Thank you for your insightful email. The Public Safety Team withdraw their presentations.

Kind regards

Mr Chris Pearce
Public Safety Officer
Community Protection
Regeneration & Environmental Services
Brent Council
020 8937 1031

www.brent.gov.uk
@Brent_Council

From: Richard Arnot [mailto:Richard.Arnot@wardhadaway.com]
Sent: 19 January 2018 14:22
To: Pearce, Chris <Chris.Pearce@brent.gov.uk>
Subject: RE: Our client COOP and their application for a Premises Licence at25 Olympic Way [WH-WH.FID2753631]

Hi Chris

In the context of an application under the Licensing Act 2003 none of the conditions that you propose are ‘ appropriate or proportionate ‘ and would, as a consequence and having reference to Bristol City (2009), be ultra vires – so I guess that’s a yes!

Rest assured that COOP will comply with all relevant safety legislation in any event.

Kind Regards,

Richard

Richard Arnot
Partner | Licensing & Regulatory Unit

From: Pearce, Chris [mailto:Chris.Pearce@brent.gov.uk]
Sent: 19 January 2018 14:20
To: Richard Arnot
Subject: RE: Our client COOP and their application for a Premises Licence at25 Olympic Way [WH-WH.FID2753631]

Richard

Is your intention to object to all of the conditions?

Kind regards

Mr Chris Pearce
Public Safety Officer

From: Richard Arnot [mailto:Richard.Arnot@wardhadaway.com]
Sent: 19 January 2018 13:19
To: Pearce, Chris <Chris.Pearce@brent.gov.uk>
Subject: Our client COOP and their application for a Premises Licence at 25 Olympic Way [WH-WH.FID2753631]

Chris,

Your e-mail of 17th January has been passed to me for comment. Apologies for the delay in replying but I have been in hearings for most of this week.

Unfortunately, we would not be able to justify adopting your conditions which, for the purposes of a licence authorising the sale of alcohol for consumption off the premises would be neither appropriate nor proportionate.

As a general comment, conditions should only ever qualify the permitted licensable activity. They should not regulate the premises usage simply as a shop. This is the role of planning and other legislation.

If you refer to R (on the application of Bristol City Council) v Bristol Magistrates' Court (2009) EWHC 625 (Admin), you'll see described the principle that, in any event, conditions shouldn't seek to duplicate the provisions of other legislation and regulation. The issues that you raise, when relevant to the use of the premises as a convenience store, are all dealt with elsewhere. In particular , the Regulatory Reform (Fire Safety) Order 2005 deals with fire safety. The premises must have, and will have, a fire risk assessment. So far as locks etc. are concerned, all fire escape routes will comply. The premises is a shop so rest assured there will be no DJ equipment installed. Similarly, no table and chairs are provided for the use of customers.

Kind Regards

Richard

Dear Sirs

I refer to the application for a new licence for the above named premises. After assessing the application, the Public Safety Team will be making the following representations to the Licensing Authority on the grounds of Public Safety.

Providing the licensee is willing to accept the following conditions Public Safety Team would withdraw the representation.

- The locks and flush latches on the exit doors and gates shall be unlocked and kept free from fastenings other than push bars or pads whilst the public are on the premises.
- The socket outlets (or other power supplies used for DJ equipment, band equipment and other portable equipment) that are accessible to performers, staff or the public shall be suitably protected by a residual current device (RCD having a rated residual operating current not exceeding 30 milliamps).
- Exits are not obstructed (including by curtains, hangings or temporary decorations), and accessible via non-slippery and even surfaces, free of trip hazards and clearly identified

- Where chairs and tables are provided, internal gangways are kept unobstructed
- All fire exit doors must open in the direction of outflowing traffic

In order for the Public Safety Team to withdraw this representation, it will be necessary for you or your client to confirm in writing or via Email that you accept the above licence conditions.

We will require these conditions to appear on the licence schedule should the licence be granted.

If you are in control of any part of a commercial premise, you are under a legal obligation to carry out a detailed fire risk assessment to identify risks and hazards in the premises. A fire risk assessment is essential in keeping your premises safe for everyone. You must keep a written record of your fire risk assessment if your business has five or more people.

More information can be found here: <http://www.london-fire.gov.uk/FireRiskAssessment.asp>

Please let me know if I can assist you further.

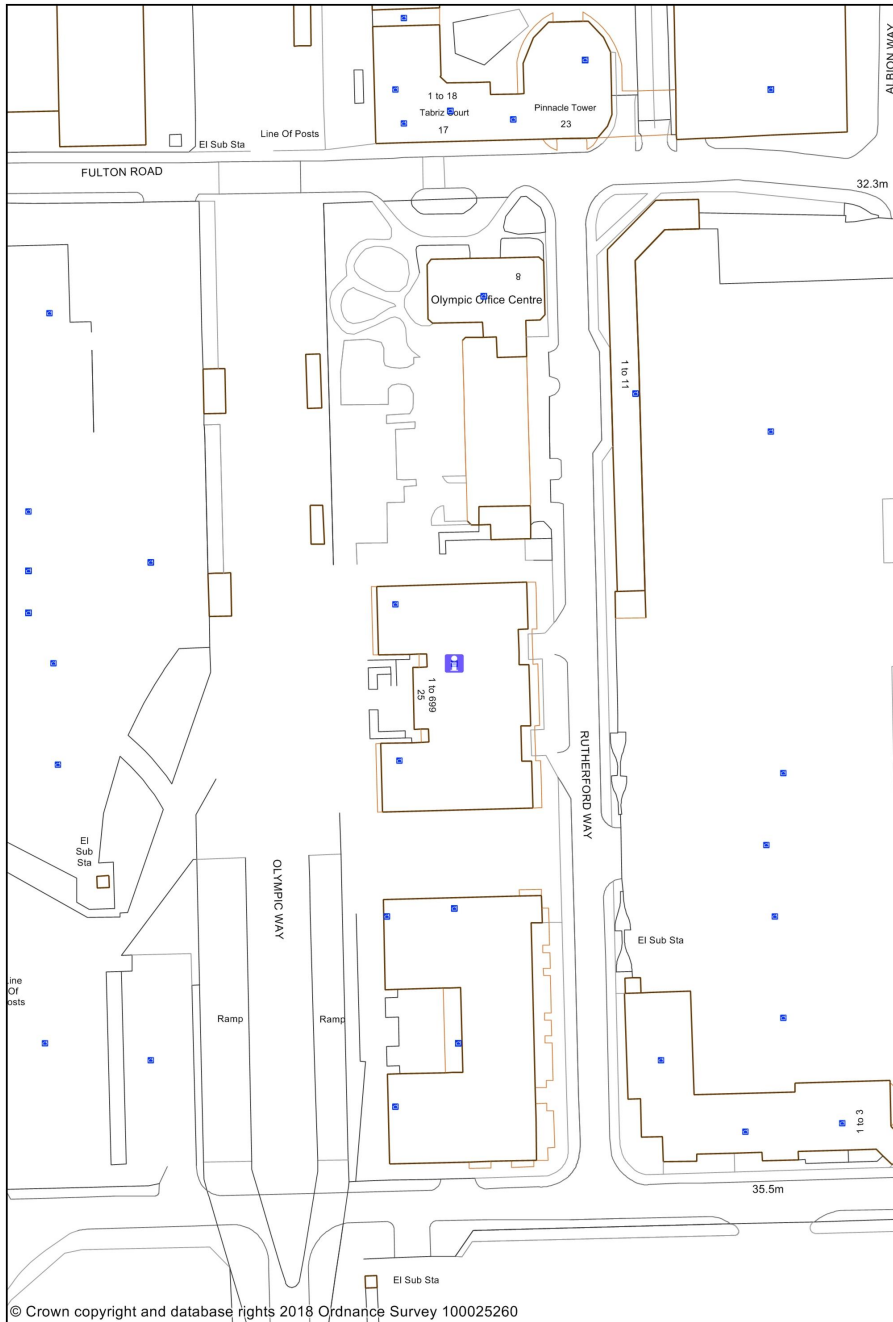
Kind regards

Mr Chris Pearce
Public Safety Officer
Community Protection
Regeneration & Environmental Services
Brent Council
020 8937 1031

www.brent.gov.uk
[@Brent_Council](#)

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Unit 2 25 Olympic Way Wembley HA9 0FR



1:1250

0 0.02 0.04 kilometres



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LICENSING ACT 2003

Application for New Premises Licence

1. The Application

Name of Applicant:	Delipod Ltd
Name & Address of Premises:	Delipod Hub (The Café Only) The Library at Willesden Green 95 High Road NW10 2SF
Applicants Agent:	

The application is for a new premises licence:

- 1 For the provision of regulated entertainment and the sale of alcohol from 18:00hrs to 23:45hrs, late night refreshment from 23:00hrs to 23:45hrs and to remain open from 18:00hrs to 00:00hrs

2. Background

None

3. Promotion of the Licensing Objectives

See page 12 of the application.

4. Relevant Representations

Representations have been received and withdrawn from the Nuisance Control Officer. Representations remain outstanding from the Police and Licensing Officers and Public Safety.

5. Interested Parties

None

6. Policy Considerations

Paragraph Nos: 7.2 8.1 – 8.4

8.1 Where responsible authorities and interested parties do not raise any relevant representations regarding the application made to the council, the council will grant the licence or certificate subject only to the conditions that are consistent with the operating schedule or club operating schedule and any mandatory conditions prescribed in the Act itself.

8.2 Where responsible authorities and interested parties raise relevant representations, the council may, if it is satisfied at a hearing or otherwise, impose conditions where considered necessary for the promotion of the licensing objectives.

8.3 Any conditions attached by the council or submitted by the applicant must focus on the direct impact of the activities taking place at licensed premises, on those attending the premises and residents and persons working in the area.

8.4 Any conditions attached to licences will be tailored to the individual needs, style and characteristics of the particular premises and events concerned and will be drawn from a 'model pool of conditions' (where appropriate) to the particular premises.

7. Determination of the Application

Members can take the following steps when determining a new premises licence application:

- grant the licence;
- exclude from the scope of the licence any of the licensable activities to which the application relates;
- refuse to specify a person in the licence as the premises supervisor;
- reject the application

8. Associated Papers

- A. Application Form & plan
- B. Public Safety Representation
- C. Police Representation
- D. Licensing Officer Representation
- E. Nuisance Control Team Representation & Withdrawal
- F. OS Map



Brent



NEW PREMISES LICENCE APPLICATION FORM

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We Delipod Ltd

.....apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description	
Delipod Hub (The cafe only) The Library at Willesden Green 95 High Road	
Post town London	Post code NW10 2SF

Telephone number of premises (if any)

Non-domestic rateable value of premises £ 29790

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- | | Please tick ✓ Yes |
|---|---|
| a) An individual or individuals* | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i. as a limited company/limited liability partnership | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership (other than limited liability) | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> please complete section (B) |
| f) a health service body | <input type="checkbox"/> please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales | <input type="checkbox"/> please complete section (B) |
| ga) A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | <input type="checkbox"/> please complete section (B) |
| h) the chief officer of police of a police force in England and Wales | <input type="checkbox"/> please complete section (B) |

* If you are applying as a person described in (a) or (b) please confirm:

- | | Please tick ✓ Yes |
|---|--------------------------|
| - I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or | <input type="checkbox"/> |
| - I am making the application pursuant to a | |
| o Statutory function or | <input type="checkbox"/> |
| o A function discharged by virtue of Her Majesty's prerogative | <input type="checkbox"/> |

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

Date of Birth	I am 18 years old or over <input type="checkbox"/> (Please tick yes)
Nationality	

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First names

Date of Birth	I am 18 years old or over <input type="checkbox"/> (Please tick yes)
Nationality	

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	Delipod Ltd
Address	██████████ ██████████ ██████████
Registered number (where applicable)	Company registration number: ██████████
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited company
Telephone number (if any)	██████████
E-mail address (optional)	██████████

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
1	5	0	2	2	0	1	8

If you wish the licence to be valid only for a limited period, when do you want it to end?

--	--	--	--	--	--	--	--

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

--

Please give a general description of the premises (please read guidance note 1)

The premise is a purpose-built café in the corner of The Library at Willesden Green, 95 High Road. However, the external door to the café is on Brondesbury Road. There is also a second entrance to the cafe from the library which is open only when both the cafe and the library are open. There is a kitchen which is not accessible to the general public.

The café has its own toilet with disabled access. This is used for staff during the day and for customer and staff in the evening and when the café is open and the library is shut.

There is an outside area as part of the café lease. This is shown in the plan view of the lease attached/enclosed. We would like the outside area to be considered as part of this application for the purposes of consuming alcohol.

The library is new and built to a high specification. We have had a number of live music events with Temporary Event Notices prior to Christmas. Little sound escaped mainly when opening and closing the door.

This application is being submitted with the full consent and support of the library centre management. The contact e-mail for the Culture Operations Manager is zerritha.brown@brent.gov.uk.

Please tick ✓ Yes

What licensable activities do you intend to carry on from the premises?
 (Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

- 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)

Sale of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 4)	Both		
Tue						
Wed				State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur						
Fri						
Sat				Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun						

E

Live Music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick [✓] (please read guidance note 3)	Indoors	✓	
Day	Start	Finish		Outdoors		
Mon	18:00	23:45	Please give further details here (please read guidance note 4) The genre of the music will vary, and will be amplified or unamplified dependent on the musicians. The aim is to make the café a live music venue with an emphasis on local musicians. While we have indicated live music each night, this is just for flexibility. The intention is to have live music only some nights. Some of the live music nights will complement and support cultural activities promoted by the library. Additionally, while we have specified a start of 6pm again this is just for flexibility as we plan to start later, approximately 7.30pm.	Both		
Tue	18:00	23:45				
Wed	18:00	23:45		State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	18:00	23:45				
Fri	18:00	23:45				
Sat	18:00	23:45		Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) Again, this may not be used but it is for flexibility in case needed. 23rd December - 18:00 to 00:30 24th December - 18:00 to 00:30 30th December - 18:00 to 00:30 31st December - 18:00 to 00:30		
Sun	18:00	23:45				

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick [✓] (please read guidance note 3)	Indoors	✓
Day	Start	Finish		Outdoors	
Mon	18:00	23:45	Please give further details here (please read guidance note 4) While we have indicated recorded music each night, this is just for flexibility. The intention is to not open every night but just for specific music nights and other events.	Both	
Tue	18:00	23:45			
Wed	18:00	23:45		State any seasonal variations for playing recorded music (please read guidance note 5)	
Thur	18:00	23:45			
Fri	18:00	23:45		Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) Again this may not be used but is for flexibility in case needed. 23rd December -18:00 – 01:00 24th December -18:00 – 01:00 30th December -18:00 – 01:00 31st December -18:00 – 01:00	
Sat	18:00	23:45			
Sun	18:00	23:45			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed				State any seasonal variations for the performance of dance (please read guidance note 5)	
Thur					
Fri				Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing We might want to hold other live type events such as a comedy night or spoken word.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Mon	18:00	23:45		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	18:00	23:45	Please give further details here (please read guidance note 4)		
Wed	18:00	23:45			
			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Thur	18:00	23:45			
Fri	18:00	23:45	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	18:00	23:45			
Sun	18:00	23:45			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 3).	Indoors	✓
Day	Start	Finish		Outdoors	
				Both	
Mon	23 00	23 45	Please give further details here (please read guidance note 4) We sell food, snacks and hot drinks in the café and would continue selling this food if we opened in the evening until 23.45.		
Tue	23 00	23 45			
Wed	23 00	23 45	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23 00	23 45			
Fri	23 00	23 45	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) Again this may not be used but is for flexibility in case needed. 23rd December 18:00 – 01 00 24th December 18:00 – 01 00 30th December 18:00 – 01 00 31st December 18:00 – 01 00		
Sat	23 00	23 45			
Sun	23 00	23 45			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption (Please tick box ✓) (please read guidance note 8)	On the premises	✓
Day	Start	Finish		Off the premises	
				Both	
Mon	18:00	23:45	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Tue	18:00	23:45			
Wed	18:00	23:45	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) Events to complement cultural activities in the library Private events This may not be used but is for flexibility in case needed. 23rd December 18:00 – 00:45 24th December 18:00 – 00:45 30th December 18:00 – 00:45 31st December 18:00 – 00:45		
Thur	18:00	23:45			
Fri	18:00	23:45			
Sat	18:00	23:45			
Sun	18:00	23:45			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name..... Peter Anthony Christopher Howson

Date of Birth..... [REDACTED]

Address..... [REDACTED]

Postcode..... [REDACTED]

Personal Licence number(if known)

Issuing licensing authority (if known)..... [REDACTED]

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)

None

L

Hours premises are open to the public
Standard days and timings
(please read guidance note 7)

Day	Start	Finish
Mon	18:00	00:00
Tue	18:00	00:00
Wed	18:00	00:00
Thur	18:00	00:00
Fri	18:00	00:00
Sat	18:00	00:00
Sun	18:00	00:00

State any seasonal variation (please read guidance note 5)

Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 6)

As previously stated the aim is to open for specific events rather than every day, to be able to have regular music nights, support the activities of the library or host private events such as a birthday celebration.

We would like to be able to hold these events any day of the week without needing further licensing authority.

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 10)

The Designated premises supervisor will be in day-to-day control of the premises and provide training for staff on the Licensing Act.

We will have management controls and training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

- 1 not selling of alcohol to underage people
- 2 the orderly conduct of patrons in the premises area, when leaving
- 3 not serving alcohol to those who are drunk and disorderly
- 4 discouraging violent and anti-social behaviour
- 5 Keeping children safe

We will implement 'Challenge 25' to prevent the supply of alcohol to under-age drinkers.

As a licensed premises we will promote these objectives, with staff training, policies and partnerships with other agencies as required.

b) The prevention of crime and disorder

Staff will be trained to:

1. ask customers to use the premises in an orderly and respectful manner and as they leave the premises
2. be vigilant for criminal activity such as theft, illegal drug use
3. not sell alcohol to drunk or intoxicated customers

The management will ensure that if any issues arise that these will be addressed by liaising with the local police (who use the cafe to meet local residents from January 2018), by raising customer awareness through notices and through additional support & training to staff.

c) Public safety

The management will ensure that:

1. the premises are a safe & healthy environment, reviewing & updating the building risk assessment as necessary
2. staff will be trained to ensure that they adhere to environmental health requirements.
3. 'Challenge 25' is implemented

4. records are kept including health & safety, risk assessments and any needed if any conditions were to be attached to the licence.

d) The prevention of public nuisance

The management will ensure that:

1. deliveries of goods necessary for the operation of the business are delivered as to prevent nuisance and disturbance to nearby residents.
2. we use the waste management of the library, so the movement of our bins and rubbish is internal to the building.
3. any staff departing late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
4. the noise nuisance is minimised by ensuring that the external door is kept closed after 8pm, other than when being used. Due to the high specification of the building this will minimise any noise nuisance.
5. customers will be advised to be mindful of the surrounding area in terms of noise levels
6. if any issues arise these will be addressed through raising customer awareness through notices & staff training.

e) The protection of children from harm

The management will adopt 'Challenge 25' signage whereby anyone who is over 18 but looks under 25 is encouraged to carry acceptable ID.

The management will ensure that staff are trained in the requirements for asking for a person to be able to verify their age.

Due to the nature of the premises being attached to the library, alcohol will not be available for sale or even visible during the cafe's core hours before 6pm. It will be brought out only for the evenings and specific events.

Checklist

Please tick ✓ Yes

- I have made or enclosed payment of the fee ✓
- I have enclosed the plan of the premises ✓
- I have sent copies of this application and the plan to responsible authorities and others where applicable ✓
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable ✓
- I understand that I must now advertise my application ✓
- I understand that if I do not comply with the above requirements my application will be rejected ✓
- (Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships) I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). □

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.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent. (Please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Declaration

- (Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership) I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)











Signature Peter Hawson

Date 04/01/2018

Capacity Managing Director (Delipod Ltd)

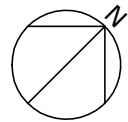
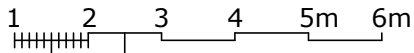
Premises License Application: Delipod Hub, The Library at Willesden Green, 95 High Rd, London, NW10 2SF

Legend

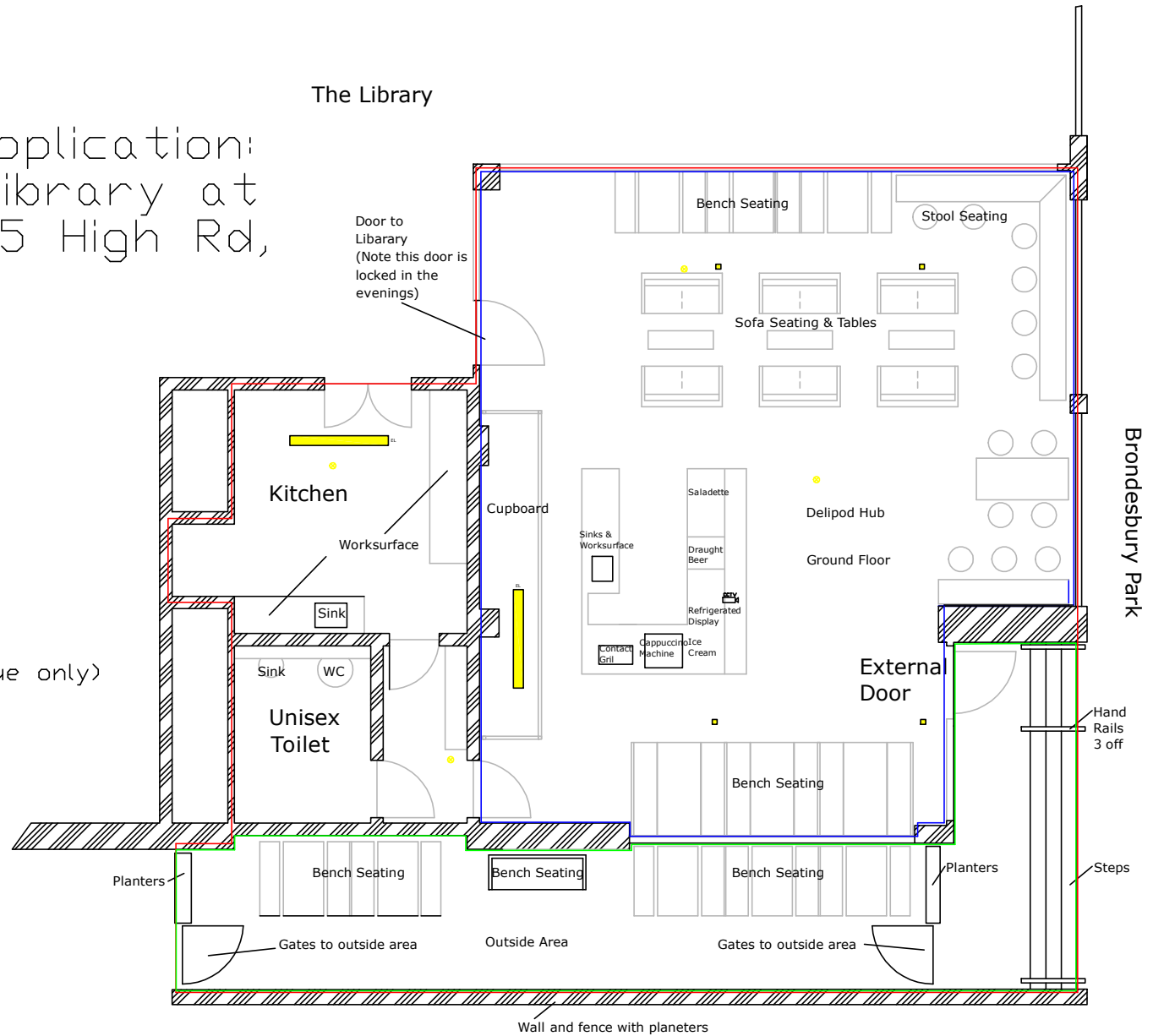
-  Close Circuit Television
-  Smoke Detectors (4 off)
-  Fire notification speakers (4 off)
-  Emergency lighting
-  Outside Area *
- Licensable Activities:
 -  - Live Music (blue only)
 -  - Recorded Music (blue only)
 -  - Activity of Similar Description (blue only)
 -  - Supply of Alcohol
 -  - Late Night Refreshment

* Note the outside area had been designed but the tables, chairs and fencing have not yet been installed.

Scale



The Library



Walkway

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Dear Mr P Howson

RE: Licensing Act 2003, Application for the Grant of a New Premises - Delipod Hub (The Cafe Only), The Library at Willesden Green, 95 High Road, NW10 2SF - 10755

I refer to the application for a new licence for the above named premises. After assessing the reviewed information, the Public Safety Team will be making the following representations to the Licensing Authority on the grounds of Public Safety.

- Exits are not obstructed (including by curtains, hangings or temporary decorations), and accessible via non-slippery and even surfaces, free of trip hazards and clearly identified.
- The locks and flush latches on the exit doors and gates shall be unlocked and kept free from fastenings other than push bars or pads whilst the public are on the premises.
- The socket outlets (or other power supplies used for DJ equipment, band equipment and other portable equipment) that are accessible to performers, staff or the public shall be suitably protected by a residual current device (RCD having a rated residual operating current not exceeding 30 milliamps).
- Where chairs and tables are provided, internal gangways are kept unobstructed
- Temporary electrical wiring and distribution systems are not provided without notification to the licensing authority at least ten days before commencement of the work and/or prior inspection by a suitable qualified electrician.
- Subject to risk assessment, the maximum number of persons permitted on the Premises (not including staff) shall be: 60 persons.

Kind regards

Mr Chris Pearce
Public Safety Officer
Community Protection
Regeneration & Environmental Services
Brent Council
020 8937 1031

www.brent.gov.uk
[@Brent_Council](#)

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**METROPOLITAN
POLICE**

Working together for a safer London

TERRITORIAL POLICING

The Licensing Officer
Health, Safety and Licensing
Brent Civic Centre
Engineers Way
Wembley
HA9 7FJ

Your ref: N/A

Our ref:

**Brent Borough Licensing Unit
Brent Civic Centre
Fifth Floor
Engineers Way
Wembley
HA9 7FJ**

Tel: 020 8733 3206

Mob: 07500 993897

Email: michael.sullivan3@met.police.uk

Web: www.met.police.uk

Date: 1st February 2018

Police representation to the application for a new Premises Licence at Delipod Hub (the Café only) The Library at Willesden Green 95 High Road, NW10 2SF

I certify that I have considered the application shown above and I wish to make representations that the likely effect of the grant of the application is detrimental to the licensing objectives for the reasons indicated below.

If conditions suggested below were accepted in full I would withdraw my representation.

Officer: **Michael Sullivan PC 368QK**
Brent Borough Police Licensing Constable

An officer of the Metropolitan Police, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The application has been made for a new premises licence under section 17 of the act. The Police representations are primarily concerned with the prevention of crime and disorder and the protection of children from harm.

Police Request the following conditions be added to the new premises licence:

1 CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council.

2 Customers shall not be permitted to take open drink containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.

3 A “Challenge 25” policy shall be adopted and adhered to at all times.

4 There shall be no vertical drinking.

5 An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:

- (a) all crimes reported to the venue**
- (b) all ejections of patrons**
- (c) any complaints received**
- (d) any faults in the CCTV system**
- (e) any refusal of the sale of alcohol**
- (f) any visit by a relevant authority or emergency service.**

6 No drinks shall be served other than in plastic or toughened glasses.

7 Notices requesting customers to leave quietly shall be displayed at each exit.

Yours Sincerely,

Michael Sullivan PC368QK
Licensing Constable
Brent Borough Police

Delipod Ltd
Delipod Hub (The café only)
The Library at Willeden Green
95 High Road
NW10 2SF

2nd February 2018

Our Ref 10755

Dear Sir/Madam,

Licensing Representation to the New Premise Licence Application at Delipod Hub (The Cafe Only), The Library at Willesden Green, 95 High Road, NW10 2SF

I certify that I have considered the application shown above and I wish to make a representation that the likely effect of the grant of the application is detrimental to the Licensing Objectives for the reasons indicated below.

An officer of the Licensing Authority, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The Licensing Authority representations are primarily concerned with the four licensing objectives;

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

The Licensing Authority require the following points to be included in the operating schedule or added as conditions on the premises licence:

1. The licensee shall ensure that any activity associated with the premises shall be carried out in such a manner so as not to cause a public nuisance to neighbours.
2. Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
3. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council.

4. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the entire front external seating area.
5. The front outside seating areas shall cease being used at 21:00 hours daily. All tables and chairs must be removed.
6. Customers shall not be permitted to take open drink containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.
7. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received
 - (d) any faults in the CCTV system
 - (e) any refusal of the sale of alcohol
 - (f) any visit by a relevant authority or emergency service.
8. All deliveries shall take place during the normal working day (i.e. 09:00 to 18:00 daily).
9. A "Challenge 25" policy shall be adopted and adhered to at all times.
10. No drinks shall be served other than in plastic or toughened glasses.

In order for the Licensing Team to withdraw this representation, it will be necessary for you to confirm that you accept the above conditions in writing.

Yours faithfully



Esther Chan
Licensing Inspector
Planning, Transportation & Licensing

From: Wood, Martin
Sent: 16 January 2018 10:52
To: Business Licence
Cc: 'peter.howson; Patel, Yogini
Subject: FW: CONSULT: New Premises - Delipod Hub (The Cafe Only),
The Library at Willesden Green, 95 High Road, NW10 2SF - 10755

Dear Licensing

NCT withdraw our representation on the basis that the applicant has agreed to have the following condition upon the licence, should it be granted:

Condition

The volume of live and recorded music shall be arranged in such manner as to not cause a public nuisance to the occupiers of neighbouring and nearby residential units.

Kind regards

Martin

Martin Wood
Environmental Health Officer
Regulatory Services
Regeneration & Environmental Services
Brent Council

020 8937 5561

www.brent.gov.uk
@Brent_Council

From: Peter Howson [<mailto:peter.howson>]
Sent: 15 January 2018 18:06
To: Wood, Martin <Martin.Wood@brent.gov.uk>
Cc: Business Licence <business.licence@brent.gov.uk>
Subject: RE: CONSULT: New Premises - Delipod Hub (The Cafe Only), The Library at Willesden Green, 95 High Road, NW10 2SF - 10755

Dear Martin,

I confirm that I agree to the condition you have outlined below.

Thank you,
Peter

Peter Howson | Managing Director
Delipod® Ltd
W: delipod.uk

From: Wood, Martin [<mailto:Martin.Wood@brent.gov.uk>]
Sent: 15 January, 2018 5:41 PM
To: 'peter.howson@delipod.uk' <peter.howson>
Cc: Business Licence <business.licence@brent.gov.uk>; Wood, Martin <Martin.Wood@brent.gov.uk>
Subject: CONSULT: New Premises - Delipod Hub (The Cafe Only), The Library at Willesden Green, 95 High Road, NW10 2SF - 10755

Dear Peter

As discussed by phone just now, the Nuisance Control Team are making representation against this application on the basis of our concern that public nuisance may arise from the playing of live and recorded music.

However, if you can agree to the following condition we will consider withdrawing our representation:

Condition

The volume of live and recorded music shall be arranged in such manner as to not cause a public nuisance to the occupiers of neighbouring and nearby residential units.

The easiest way to achieve this condition is to undertake external noise monitoring in order to ensure the volume is set at a level that is unlikely to cause disturbance to neighbours.

If you can agree to this please reply and clearly state your agreement to having this condition included within your operating schedule.

Many thanks

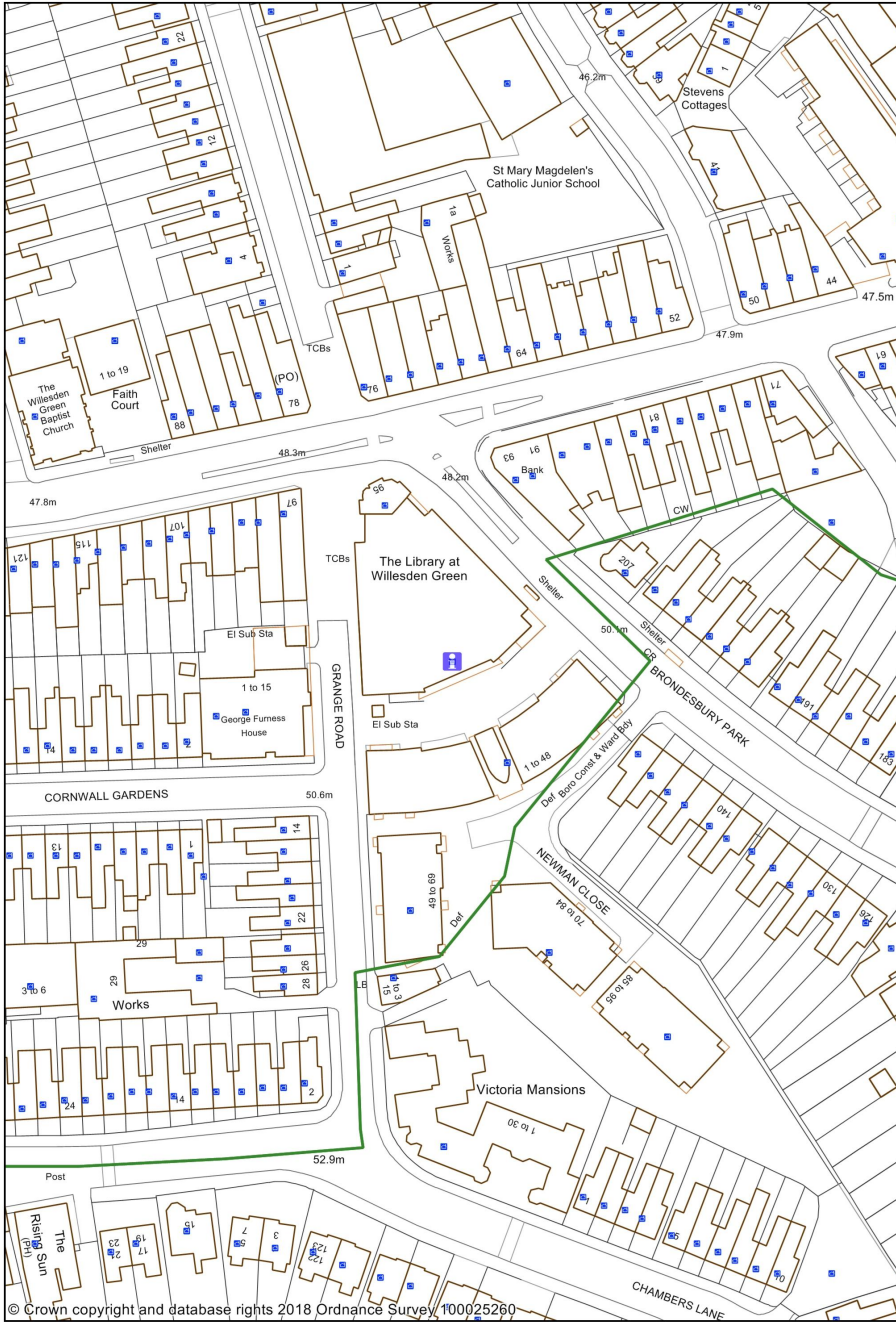
Martin

Martin Wood
Environmental Health Officer
Regulatory Services
Regeneration & Environmental Services
Brent Council

020 8937 5561

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Cafe Willesden Green Library NW10 2SF



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