



## Alcohol and Entertainment Licensing Sub-Committee

**Tuesday 9 October 2018 at 10.00 am**

Members Suite - 4th Floor, Brent Civic Centre,  
Engineers Way, Wembley, HA9 0FJ

### Membership:

#### Members

Councillors:

Ahmed (Chair)  
Hector  
W Mitchell Murray

#### Substitute Members

Councillors:

Allie, Chohan, Kennelly, Long, McLeish, Maurice and  
RS Patel

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

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[www.brent.gov.uk/committees](http://www.brent.gov.uk/committees)

**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 significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then 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 of 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 or 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 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 is the subject of a registrable personal interest.

# Agenda

Introductions, if appropriate.

| Item                                                                                                                                                                                                                           | Page         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>1 Apologies for absence and clarification of alternate members</b>                                                                                                                                                          |              |
| <b>2 Declarations of Interests</b>                                                                                                                                                                                             |              |
| Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate. |              |
| <b>3 Application for a new Premises Licence by Murat Kara for the premises known as Shawarma Grill, 350-352 High Road, Wembley, pursuant to the provisions of the Licensing Act 2003</b>                                       | 1 - 38       |
| <b>4 Application for a Variation to a premises Licence by Punch Partnerships (PTL) Limited for the premises known as The Swan, 789 Harrow Road, Wembley, HA0 2LP, pursuant to the provisions of the Licensing Act 2003</b>     | 39 - 80      |
| <b>5 Application for New Premises Licence by Boxpark Trading Ltd for the premises known as Boxpark Wembley, Atrium Communal Space, 18 Olympic Way, Wembley, HA9 0JT, pursuant to the provisions of the Licensing Act 2003</b>  | 81 - 118     |
| <b>6 Application for New Premises Licence by Boxpark Trading Ltd for the premises known as Boxpark Wembley, FR28, 18 Olympic Way, Wembley, HA9 0JT, pursuant to the provisions of the Licensing Act 2003</b>                   | 119 -<br>154 |
| <b>7 Application for New Premises Licence by Boxpark Trading Ltd for the premises known as Boxpark Wembley, FR29, 18 Olympic Way, Wembley, HA9 0JT, pursuant to the provisions of the Licensing Act 2003</b>                   | 155 -<br>190 |
| <b>8 Application for New Premises Licence by Boxpark Trading Ltd for the premises known as Boxpark Wembley, FR30/FR31, 18 Olympic Way, Wembley, HA9 0JT, pursuant to the provisions of the Licensing Act 2003</b>              | 191 -<br>226 |

- 9 Application for New Premises Licence by Boxpark Trading Ltd for 227 -  
the premises known as Boxpark Wembley, FR32/FR33, 18 Olympic 262  
Way, Wembley, HA9 0JT, pursuant to the provisions of the Licensing  
Act 2003
- 10 Application for New Premises Licence by Boxpark Trading Ltd for 263 -  
the premises known as Boxpark Wembley, GR06 Beatbox, 18 298  
Olympic Way, Wembley, HA9 0JT, pursuant to the provisions of the  
Licensing Act 2003



Please remember to **SWITCH OFF** your mobile phone 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:          | Murat Kara                               |
| Name & Address of Premises: | Shawarma Grill 350-352 High Road Wembley |
| Applicants Agent:           | Deniz Cobanoglu                          |

The application is for a new premises licence:

- 1 For Sale & Supply of alcohol from 10:00hrs to 02:30hrs Monday to Sunday.
- 2 Late night refreshment from 23:00hrs to 03:00hrs Monday to Sunday  
Opening hours from 08:00hrs to 03:00hrs Monday to Sunday.

#### 2. Background

None

#### 3. Promotion of the Licensing Objectives

See page 13 of the application.

#### 4. Relevant Representations

Representations have been received from the Public Safety Officers, Police, Licensing Officers and local residents.

#### 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 Representations
- C. Licensing Officer Representation
- D. Public Safety Representation
- E. Resident Reps
- 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..... MURAT KARA.....

.....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 |           |
| SHAWARMA GRILL<br>350-352 HIGH ROAD, WEMBLEY                                         |           |
| Post town                                                                            | Post code |
| MIDDLESEX                                                                            | HA9 6AZ   |

Telephone number of premises (if any) 07400 899 008

Non-domestic rateable value of premises £ ~~13,000~~

£10,750  
+  
£15,750

statement

Premises - New 2017 with GDPR

Page 3  
£26,500

## Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- |                                                                                                                                                                         | Please tick <input checked="" type="checkbox"/> Yes |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------|
| a) An individual or individuals*                                                                                                                                        | <input checked="" type="checkbox"/>                 | please complete section (A) |
| b) a person other than an individual*                                                                                                                                   |                                                     |                             |
| i. as a limited company/limited liability partnership                                                                                                                   | <input 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 <input checked="" type="checkbox"/> Yes |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| - I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or | <input checked="" 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

KARA

First names

MURAT

Date of Birth

[REDACTED]

I am 18 years old or over  (Please tick yes)

Nationality

[REDACTED]

Current postal address if different from premises address

[REDACTED]

Post Town

[REDACTED]

Postcode

[REDACTED]

Daytime contact telephone number

[REDACTED]

E-mail address (optional)

[REDACTED]

statement





**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                                                                                          |
| Address                                                                                       |
| Registered number (where applicable)                                                          |
| Description of applicant (for example, partnership, company, unincorporated association etc.) |
| Telephone number (if any)                                                                     |
| E-mail address (optional)                                                                     |

### Part 3 Operating Schedule

When do you want the premises licence to start?

| Day | Month | Year |
|-----|-------|------|
| 3   | 1     | 08   |
| 2   | 0     | 18   |

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)

- SERVING AN ALCOHOL IN RESTAURANT
- TURKISH INTERNATIONAL RESTAURANT
- EAT IN & TAKEAWAY
- A3 PLANNING PERMISSION
- CUSTOMER SEATING IN REAR GARDEN
- NO DELIVERY SERVICE.

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<br>Standard days and timings<br>(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                                                                 |       |        | <b>Please give further details here (please read guidance note 4)</b>                                                                                                                                  | Both     |  |
| Tue                                                                 |       |        |                                                                                                                                                                                                        |          |  |
| Wed                                                                 |       |        | <b>State any seasonal variations for performing plays (please read guidance note 5)</b>                                                                                                                |          |  |
| Thur                                                                |       |        |                                                                                                                                                                                                        |          |  |
| Fri                                                                 |       |        | <b>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)</b> |          |  |
| Sat                                                                 |       |        |                                                                                                                                                                                                        |          |  |
| Sun                                                                 |       |        |                                                                                                                                                                                                        |          |  |

**B**

| <b>Films</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | Will the performance of films take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).                                                                                 | Indoors  |
|----------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Day                                                                        | Start | Finish |                                                                                                                                                                                                       | Outdoors |
| Mon                                                                        |       |        | <b>Please give further details here (please read guidance note 4)</b>                                                                                                                                 | Both     |
| Tue                                                                        |       |        |                                                                                                                                                                                                       |          |
| Wed                                                                        |       |        | <b>State any seasonal variations for the exhibition of films (please read guidance note 5)</b>                                                                                                        |          |
| Thur                                                                       |       |        |                                                                                                                                                                                                       |          |
| Fri                                                                        |       |        | <b>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 (please read guidance note 6)</b> |          |
| Sat                                                                        |       |        |                                                                                                                                                                                                       |          |
| Sun                                                                        |       |        |                                                                                                                                                                                                       |          |

**C**

| <b>Indoor sporting events</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | Please give further details (please read guidance note 4)                                                                                                                                            |
|---------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day                                                                                         | Start | Finish |                                                                                                                                                                                                      |
| Mon                                                                                         |       |        | <b>State any seasonal variations for indoor sporting events (please read guidance note 5)</b>                                                                                                        |
| Tue                                                                                         |       |        |                                                                                                                                                                                                      |
| Wed                                                                                         |       |        |                                                                                                                                                                                                      |
| Thur                                                                                        |       |        | <b>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 (please read guidance note 6)</b> |
| Fri                                                                                         |       |        |                                                                                                                                                                                                      |
| Sat                                                                                         |       |        |                                                                                                                                                                                                      |
| Sun                                                                                         |       |        |                                                                                                                                                                                                      |

**D**

| <b>Boxing or wrestling entertainment</b><br>Standard days and timings<br>(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                                                                                                    |       |        |                                                                                                                                    | 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) |  |  |
| Sat                                                                                                    |       |        |                                                                                                                                    |                                                                                                                                                                                                          |  |  |
| Sun                                                                                                    |       |        |                                                                                                                                    |                                                                                                                                                                                                          |  |  |

**E**

| <b>Live Music</b><br>Standard days and timings<br>(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                                                                             |       |        | Please give further details here (please read guidance note 4)                                                            | Both                                                                                                                                                                                                 |  |  |
| Tue                                                                             |       |        |                                                                                                                           |                                                                                                                                                                                                      |  |  |
| Wed                                                                             |       |        |                                                                                                                           | State any seasonal variations for the performance of live music (please read guidance note 5)                                                                                                        |  |  |
| Thur                                                                            |       |        |                                                                                                                           |                                                                                                                                                                                                      |  |  |
| Fri                                                                             |       |        |                                                                                                                           | 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) |  |  |
| Sat                                                                             |       |        |                                                                                                                           |                                                                                                                                                                                                      |  |  |
| Sun                                                                             |       |        |                                                                                                                           |                                                                                                                                                                                                      |  |  |

**F**

| <b>Recorded music</b><br>Standard days and timings<br>(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                                                                                 |       |        | <p><u>Please give further details here (please read guidance note 4)</u></p>                                              | Both                                                                                                                                                                                                               |  |  |
| Tue                                                                                 |       |        |                                                                                                                           |                                                                                                                                                                                                                    |  |  |
| Wed                                                                                 |       |        |                                                                                                                           | <p><u>State any seasonal variations for playing recorded music (please read guidance note 5)</u></p>                                                                                                               |  |  |
| Thur                                                                                |       |        |                                                                                                                           |                                                                                                                                                                                                                    |  |  |
| Fri                                                                                 |       |        |                                                                                                                           | <p><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 (please read guidance note 6)</u></p> |  |  |
| Sat                                                                                 |       |        |                                                                                                                           |                                                                                                                                                                                                                    |  |  |
| Sun                                                                                 |       |        |                                                                                                                           |                                                                                                                                                                                                                    |  |  |

**G**

| <b>Performances of dance</b><br>Standard days and timings<br>(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                                                                                        |       |        | <p><u>Please give further details here (please read guidance note 4)</u></p>                                          | Both                                                                                                                                                                                                          |  |  |
| Tue                                                                                        |       |        |                                                                                                                       |                                                                                                                                                                                                               |  |  |
| Wed                                                                                        |       |        |                                                                                                                       | <p><u>State any seasonal variations for the performance of dance (please read guidance note 5)</u></p>                                                                                                        |  |  |
| Thur                                                                                       |       |        |                                                                                                                       |                                                                                                                                                                                                               |  |  |
| Fri                                                                                        |       |        |                                                                                                                       | <p><u>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)</u></p> |  |  |
| Sat                                                                                        |       |        |                                                                                                                       |                                                                                                                                                                                                               |  |  |
| Sun                                                                                        |       |        |                                                                                                                       |                                                                                                                                                                                                               |  |  |

**H**

|                                                                                                                                                |              |               |                                                                                                                                                                                                                                                                        |          |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| <p><b>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</b></p> |              |               | <p>Please give a description of the type of entertainment you will be providing</p>                                                                                                                                                                                    |          |                          |
| <b>Day</b>                                                                                                                                     | <b>Start</b> | <b>Finish</b> | <p><b>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)</b></p>                                                                                                                                               | Indoors  | <input type="checkbox"/> |
| Mon                                                                                                                                            |              |               |                                                                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/> |
|                                                                                                                                                |              |               |                                                                                                                                                                                                                                                                        | Both     | <input type="checkbox"/> |
| Tue                                                                                                                                            |              |               | <p><b>Please give further details here (please read guidance note 4)</b></p>                                                                                                                                                                                           |          |                          |
| Wed                                                                                                                                            |              |               |                                                                                                                                                                                                                                                                        |          |                          |
| Thur                                                                                                                                           |              |               | <p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</b></p>                                                                                                            |          |                          |
| Fri                                                                                                                                            |              |               |                                                                                                                                                                                                                                                                        |          |                          |
| Sat                                                                                                                                            |              |               | <p><b>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)</b></p> |          |                          |
| Sun                                                                                                                                            |              |               |                                                                                                                                                                                                                                                                        |          |                          |



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... BEKIR KARA (HE CHANGED HIS NAME AS MURAT KARA)

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)

**L**

| Hours premises are open to the public<br>Standard days and timings<br>(please read guidance note 7) |       |        | State any seasonal variation (please read guidance note 5)                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------|-------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day                                                                                                 | Start | Finish |                                                                                                                                                                                                           |
| Mon                                                                                                 | 08:00 | 03:00  | <p><u>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)</u></p> |
| Tue                                                                                                 | 08:00 | 03:00  |                                                                                                                                                                                                           |
| Wed                                                                                                 | 08:00 | 03:00  |                                                                                                                                                                                                           |
| Thur                                                                                                | 08:00 | 03:00  |                                                                                                                                                                                                           |
| Fri                                                                                                 | 08:00 | 03:00  |                                                                                                                                                                                                           |
| Sat                                                                                                 | 08:00 | 03:00  |                                                                                                                                                                                                           |
| Sun                                                                                                 | 08:00 | 03:00  |                                                                                                                                                                                                           |

I

| Late night refreshment<br>Standard days and timings<br>(please read guidance note 7) |           |           | Will the provision of late night refreshment take place indoors or outdoors or both – please tick [✓]<br>(please read guidance note 3).                                                                         | Indoors  |   |
|--------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|
| Day                                                                                  | Start     | Finish    |                                                                                                                                                                                                                 | Outdoors |   |
| Mon                                                                                  | 23:00 hrs | 03:00 hrs | Please give further details here (please read guidance note 4)                                                                                                                                                  | Both     | ✓ |
| Tue                                                                                  | 23:00 hrs | 03:00 hrs |                                                                                                                                                                                                                 |          |   |
| Wed                                                                                  | 23:00 hrs | 03:00 hrs | State any seasonal variations for the provision of late night refreshment (please read guidance note 5)                                                                                                         |          |   |
| Thur                                                                                 | 23:00 hrs | 03:00 hrs |                                                                                                                                                                                                                 |          |   |
| Fri                                                                                  | 23:00 hrs | 03:00 hrs | 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) |          |   |
| Sat                                                                                  | 23:00 hrs | 03:00 hrs |                                                                                                                                                                                                                 |          |   |
| Sun                                                                                  | 23:00 hrs | 03:00 hrs |                                                                                                                                                                                                                 |          |   |

J

| Supply of alcohol<br>Standard days and timings<br>(please read guidance note 7) |           |           | Will the supply of alcohol be for consumption<br>(Please tick box ✓) (please read guidance note 8)                                                                                           | On the premises  | ✓ |
|---------------------------------------------------------------------------------|-----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---|
| Day                                                                             | Start     | Finish    |                                                                                                                                                                                              | Off the premises |   |
| Mon                                                                             | 10:00 hrs | 02:30 hrs | State any seasonal variations for the provision of late night refreshment (please read guidance note 5)                                                                                      | Both             |   |
| Tue                                                                             | 10:00 hrs | 02:30 hrs |                                                                                                                                                                                              |                  |   |
| Wed                                                                             | 10:00 hrs | 02:30 hrs | 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) |                  |   |
| Thur                                                                            | 10:00 hrs | 02:30 hrs |                                                                                                                                                                                              |                  |   |
| Fri                                                                             | 10:00 hrs | 02:30 hrs |                                                                                                                                                                                              |                  |   |
| Sat                                                                             | 10:00 hrs | 02:30 hrs |                                                                                                                                                                                              |                  |   |
| Sun                                                                             | 10:00 hrs | 02:30 hrs |                                                                                                                                                                                              |                  |   |

**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)

b) The prevention of crime and disorder

CCTV  
Incident book  
no service to drunk

c) Public safety

CCTV  
Fire Exit  
First Aid Kit  
Fire Extinguisher

d) The prevention of public nuisance

- Management training
- Notice to ask customers to leave quietly
- Co-operate with Police + Neighbours.
- No live music

e) The protection of children from harm

Challenge 25 poster  
Staff training  
Refusal book

**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 ..... *Jimin* .....

Date ..... *4/8/18* .....

Capacity ..... *Agency - Interior Designer* .....

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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 .....

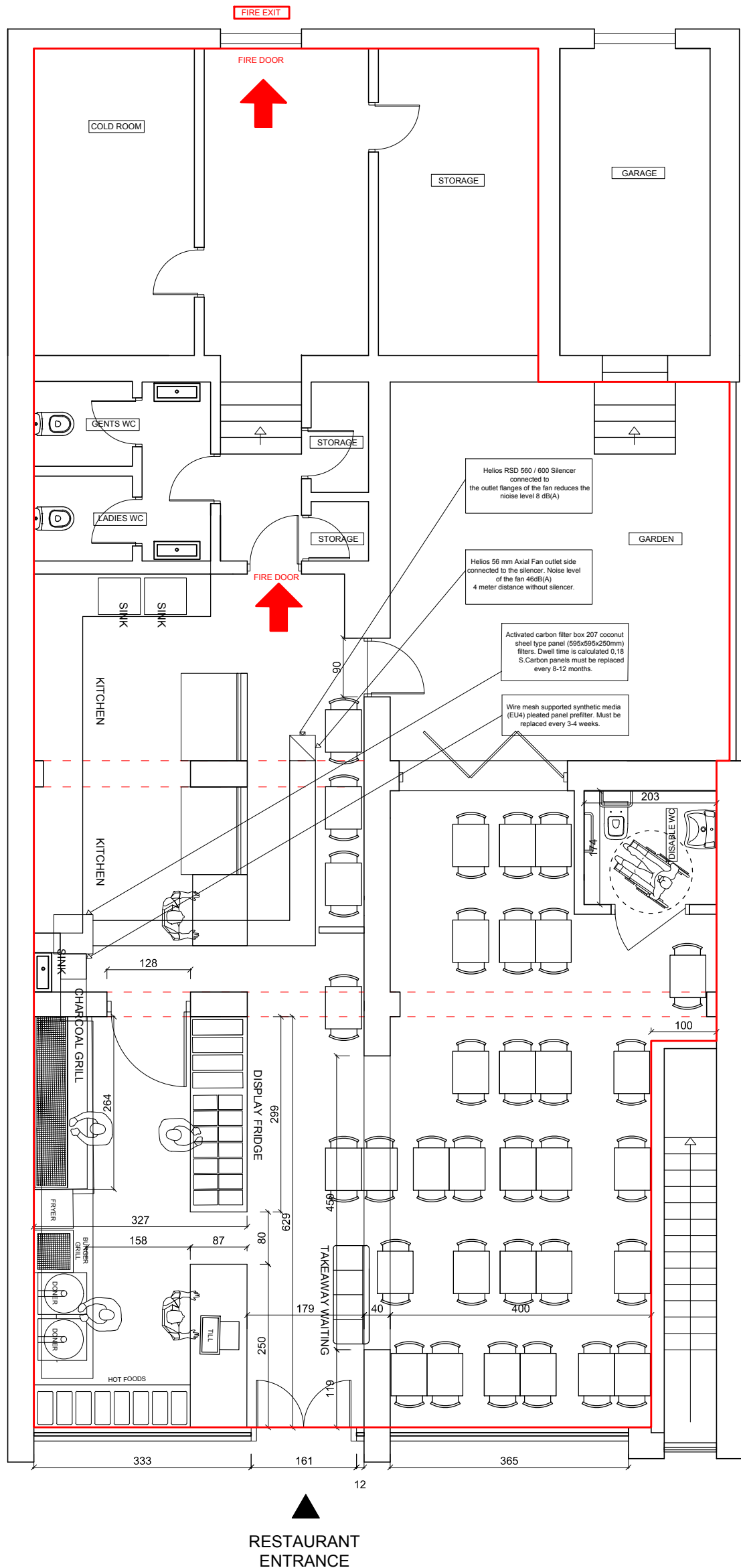
Date .....

Capacity .....

|                                                                                                                                                 |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) |                      |
| DENIZ COBANOGU<br>[REDACTED]                                                                                                                    |                      |
| Post town [REDACTED]                                                                                                                            | Post code [REDACTED] |
| Telephone number [REDACTED]                                                                                                                     |                      |
| E-mail address (optional) [REDACTED]                                                                                                            |                      |

## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.



# PROPOSED PLAN

Total : 70 customer capacity



# DENIZ COBANO

|                                                 |                 |                                  |           |
|-------------------------------------------------|-----------------|----------------------------------|-----------|
| PROJECT<br>350 - 352 HIGH ROAD, HA9 6AZ, LONDON | DATE<br>11.9.18 | SCALE<br>@ A3                    | PAGE<br>4 |
| AREA<br>GROUND LEVEL                            |                 | DRAWING TITLE<br>PROPOSED LAYOUT |           |

Figured dimensions to be taken in preference to those scaled. All dimensions to be checked on site before any work proceeds. Drawing not to be used for land transfer purposes. Drawings to be read in conjunction with relevant drawings and specification. Not to be reproduced, retained or disclosed to any unauthorised person either wholly or in part without written permission.

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**METROPOLITAN  
POLICE**

Working together for a safer London

TERRITORIAL POLICING

**The Licensing Authority**

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

**Your ref: 13177**

**Our ref: 01QK/389/18/157**

**Brent Borough Licensing Department**

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

**Tel:** 07824868710

**Email:** nicola.mcdonald@met.police.uk

**Web:** www.met.police.uk

**Date:** 05/09/2018

**Police representation to Premises Licence application for 'Shawarma Grill' 350-352 High Road, Wembley, HA9 6AZ.**

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.

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 concerned with Crime and disorder, public nuisance and public safety licensing objectives.

The applicant submitted a change of use planning approval letter from 2/1/2018. The Brent council approval letter alludes to conditions set out on Schedule B of that planning permission. **I request details of what those conditions are and how they will be implemented to uphold the licensing objectives.** There are residential premises above the venue that would be impacted by noise and smells from the rear external area.

The operating schedule submitted with the application is very sparse considering the application is for licensable activities from 1000hrs to 0300hrs daily, in addition this premises sits within the footprint of the national stadium and there is no mention of that.

The applicant has held the premises licence at the location for several years. I have visited the venue and discussed the application with Mr Kara and his wife. **It was agreed a more reasonable time for selling alcohol would be from 1100 to 0230 hours daily.** I examined the premises alongside the Plans submitted with the application and discovered the plans to be inconsistent with the buildings. In particular with the size and shape of the rear garden, the two rear garages and the store/cold room. There was no fire escape signage or fire fighting equipment in the rear garden or rear garages, both garages were locked by metal shutters. The fire door at the rear of the

**premises was blocked with oil drums and other kitchen equipment. The front of the premises to the right of the door now consists of bifolding windows these are not described on the plans.**

**Police request the following conditions be attached to annex 2 of 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 authorised Officers from Brent Council upon request.

CCTV cameras shall be installed to cover the entrance of the premises and the external areas

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 personal Licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.

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.

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.

Notices asking customers to leave quietly shall be conspicuously displayed at all exits.

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

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

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

Children shall not be permitted on the premises unless accompanied by a responsible adult. All children shall leave the premises by 2300 hours.

All doors and windows shall remain closed from 2200 hours daily until the premises close to the public.

The rear external area shall not be used after 2200 hours daily until the premises close to the public.

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 incidents of disorder
- (e) any faults in the CCTV system
- (f) any refusal of the sale of alcohol
- (g) any visit by a relevant authority or emergency service.

The supply of alcohol at the premises shall only be to a person seated taking a table meal there and for the consumption by such a person as ancillary to their meal.

The supply of alcohol shall be by waiter or waitress service only.

**Football Event Days at Wembley Stadium**

SIA approved door supervisors will be employed if alcohol is being supplied

Customers shall not be allowed to congregate outside the premises

No glass drinking vessels shall be used

All drinks shall be decanted in to plastic drinking vessels

Sales of alcohol shall cease one hour before the designated kick off time

Supply of alcohol shall not resume until 15 minutes after the actual kick off time

A door supervisor shall be employed from 3 hours before the designated Kick Off time until 1 hour before the designated Kick Off time, to prevent customers leaving with alcoholic drinking vessels.

Yours Sincerely

**Nicola McDonald PC 157QK**  
**Licensing Constable Brent Police**

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Murat Kara  
Shawarma Grill  
350-352 High Road  
Wembley  
HA9 6AZ

6 September 2018

**Licensing Representation to the Application to Vary the Premises Licence for Shawarma Grill  
350-352 High Road, Wembley, HA9 6AZ**

I certify that I have considered the application shown above and I wish to make a representation.

**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 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 conditions to be included in the operating schedule of the premises licence:

1. A CCTV system shall be installed and maintained in a good working order at the premises.
2. CCTV recording shall be kept for 31 days and shall be made available to the police or an authorised officer of Brent Council upon request.
3. A CCTV camera shall be installed to cover the entrance of the premises and a further camera to cover the entire servery counter and till.
4. The CCTV system shall be capable of obtaining clear facial recognition images of every person entering the premises.

5. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
6. The CCTV images shall be kept in an easily downloadable format.
7. 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.
8. 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.
9. A 'Challenge 25' policy shall be adopted and adhered to all times.
10. A sign stating 'No proof of age, No sale' shall be displayed at the point of sale.
11. Alcohol shall only be provided as an accompaniment to a main meal.
12. Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
13. The licensee shall ensure customers leave the premises in a quiet and orderly manner.
14. No children shall be permitted after 21.00hrs, unless accompanied by a responsible adult. All children must leave the premises by midnight.
15. 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.
16. 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 centrally and made available for inspection by police and relevant authorities upon request.
17. The outside garden/external area shall cease use at 21.00hrs for all persons. Any customers who wish to smoke, shall do so at the front of the premises subject to a limit of a maximum of 5 persons at any one time.

18. A sign stating that alcohol cannot be served with takeaways must be conspicuously displayed on or near the servery counter.

### **Licensable Hours**

It is requested that late night refreshment cease 30 minutes before closing time, in order to give customers the opportunity to have their food made and/or eaten. By keeping the closing hours, the same as the late night refreshment hours, customers would not be able to be out by 03.00hrs.

### **Reduction of Hours**

There are also concerns that the premises is within a residential area with persons living above the premises and in the road at the rear of the premises. It is suggested that the hours be reduced from 02.30hrs to 01.30hrs for licensable activities with a closing time of 02.00hrs instead of 03.00hrs. This will ensure that residents are not disturbed at a later hour.

### **Bedroom in Premises**

During the consultation inspection, a bedroom was found at the rear of the premises with two beds. There were also a number of clothes there which suggests that it is used for more than a resting room as described by the licence holder's wife. Outside the bedroom there were children's shoes which the licence holder's wife described as being changed by the children before attending school. The licence holder will need to ensure that this bedroom is removed from the property as it appears that permission has not been granted for such a space. The Planning department have also been informed.

### **Incorrect Plans & Fire Exits**

The plans for the premises are not a true reflection of the actual premises and the fire exits are labelled incorrectly, which sends customers into a dead end within the premises. The licence holder's wife was aware that her agent had not completed the plans correctly and is also having a risk assessment carried out in order to rectify the fire exits.

The Licensing Manager will need to make a decision on whether extra time is required for consultation, so that all responsible authorities have time to make representations if necessary.

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, reduce the licensable hours and take direction on the incorrect plans from the Licensing Manager.

Yours sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services



**From:** Pearce, Chris  
**Sent:** 12 September 2018 15:48  
**To:** 'bekirkara; Legister, Linda; Business Licence  
**Subject:** Shawarma Grill, 350-352 High Road, Wembley, HA9 6AZ - Ref: 13177

Dear Mr Kara

**Licensing Act 2003**

**Application for a New Premises Licence**

**Premises address: Shawarma Grill, 350-352 High Road, Wembley, HA9 6AZ - Ref: 13177**

I refer to your application for a premises licence for the above premises. The Public Safety Team is making a Representation to the Licensing Authority on the grounds of public safety.

Providing you are willing to accept the following proposed licence condition the Representation will be withdrawn.

**Licence Condition**

- 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

Kind regards

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

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**From:** Business Licence  
**Sent:** 21 August 2018 16:07  
**To:** Business Licence  
**Subject:** FW: Rejection of licence for alcohol

**Sent:** 21 August 2018 11:52  
**To:** Business Licence  
**Subject:** Rejection of licence for alcohol

Dear Sir/Madam

My name is \*\*\*\*\* I live in \*\*\*\*\* on high road Wembley . I kindly request you to please reject the alcohol license application 13177 for alcohol and entertainment requested by Murat Kara for Shawarma Grill shop at 352 high road wembley.

As it is we the residents do have people causing noise and disturbance at night time near the triangle cars and especially during event days at Wembley stadium we have drunk people singing and shouting loudly till late night and causing a lot of disturbance at night. If you grant licence to Shawarma Grill which is surrounded my residential properties with families and lots of children around it will cause lot of disturbance to the local people and also may lead to drunk related violence and crime making the area unsafe at night. It is always better to consider the interest and safety of the local residents than consider the commercial interest of Shawarma Grill. There are already 5 to 6 shops in this area already selling alcohol and causing problems at nights especially during event days. Please do consider the peace of mind and safety of the local residents and please do reject the alcohol licence application for Shawarma Grill.

Thank you  
Kind regards  
\*\*\*\*\*

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**From:** Business Licence  
**Sent:** 21 August 2018 16:20  
**To:** Business Licence  
**Subject:** FW: Application No: 13177 - Murat KARA / Shawarma

**Sent:** 21 August 2018 11:27  
**To:** Business Licence  
**Subject:** Application No: 13177 - Murat KARA / Shawarma

Dear Team,

As a local resident of \*\*\*\*\*, \*\*\*\*\* the premises which the above licence application relates, I would like to object against such licence for the sale of alcohol to and late night refreshment to the early hours of the morning.

I believe the sale of alcohol will bring further disturbance and nuisance to the area which is already horrendous due to the 24 hr mini cab office adjacent to this premises where intoxicated members of public congregate after a night out at the local pubs, this is particularly bad on event days.

Should this licence be granted then there will be a further surge of intoxicated members of the public who will use this premises as a pit stop for further alcohol and refreshment into the early hours of the morning (2:30 am) causing additional chaos to this highly populated residential area of the high road.

A further concern is that this premises has an open area front (French door type windows) and back of the premises which will no doubt cause noise/nuisance to the local residents.

I do hope that serious consideration is given before a decision is made to best suit the local residents.

Please also note that this will also affect the 300+ properties currently under construction directly opposite this premises.

Kind regards

\*\*\*\*\*

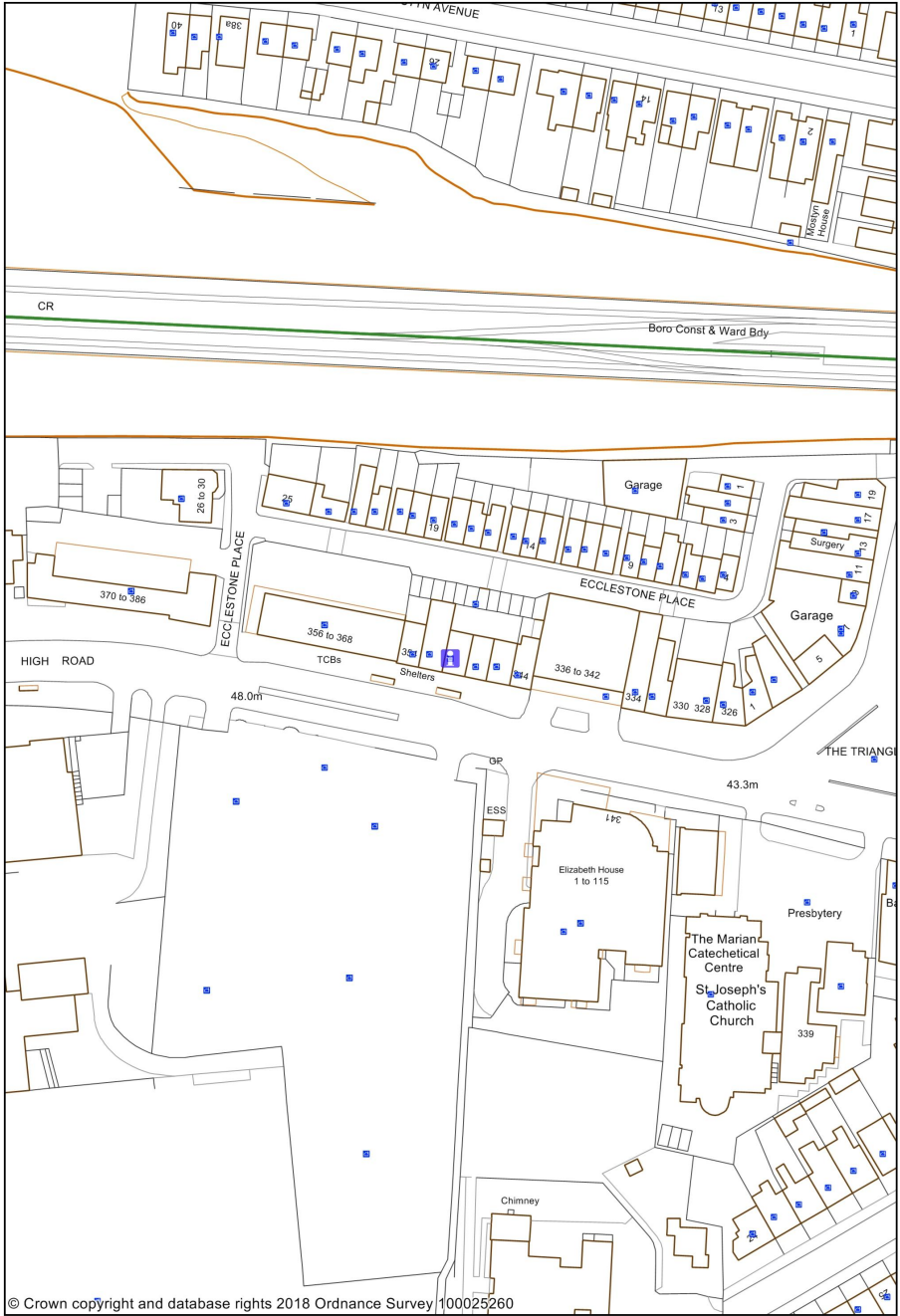
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The Prevention of Public Nuisance- strongly disapprove opening of late night alcohol and entertainment (after 11 pm).The area already suffers from event day noises and providing a venue for late night alcoholic people will result in chaos , disorder, revelry and probably public hazard. Please don't make it an hub for late night revelry and make life of adjoining neighbours miserable. No objections on catering during daytime but late night revelry is a main concern

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Shawarma Grill 350-352 High Road, Wembley HA9 6AZ



1:1250

0 0.02 0.04 kilometres



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## LICENSING ACT 2003

### Application for a Variation to a Premises Licence

#### 1. The Application

|                             |                                          |
|-----------------------------|------------------------------------------|
| Name of Applicant:          | Punch Partnerships (PTL) Limited         |
| Name & Address of Premises: | The Swan 789 Harrow Road Wembley HA0 2LP |
| Applicants Agent:           | Flint Bishop LLP                         |

#### 1. Application

The application is to vary the licence to extend the hours for recorded music, live music and the sale of alcohol until 02:00hrs Friday & Saturday. Also to amend the opening hours to 08:00hrs for non-licensable activities e.g. sale of tea, coffee, breakfast.

The application has since been amended to remove the extension of hours for live music.

#### 2. Background

The premises are currently licensed for:

Regulated entertainment and the sale & supply of alcohol from 11:00hrs to 23:00hrs Monday to Wednesday; from 11:00hrs to 01:00hrs Thursday to Saturday and from 12:00hrs to 23:30hrs Sunday.

To remain open from 11:00hrs to 23:30hrs Monday to Wednesday; from 11:00hrs to 01:30hrs Thursday to Saturday and from 12:00hrs to 00:00hrs Sunday.

#### 3. Promotion of the Licensing Objectives

See page 11-12 of the application

#### 4. Relevant Representations

Representations were received and agreed from the Noise Team, representations remain outstanding from the Police, Licensing Officers and a local resident.

#### 5. Interested Parties

None

#### 6. Policy Considerations

Paragraph Nos: 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. Associated Papers**

- A. Application Form
- B. Police Representation
- C. Licensing Representation
- D. Resident Representation
- E. Noise Team Rep & Withdrawal
- F. Copy of Licence
- G. OS Map

**Application to vary a premises licence 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.

**IWE Punch Partnerships (PTL) Limited**

*(Insert name(s) of applicant)*

**Being the premises licence holder, apply to vary a premises licence under S34 of the Licensing Act 2003 for the premises described in Part 1 below.**

|                                          |
|------------------------------------------|
| <b>Premises Licence Number</b><br>176098 |
|------------------------------------------|

**Part 1 – Premises Details**

|                                                                                                                        |         |                 |         |
|------------------------------------------------------------------------------------------------------------------------|---------|-----------------|---------|
| <b>Postal address of premises or, if none, ordnance survey map reference or description</b><br>Swan<br>789 Harrow Road |         |                 |         |
| <b>Post Town</b>                                                                                                       | Wembley | <b>Postcode</b> | HA0 2LP |

|                                                |            |
|------------------------------------------------|------------|
| <b>Telephone number at premises</b>            |            |
| <b>Non-domestic rateable value of premises</b> | £58,500.00 |

**Part 2 - Applicant Details**

|                                                                  |                                    |                 |            |
|------------------------------------------------------------------|------------------------------------|-----------------|------------|
| <b>Daytime contact telephone number</b>                          |                                    |                 |            |
| <b>E-mail address (optional)</b>                                 |                                    |                 |            |
| <b>Current postal address if different from premises address</b> | ██████████<br>████████████████████ |                 |            |
| <b>Post Town</b>                                                 | ██████████                         | <b>Postcode</b> | ██████████ |

**Part 3 - Variation**

Do you want the proposed variation to have effect as soon as possible?  Yes  No

If not do you want the variation to take effect from

| Day |   | Month |   | Year |   |   |   |
|-----|---|-------|---|------|---|---|---|
| 1   | 1 | 1     | 1 | 1    | 1 | 1 | 1 |

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 read guidance note 1)**

Application is made to extend the Licensing hours for recorded music, live music and sale of alcohol until 02:00 every Friday and Saturday.

Application is also made to amend the opening hours to 08:00 daily for the provision of non-licensable activities e.g. sale of tea, coffee, breakfast.

if 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 tick yes

- |                                                                                                                |                                     |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------|
| a) plays (if ticking yes, fill in box A)                                                                       | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)                                                                       | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)                                                      | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)                                           | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)                                                                  | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)                                                              | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)                                                       | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/>            |

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

|                                                                         |              |               |                                                                                                                                                                                                        |          |                          |
|-------------------------------------------------------------------------|--------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| <b>Plays</b><br>Standard days and timings (please read guidance note 8) |              |               | <b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 4)                                                                               | Indoors  | <input type="checkbox"/> |
|                                                                         |              |               |                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/> |
|                                                                         |              |               |                                                                                                                                                                                                        | Both     | <input type="checkbox"/> |
| <b>Day</b>                                                              | <b>Start</b> | <b>Finish</b> | <b>Please give further details here</b> (please read guidance note 5)                                                                                                                                  |          |                          |
| Mon                                                                     |              |               |                                                                                                                                                                                                        |          |                          |
| Tue                                                                     |              |               | <b>State any seasonal variations for performing plays</b> (please read guidance note 6)                                                                                                                |          |                          |
| Wed                                                                     |              |               |                                                                                                                                                                                                        |          |                          |
| Thur                                                                    |              |               | <b>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</b> (please read guidance note 7) |          |                          |
| Fri                                                                     |              |               |                                                                                                                                                                                                        |          |                          |
| Sat                                                                     |              |               |                                                                                                                                                                                                        |          |                          |
| Sun                                                                     |              |               |                                                                                                                                                                                                        |          |                          |



D

|                                                         |              |               |                                                                                                                                                                                                                 |          |                          |
|---------------------------------------------------------|--------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| <b>Boxing or wrestling entertainments</b>               |              |               | <b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b><br>(please read guidance note 4)                                                                         | Indoors  | <input type="checkbox"/> |
| Standard days and timings (please read guidance note 8) |              |               |                                                                                                                                                                                                                 | Outdoors | <input type="checkbox"/> |
| <b>Day</b>                                              | <b>Start</b> | <b>Finish</b> |                                                                                                                                                                                                                 | Both     | <input type="checkbox"/> |
| Mon                                                     |              |               | <b>Please give further details here</b> (please read guidance note 5)                                                                                                                                           |          |                          |
| Tue                                                     |              |               |                                                                                                                                                                                                                 |          |                          |
| Wed                                                     |              |               | <b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 6)                                                                                                        |          |                          |
| Thur                                                    |              |               |                                                                                                                                                                                                                 |          |                          |
| Fri                                                     |              |               | <b>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</b> (please read guidance note 7) |          |                          |
| Sat                                                     |              |               |                                                                                                                                                                                                                 |          |                          |
| Sun                                                     |              |               |                                                                                                                                                                                                                 |          |                          |

**E**

|                                                         |              |               |                                                                                                                                                                                                                                                        |                                                                       |                                     |
|---------------------------------------------------------|--------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------|
| <b>Live music</b>                                       |              |               | <b>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)</b>                                                                                                                           | Indoors                                                               | <input checked="" type="checkbox"/> |
| Standard days and timings (please read guidance note 8) |              |               |                                                                                                                                                                                                                                                        | Outdoors                                                              | <input type="checkbox"/>            |
| <b>Day</b>                                              | <b>Start</b> | <b>Finish</b> |                                                                                                                                                                                                                                                        | Both                                                                  | <input type="checkbox"/>            |
| <b>Mon</b>                                              |              |               |                                                                                                                                                                                                                                                        | <b>Please give further details here (please read guidance note 5)</b> |                                     |
| <b>Tue</b>                                              |              |               |                                                                                                                                                                                                                                                        |                                                                       |                                     |
| <b>Wed</b>                                              |              |               | <b>State any seasonal variations for the performance of live music (please read guidance note 6)</b>                                                                                                                                                   |                                                                       |                                     |
| <b>Thur</b>                                             |              |               |                                                                                                                                                                                                                                                        |                                                                       |                                     |
| <b>Fri</b>                                              | 11:00        | 02:00         | <b>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 7)</b><br>Non-standard hours to remain unchanged. |                                                                       |                                     |
| <b>Sat</b>                                              | 11:00        | 02:00         |                                                                                                                                                                                                                                                        |                                                                       |                                     |
| <b>Sun</b>                                              |              |               |                                                                                                                                                                                                                                                        |                                                                       |                                     |

F

| Recorded music<br>Standard days and timings (please read guidance note 8) |       |        | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)                                                                                                                                  | Indoors  | <input checked="" type="checkbox"/> |
|---------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| Day                                                                       | Start | Finish |                                                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/>            |
| Mon                                                                       |       |        | <u>Please give further details here</u> (please read guidance note 5)                                                                                                                                                                                  | Both     | <input type="checkbox"/>            |
| Tue                                                                       |       |        |                                                                                                                                                                                                                                                        |          |                                     |
| Wed                                                                       |       |        | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)                                                                                                                                                   |          |                                     |
| Thur                                                                      |       |        |                                                                                                                                                                                                                                                        |          |                                     |
| Fri                                                                       | 11:00 | 02:00  | <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 7)<br>Non-standard hours to remain unchanged. |          |                                     |
| Sat                                                                       | 11:00 | 02:00  |                                                                                                                                                                                                                                                        |          |                                     |
| Sun                                                                       |       |        |                                                                                                                                                                                                                                                        |          |                                     |

**G**

| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 8) |       |        | <b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 4)                                                                                | Indoors  | <input type="checkbox"/> |
|-----------------------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| Day                                                                                     | Start | Finish |                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/> |
| Mon                                                                                     |       |        | <b>Please give further details here</b> (please read guidance note 5)                                                                                                                                  | Both     | <input type="checkbox"/> |
| Tue                                                                                     |       |        |                                                                                                                                                                                                        |          |                          |
| Wed                                                                                     |       |        | <b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)                                                                                                        |          |                          |
| Thur                                                                                    |       |        |                                                                                                                                                                                                        |          |                          |
| Fri                                                                                     |       |        | <b>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</b> (please read guidance note 7) |          |                          |
| Sat                                                                                     |       |        |                                                                                                                                                                                                        |          |                          |
| Sun                                                                                     |       |        |                                                                                                                                                                                                        |          |                          |

J

|                                                                                     |              |               |                                                                                                                                                                                                                                                |                  |                                     |
|-------------------------------------------------------------------------------------|--------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 8) |              |               | <b>Will the supply of alcohol be for consumption (Please tick box)</b><br>(please read guidance note 9)                                                                                                                                        | On the premises  | <input type="checkbox"/>            |
|                                                                                     |              |               |                                                                                                                                                                                                                                                | Off the premises | <input type="checkbox"/>            |
|                                                                                     |              |               |                                                                                                                                                                                                                                                | Both             | <input checked="" type="checkbox"/> |
| <b>Day</b>                                                                          | <b>Start</b> | <b>Finish</b> | <b>State any seasonal variations for the supply of alcohol</b><br>(please read guidance note 6)                                                                                                                                                |                  |                                     |
| Mon                                                                                 |              |               |                                                                                                                                                                                                                                                |                  |                                     |
| Tue                                                                                 |              |               |                                                                                                                                                                                                                                                |                  |                                     |
| Wed                                                                                 |              |               |                                                                                                                                                                                                                                                |                  |                                     |
| Thur                                                                                |              |               |                                                                                                                                                                                                                                                |                  |                                     |
| Fri                                                                                 | 11:00        | 02:00         |                                                                                                                                                                                                                                                |                  |                                     |
| Sat                                                                                 | 11:00        | 02:00         |                                                                                                                                                                                                                                                |                  |                                     |
| Sun                                                                                 |              |               | <b>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</b> (please read guidance note 7)<br>Non-standard hours to remain unchanged. |                  |                                     |
|                                                                                     |              |               |                                                                                                                                                                                                                                                |                  |                                     |

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 10)**

NONE

L

| <b>Hours premises are open to the public</b><br><b>Standard days and timings (please read guidance note 8)</b> |              |               | <b><u>State any seasonal variations (please read guidance note 6)</u></b> |
|----------------------------------------------------------------------------------------------------------------|--------------|---------------|---------------------------------------------------------------------------|
| <b>Day</b>                                                                                                     | <b>Start</b> | <b>Finish</b> |                                                                           |
| <b>Mon</b>                                                                                                     | <b>08:00</b> | <b>23:30</b>  |                                                                           |
|                                                                                                                |              |               |                                                                           |
| <b>Tue</b>                                                                                                     | <b>08:00</b> | <b>23:30</b>  |                                                                           |
|                                                                                                                |              |               |                                                                           |
| <b>Wed</b>                                                                                                     | <b>08:00</b> | <b>23:30</b>  |                                                                           |
|                                                                                                                |              |               |                                                                           |
| <b>Thur</b>                                                                                                    | <b>08:00</b> | <b>01:30</b>  |                                                                           |
|                                                                                                                |              |               |                                                                           |
| <b>Fri</b>                                                                                                     | <b>08:00</b> | <b>02:30</b>  |                                                                           |
|                                                                                                                |              |               |                                                                           |
| <b>Sat</b>                                                                                                     | <b>08:00</b> | <b>02:30</b>  |                                                                           |
|                                                                                                                |              |               |                                                                           |
| <b>Sun</b>                                                                                                     | <b>08:00</b> | <b>00:00</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 (please read guidance note 7)**

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

- 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 failed to enclose 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,e) (please read guidance note 11)**

This application may be amended during the application period to reflect any agreements that may be reached with the responsible authorities and interested parties. Please note these premises are already open until 01:30 on a Friday and Saturday and are operated without incident. Given this it is considered that the current Licence conditions are appropriate to ensure the Licensing objectives are met and no further steps have been identified as necessary, save for the below.

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

Clear and legible notices will be prominently displayed requesting customers to respect the needs of local residents and to leave the area quietly.  
All external windows and doors will be kept shut after 23:00 when regulated entertainment is being provided save for access and egress.

**e) The protection of children from harm**

|  |
|--|
|  |
|--|

**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
- I understand that I must now advertise my application
- I have enclosed 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 (See guidance note 13). If signing on behalf of the applicant please state in what capacity.**

|           |                         |
|-----------|-------------------------|
| Signature | <i>Kathleen Cochran</i> |
| Date      | <i>10.8.18</i>          |
| Capacity  | <i>Solicitor</i>        |



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

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

|                                                                                                                                                        |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)</b> |              |
| Karen Cochrane<br>Flint Bishop LLP<br>St. Michael's Court<br>St. Michael's Lane<br>Derby<br>DE1 3HQ                                                    |              |
| Telephone number (if any)                                                                                                                              | 01332 226148 |
| <b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b><br>[REDACTED]                                            |              |

**Notes for Guidance**

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.

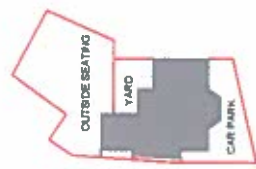
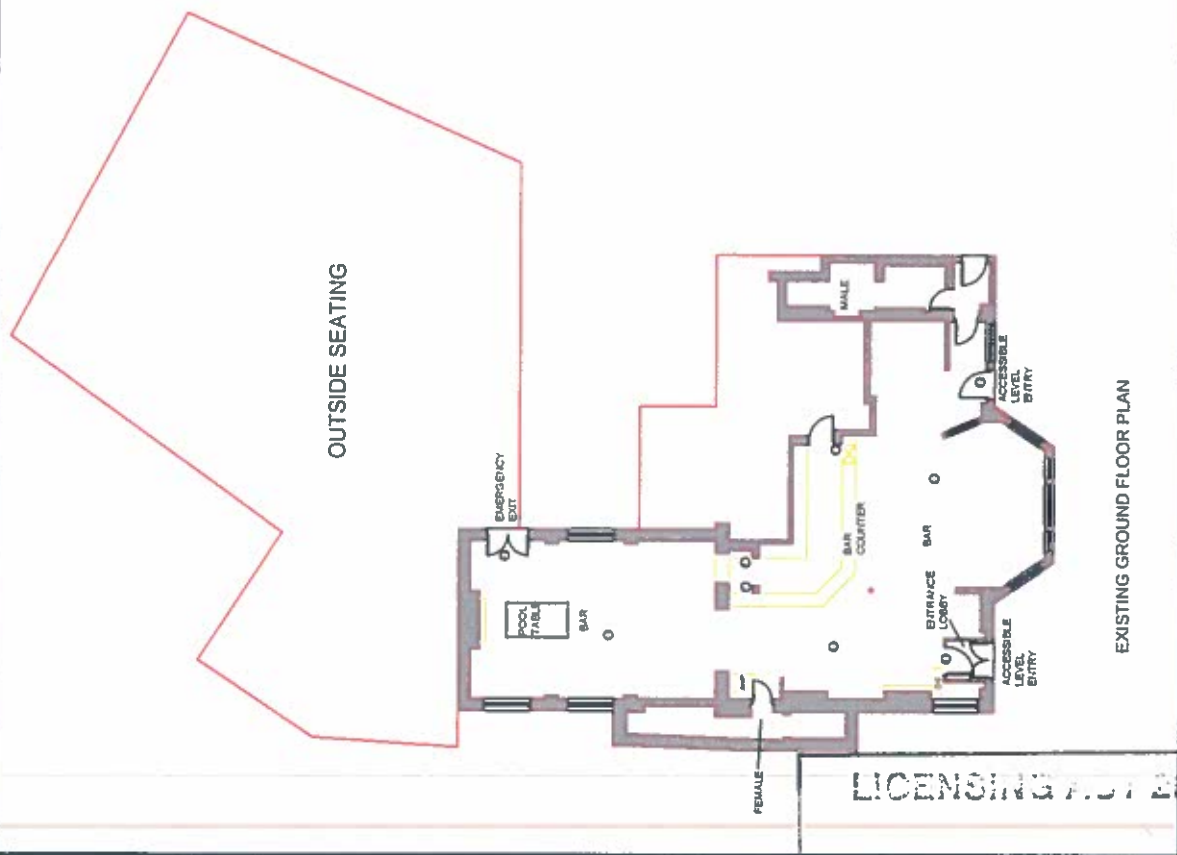
1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling

between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- **Live music:** no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- **Dance:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- **Cross activity exemptions:** no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and

**KEY**

- ② SMOKE DETECTOR
- ② DRY POWDER EXTINGUISHER
- ② CO2 EXTINGUISHER
- ② EMERGENCY LIGHT
- ② ILLUMINATED EXIT SIGN WITH DIRECTIONAL ARROW
- ② CIGARETTE VENDING MACHINE
- ② FRUIT MACHINE
- ② AMP



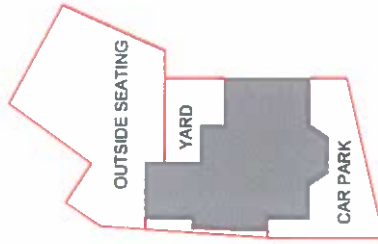
Location Plan  
Scale 1:500

|                                                                                                                                                                                       |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p><b>ROMANS</b><br/>Surveyors</p> <p>4 LIND STREET, WEMBLEY, MIDDLESEX, HA0 2LP<br/>Tel: 0181 907 2200<br/>Fax: 0181 907 2201<br/>E-mail: info@romans.co.uk<br/>WWW.ROMANS.CO.UK</p> |                      |
| <p><b>Punch Taverns</b></p> <p>Sudbury Inn, Harrow Road,<br/>Wembley, HA0 2LP</p>                                                                                                     |                      |
| Project Title                                                                                                                                                                         | Existing Floor Plans |
| Client                                                                                                                                                                                | ROMANS               |
| E.C. Number                                                                                                                                                                           | 511669               |
| Scale                                                                                                                                                                                 | 1:100                |
| Date                                                                                                                                                                                  | October 2004         |
| Drawn                                                                                                                                                                                 | 511669               |
| Checked                                                                                                                                                                               | 511669               |
| Group                                                                                                                                                                                 | The ROMANS Group     |
| Outlet No.                                                                                                                                                                            | 511669               |
|                                                                                                                                                                                       |                      |

LICENSING ACT 2003

16 APR 2018

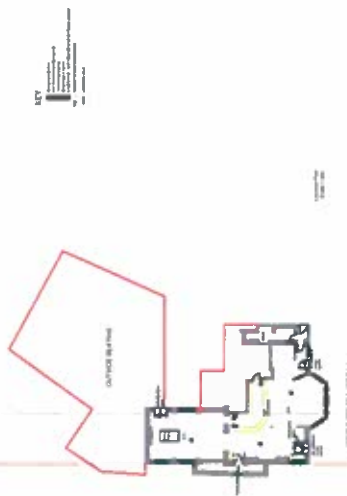
Plan Applicable to Licence  
No: 176098



**LICENSING ACT 2003**

16 APR 2018

Plan Applicable to Licence  
No: 176098





TERRITORIAL POLICING

**Brent Police Licensing Unit**

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

**Your ref: 13222**

**Our ref: 01QK/391/18/157**

**Brent Borough Licensing Department**

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

**Tel:** 020 8733 3206  
07824868710

**Email:** nicola.mcdonald@met.police.uk

**Web:** www.met.police.uk

**Date:** 14<sup>th</sup> September 2018

**Police representation to vary the Premises Licence at 'The Swan' 789 Harrow Road, Sudbury, HA0 2LP.**

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 to vary the premises licence under section 36 of the act.

The Police representations are primarily concerned with crime and disorder, prevention of public nuisance and the protection of children from harm

**Seasonal Variations:**

Police consider the seasonal variation **in addition** to the extended hours of operation to be excessive. The venue backs on to residential properties and there are residents above the surrounding premises. Police suggest the seasonal variation now be removed from the authority.

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

Door Supervisors: Mandatory Condition

Door supervisors shall wear clothing that can be clearly and easily identified on CCTV.

Door supervisors of a suitable gender mix, shall be employed from 2100 hours on any day when the premises are open for licensable activities past 0000 hours (midnight).

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

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

No entry or re-entry shall be permitted after 0100 hours.

The outside drinking areas shall cease at 2300 hours.

After 2300 hours the designated smoking area shall be at the front of the premises. Customers permitted to temporarily leave and then re-enter the premises, to smoke, shall be limited to 7 persons at any one time.

All doors and windows shall remain closed after 2300 hours and where a door is used for patrons to enter or leave the premises the door shall be fitted with a self-closing device.

Notices asking customers to leave quietly shall be conspicuously displayed at all exits.

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.

**During my consultation visit to the premises I examined the incident book and found there to be only one entry from 2017, however I am aware that there was an incident with uniformed Police on 19<sup>th</sup> July 2018 that should/would have been recorded. To make sure staff are aware of what should be recorded Police request Condition 6 Annex 2 be replaced with:**

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 incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

**Annex 3 of the premises licence has three conditions.**

**Conditions 1 and 2 are very long worded and not workable for the licence holder. An example condition 1 mentions Police Crime Prevention officers, they no longer exist within the Metropolitan Police Service.**

**Police suggest conditions 1 and 2 be replaced with:**

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 and the external areas

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

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.

Yours Sincerely,

**Nicola McDonald PC 157QK**  
**Licensing Constable Brent Police**

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Swan  
789 Harrow Road  
Middlesex  
HA0 2LP

11<sup>th</sup> September 2018

**Licensing Representation to the Application to vary the Premises Licence for Swan, 789 Harrow Road, Middlesex, HA0 2LP**

I certify that I have considered the application shown above and I do not wish to make representations against this application.

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 to vary the premises licence under section 34 of the Act.

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.**

**Proposed conditions to be added by the Local Authority**

- Door supervisors (SIA) of a suitable number and gender, shall be employed from 21.00hrs hours on any day when the premises are open for the sale of alcohol past midnight
- SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
- A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

- Signage indicating the premises operates a Challenge 25 policy 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 centrally and made available for inspection by police and relevant authorities upon request.
- No entry or re-entry shall be permitted after 01.00 hours.
- Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
- No noise or vibration shall be detectable at any neighbouring noise sensitive premises.
- All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be self-closing.
- The external areas shall cease use at 23.00hrs. After this time, a maximum of 7 persons shall be permitted to smoke outside the front of the premises at any one time.

#### **Proposed conditions to be replaced as requested by the Local Authority**

**That Closed Circuit Television (CCTV) in accordance with the advice of the police Crime Prevention Officer and maintained to the Association Of Chief Police Officers (ACPO) guidelines must be in operation and record activities in the licensed area (as defined in the plan submitted with the operating schedule and approved by the Local Authority or any subsequently approved plan including any external area which may be approved for the consumption of alcohol) whilst the premises are open to the public.**

#### **To be replaced with:**

- 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. This must comply with the Data Protection Act including signage.
- The CCTV system shall display on any recordings the correct date and time of the recording.
- The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulder image of every person entering or leaving the premises.

**That steps approved by the Local Authority in writing shall be taken by the applicant to ensure that its customers do not remove open glass containers (i.e. glasses and opened bottles) from the licensed area (as defined in the plan submitted with the operating schedule and approved by the Local Authority or any subsequently approved plan including any external area which may be approved for the consumption of alcohol) and that consumption of alcohol be restricted to the licensed area approved by the Local Authority**

To be replaced with:

- 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.

**The licensee shall keep an incident book which shall be made available to the Police and Licensing Authority.**

To be replaced with:

- 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.

**No children shall be admitted unless accompanied by a responsible adult.**

To be replaced with:

- No children shall be admitted unless accompanied by a responsible adult. All children must leave the premises by 21:00hrs

I look forward to hearing from you soon.

Yours sincerely



Susana Figueiredo  
Licensing Inspector  
Planning, Transportation & Licensing

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**From:** Business Licence  
**Sent:** 29 August 2018 14:37  
**To:** Business Licence  
**Subject:** Rep01 - redacted - The Swan, 789 Harrow Road - 13222

**From:** \*\*\*\*\*

**Sent:** 29 August 2018 12:08

**To:** Business Licence

\*\*\*\*\*

**Subject:** Application number 10517597 the Swan Public house.

Dear Sir

I would like to voice a concern for the first part of this application.

I live opposite the Swan pub where they often have live music events.

The musician and their sound equipment are situated at the front of the building where their clients come in and out to smoke outside.

I have one bedroom and a lounge at the front and a bedroom and roof terrace at the back, when their loud music is playing I can hear the words to the songs from all but the back bedroom of my flat. The music is mostly base it drowns the television in the front room.

While I don't want to seem a kill joy it is unpleasant on ones weekend off. The thought of it going on till 2 am with no noise level restriction is harrowing, my neighbours have children. Because of their circumstances I expect they are not aware of this application.

There are not many direct neighbours to the Swan but I do think our quality of weekend peace should be considered.

I am sure the pub managers have no idea of how loud and far the sound travels. I request that you consider the impact on us.

Could the pub move the music to the back of the pub.

*The Swan has applied to extend their licensable hours for recorded music, live music and sale of alcohol from 1.00 am to 2.00 am on Friday and Saturday.*

I have no objection to the second part- in fact it's a good idea.

*They want to open at 08.00 am for non-licensable activities such as supplying tea, coffee and breakfast.*

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# Regulatory Services MEMORANDUM

## LICENSING CONSULTATION -INTERNAL MEMO

**To:** Punch Partnerships (PTL) Ltd

**From:** Jason Nelson

**Cc:**

**Date:** 22/08/2018

**Premises:** 789 Harrow Road, Wembley, HA0 2LP

**Type of Application:** Variation

**Reference:** 13222

**Application:** Extend hours until 02:00 on Fridays - Saturdays. To open from 08:00 daily for sale of Tea/Coffee/Breakfast.

Dear Sir/Madam,

I would like to confirm that I have considered the above proposal with regard to the prevention of public nuisance.

On behalf of Regulatory Services (Environmental Health) I would like to make representations to the Variation.

On the following grounds:

- airborne entertainment noise.
- Noise generated by patrons in external areas of the premises e.g. beer garden.

**The following conditions must be read and agreed to by the applicant if variation is to be granted**

### **Prevention of nuisance from noise/vibration**

#### ***Airborne***

All doors and windows will remain closed during the licensed activities. Where a door is used for patrons to enter or leave the premises the door will be fitted with a self-closing device and staff told to ensure that it is not propped open. *[if necessary]* A member of staff shall be positioned at the door to ensure it is opened for as brief a period as possible.

The licensable activity shall conclude 30 minutes before the premises is due to close to prevent excessive noise breakout as the premises empties.

Entrance/exit from the premises whilst licensable activities are ongoing shall be via a lobbied door to minimise noise breakout.

#### ***Outside Areas***

No music will be played in, or for the benefit of patrons in the beer garden or other external areas of the premises.

No form of loudspeaker or sound amplification equipment is to be sited on or near the exterior premises or in or near any foyer, doorway, window or opening to the premises.

Signs shall be displayed in the beer garden/on the frontage instructing patrons to recognise the residential nature of the area and conduct their behaviour accordingly – The management reserve the right to ask patrons to move inside the premises or leave if it is felt that they could be disturbing neighbours.

The beer garden/frontage will be closed and patrons requested to come inside the main structure of the premises at 23.00 hours.

### **Supporting Information**

Complaints of noise nuisance has been reported within the last 12-15 Months.



**From:** Nelson, Jason  
**Sent:** 10 September 2018 11:30  
**To:** 'karen.cochrane'  
**Cc:** Business Licence  
**Subject:** RE: The Swan, 789 Harrow Road, Wembley - 13222

Dear Karen,

In light of the amended conditions and you stating your clients are in agreement, I will now withdraw my representations and add the agreed conditions to the application.

Kind Regards

Jason Nelson  
Enforcement Officer  
Community Protection  
Regeneration & Environmental Services  
Tel: 020 8937-5573

\*\*\*\*\*

**From:** Karen Cochrane [mailto:karen.cochrane]  
**Sent:** 07 September 2018 12:47  
**To:** 'ens.noiseteam@brent.gov.uk'  
**Cc:** Business Licence <[business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)>  
**Subject:** FW: The Swan, 789 Harrow Road, Wembley - 13222

Dear Jason,

I do apologise for the delay in responding to your proposals regarding the above premises. Unfortunately I have struggled to get instructions from the area manager and the tenant as they have both been away on holiday.

However I can confirm that my clients are agreeable to conditions being added to the licence to state

- All doors and windows will remain closed during regulated entertainment. Where a door is used for patrons to enter or leave the premises the door will be fitted with a self-closing device and staff told to ensure that it is not propped open. Alternatively a member of staff shall be positioned at the door to ensure it is opened for as brief a period as possible.
- Licensable activities shall conclude 30 minutes before the premises is due to close to prevent excessive noise breakout as the premises empties.
- Whilst regulated entertainment takes place patrons will be encouraged to leave via a lobbied door to minimise noise breakout.

#### **Outside Areas**

- No music will be played in, or for the benefit of patrons in the beer garden or other external areas of the premises.
- No form of loudspeaker or sound amplification equipment is to be sited on or near the exterior premises or in or near any foyer, doorway, window or opening to the premises.
- Signs shall be displayed in the beer garden/on the frontage instructing patrons to recognise the residential nature of the area and conduct their behaviour accordingly – The management reserve the right to ask patrons to move inside the premises or leave if it is felt that they could be disturbing neighbours.
- The beer garden/frontage will be closed and patrons requested to come inside the main structure of the premises at 23.00 hours. After 23.00 only patrons wishing to smoke will be permitted to use the external areas and drinks will not be permitted to be consumed in the external area.

In addition I have instructions that the tenant has discussed his plans with his neighbour and there is now no proposal to change the current permission for live music. Accordingly I am proposing to amend the application to remove the variation relating to live music.

You will note that I have slightly amended your proposals so that they relate to noise generating entertainment rather than having to close windows when customers are quietly having a drink. Please also note that fire regulations will not permit exit doors to be locked (where they aren't lobbied). Finally, for clarification I thought I'd just mention that I will be advising my client what entertainment will be permissible outside according to the Deregulation Act .

Apologies once again for the delay in responding to you.

I look forward to your comments.

Kind regards,

Karen



# Brent

Planning, Transportation & Licensing  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

TEL: 020 8937 5359  
EMAIL: [business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)  
WEB: [www.brent.gov.uk](http://www.brent.gov.uk)

## London Borough of Brent Premises Licence

### Part A

*This Premises Licence was granted by Brent Council, Licensing Authority for the area of the Borough of Brent under the Licensing Act 2003*

Original grant date: 01 September 2005  
Current issue date: 16 March 2018

..... AKter. claudh...  
Authorised signatory

Premises licence number: 176098

#### Part 1 – premises details

Postal address of premises, or if none, ordinance survey map reference or description

Swan  
789 Harrow Road, Wembley, London, Brent, HA0 2LP

Where the licence is time limited the dates

Licensable activities authorised by the licence

Section Recorded Music:()  
Section Live Music:()  
Section J: Sale or Supply of Alcohol:(On and off the premises)

The times the licence authorises the carrying out of licensable activities

| <b>Section Recorded Music:( )</b> |                   |                 |
|-----------------------------------|-------------------|-----------------|
| <b>Day</b>                        | <b>Start Time</b> | <b>End Time</b> |
| Monday                            | 11:00             | 23:00           |
| Tuesday                           | 11:00             | 23:00           |
| Wednesday                         | 11:00             | 23:00           |
| Thursday                          | 11:00             | 01:00           |
| Friday                            | 11:00             | 01:00           |
| Saturday                          | 11:00             | 01:00           |
| Sunday                            | 12:00             | 23:30           |

A further additional hour into the morning following every Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend., A further additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday Weekend., A further additional hour every Christmas eve., A further additional hour every Boxing day., To reflect existing New Years eve/day hours.,

| <b>Section Live Music:( )</b> |                   |                 |
|-------------------------------|-------------------|-----------------|
| <b>Day</b>                    | <b>Start Time</b> | <b>End Time</b> |
| Monday                        | 11:00             | 23:00           |
| Tuesday                       | 11:00             | 23:00           |
| Wednesday                     | 11:00             | 23:00           |
| Thursday                      | 11:00             | 01:00           |
| Friday                        | 11:00             | 01:00           |
| Saturday                      | 11:00             | 01:00           |
| Sunday                        | 12:00             | 23:30           |

A further additional hour into the morning following every Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend., A further additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday Weekend., A further additional hour every Christmas eve., A further additional hour every Boxing day., To reflect existing New Years eve/day hours.,

| <b>Section J: Sale or Supply of Alcohol:(For consumption on and off the premises)</b> |                   |                 |
|---------------------------------------------------------------------------------------|-------------------|-----------------|
| <b>Day</b>                                                                            | <b>Start Time</b> | <b>End Time</b> |
| Monday                                                                                | 11:00             | 23:00           |
| Tuesday                                                                               | 11:00             | 23:00           |
| Wednesday                                                                             | 11:00             | 23:00           |
| Thursday                                                                              | 11:00             | 01:00           |
| Friday                                                                                | 11:00             | 01:00           |
| Saturday                                                                              | 11:00             | 01:00           |
| Sunday                                                                                | 12:00             | 23:30           |

A further additional hour into the morning following every Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend., A further additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday Weekend., A further additional hour every Christmas eve., A further additional hour every Boxing day., To reflect existing New Years eve/day hours.,

The opening hours of the premises

| Day       | Start Time | End Time |
|-----------|------------|----------|
| Monday    | 11:00      | 23:30    |
| Tuesday   | 11:00      | 23:30    |
| Wednesday | 11:00      | 23:30    |
| Thursday  | 11:00      | 01:30    |
| Friday    | 11:00      | 01:30    |
| Saturday  | 11:00      | 01:30    |
| Sunday    | 12:00      | 00:00    |

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

**For consumption on and off the premises**

## **Part 2**

Name, (registered) address, telephone number and email (where relevant) of holder of the premises licence

**Punch Partnerships (PTL) Ltd**

Registered number of holder, for example company number, charity number (where applicable)

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

**Barry McCaffrey**

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

**Licence Number:** [REDACTED]  
**Issuing authority:** [REDACTED]

## **Annex 1 – Mandatory conditions**

### **No Irresponsible Drinks Promotions**

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

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities,

or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

1. (a) games or other activities which require or encourage,

or are designed to require or encourage, individuals to— (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

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

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

#### **Free Water**

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

#### **Age Verification Policy**

(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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

(a) a holographic mark, or

(b) an ultraviolet feature.

#### **Small Measures to be Available**

The responsible person must ensure that—

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

(i) beer or cider: ½ pint;

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

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

(b) these measures are displayed in a menu, price list or other printed material which is available to

customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available

### Minimum Price of Alcohol

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1—

(a)—duty<sup>ll</sup> is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b)—permitted price<sup>ll</sup> is the price found by applying the formula—

$$P = D + (D \times V)$$

where—

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c)—relevant person<sup>ll</sup> means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) —relevant person<sup>ll</sup> means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e)—value added tax<sup>ll</sup> means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4.(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (—the first day<sup>ll</sup>) would be different from the permitted price on the next day (—the second day<sup>ll</sup>) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### Requirement for a DPS

(1) No supply of alcohol may be made under the premises licence—

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or their personal licence is suspended.

(2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence

#### **Door Supervisors and Security Staff to be Licensed by the SIA (when required)**

Where the licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority, with the following exceptions:

- a) premises where the premises licence authorises plays or films
- b) any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 to the Private Security Industry Act 2001 (premises being used exclusively by a club with a club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
- c) any occasion within paragraph 8(3)(d) of Schedule 2 to the Private Security Industry Act 2001

#### **Film Classification When required**

(i) The admission of children to the exhibition of any film must be restricted in accordance with the recommendation of the designated film classification body unless section (ii) applies.

(ii) Where the licensing authority notifies the holder of the licence that this subsection applies the admission of children must be restricted in accordance with any recommendation made by the licensing authority.

In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority

under section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).

## **Annex 2 – Conditions consistent with the operating schedule**

1. Adequate illumination shall be provided and maintained to the external areas of the premises
2. Toilets shall be checked regularly for the use of drugs and other illegal activities.
3. A passive infra red (PIR) burglar alarm shall be installed and maintained.
4. A health and safety risk assessment shall be in place and reviewed quarterly.
5. Suitable and sufficient fire fighting equipment shall be provided and maintained in good order and serviced annually.
6. The licensee shall keep an incident book which shall be made available to the Police and Licensing Authority.
7. Adequate and appropriate first aid equipment shall be available on the premises.



8. The number of a local licensed taxi service shall be available to customers.
9. No children shall be admitted unless accompanied by a responsible adult.
10. The Portman Group proof of age scheme or similar such scheme shall be adopted.

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

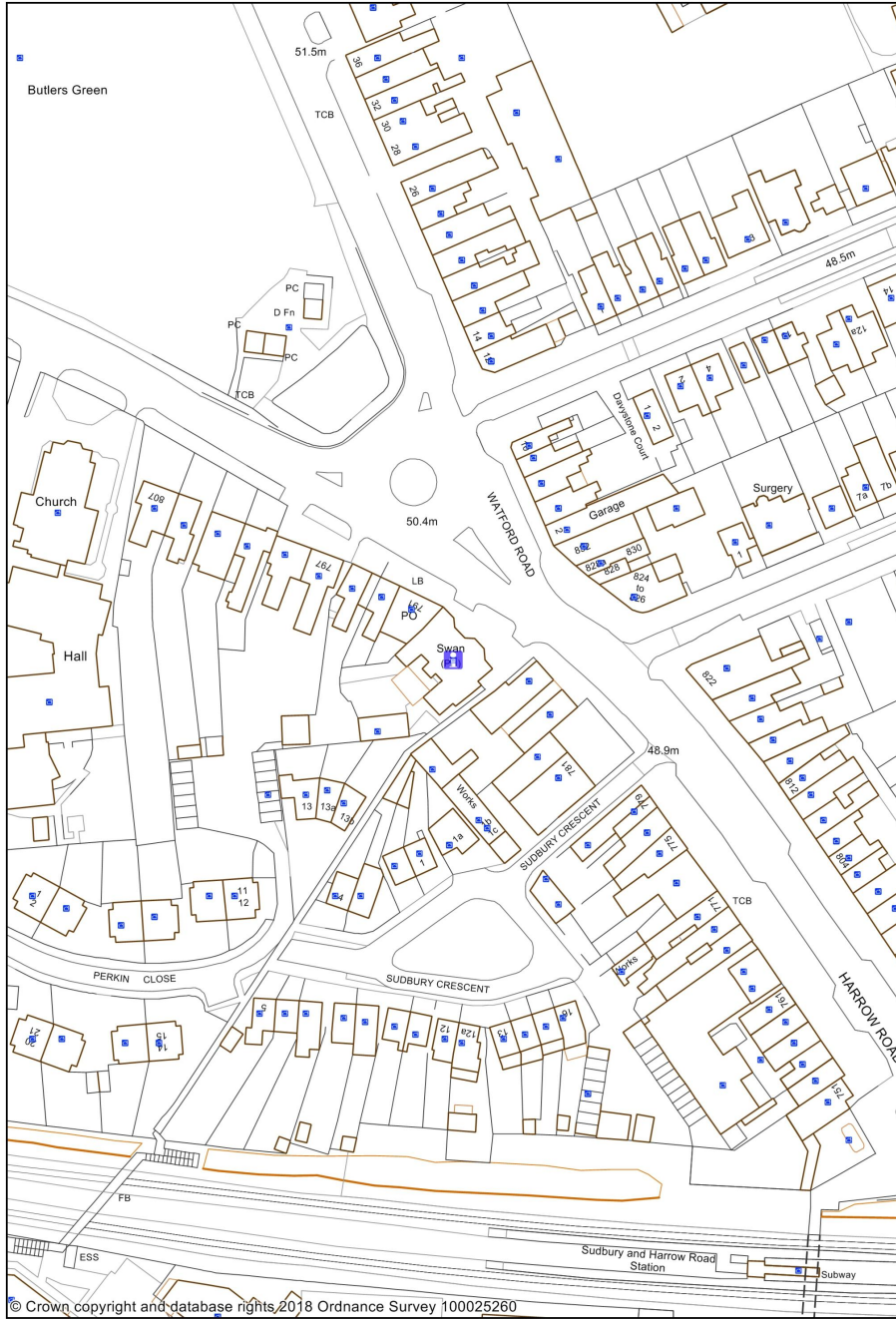
1. That Closed Circuit Television (CCTV) in accordance with the advice of the police Crime Prevention Officer and maintained to the Association Of Chief Police Officers (ACPO) guidelines must be in operation and record activities in the licensed area (as defined in the plan submitted with the operating schedule and approved by the Local Authority or any subsequently approved plan including any external area which may be approved for the consumption of alcohol) whilst the premises are open to the public.
2. That steps approved by the Local Authority in writing shall be taken by the applicant to ensure that its customers do not remove open glass containers (i.e. glasses and opened bottles) from the licensed area (as defined in the plan submitted with the operating schedule and approved by the Local Authority or any subsequently approved plan including any external area which may be approved for the consumption of alcohol) and that consumption of alcohol be restricted to the licensed area approved by the Local Authority
3. That a copy of the Premises Licence Summary (including the hours during which licensable activities are permitted) shall be visible from the outside of each entrance to the premises.

### **Annex 4 – Plans**

See attached



The Swan 789 Harrow Road HA0 2LP



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:          | Boxpark Trading Ltd                                                       |
| Name & Address of Premises: | Boxpark Wembley, Atrium Communal Space, 18 Olympic Way<br>Wembley HA9 0JT |
| Applicants Agent:           | Gregg Latchams Solicitors                                                 |
|                             |                                                                           |

The application is for a new premises licence:

- 1 For the provision of Regulated Entertainment and the Sale & Supply of alcohol from 10:00hrs to 23:00hrs Monday to Sunday.  
Late night refreshment from 23:00hrs to 23:30hrs Monday to Sunday;  
To remain open from 07:00hrs to 23:30hrs Monday to Sunday.

#### 2. Background

None

#### 3. Promotion of the Licensing Objectives

See Separate sheet.

#### 4. Relevant Representations

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

#### 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**

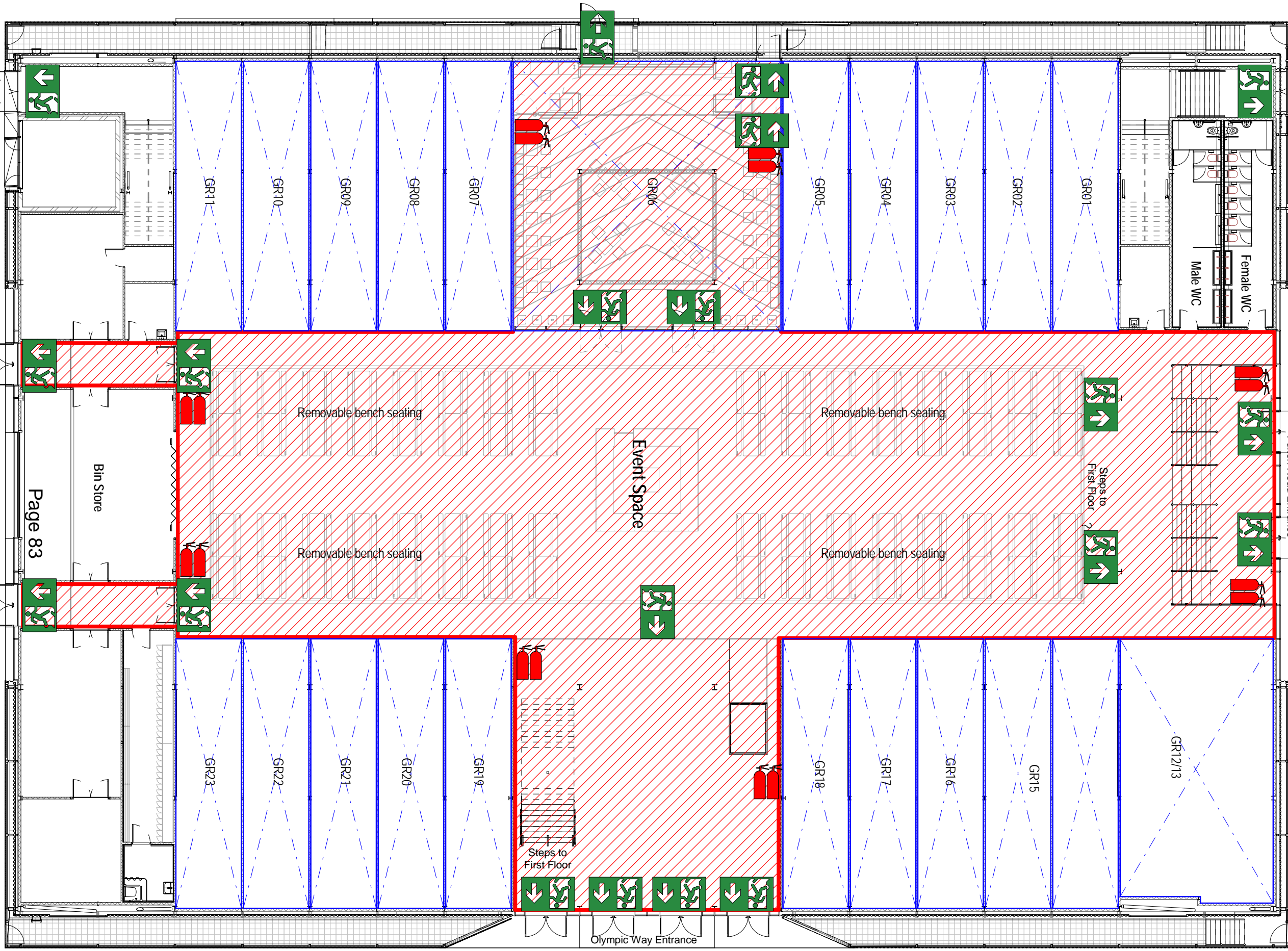
- A. Copy of Application Form & Premises Plan
- B. Police rep
- C. Licensing Rep
- D. Nuisance Control Team Rep & withdrawal
- E. Public Safety Rep & withdrawal
- F. OS Map

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN FOR THAT WHICH IT WAS PREPARED AND ISSUED. ALL DIMENSIONS SHOULD BE CHECKED ON SITE. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR DIVERGENCIES SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW.

DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CDM DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT CDM RISK REGISTER



### NOTES

DEMISE OF INDIVIDUAL TENANT OPERATING UNIT. (The blue line denotes the current known configuration of tenant units but maybe subject to change in the future to be confirmed by Boxpark.)

**NOTE:** Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant Fit-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.) This will be written into the tenant fitout guide and will be a mandatory requirement.

Denotes area for the provision of licensable activities

INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS. (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-0-3 &0.

|     |                                                                     |     |    |          |
|-----|---------------------------------------------------------------------|-----|----|----------|
| P03 | unit GR06 included in licence area                                  | PaC | GE | 29/08/18 |
| P02 | Updated with comments received from Gregg Latchams (inc sheet name) | PaC | GE | 11/07/18 |
| P01 | First Issue                                                         | PaC | GE | 10/07/18 |

| REVISION | DESCRIPTION | DRAWN | CHECKED | DATE |
|----------|-------------|-------|---------|------|
| CLIENT   |             |       |         |      |

# BOXPARK

# BDP.

11 Ducie Street  
 PO Box 85  
 Piccadilly Basin  
 Manchester  
 M60 3JA  
 United Kingdom

T +44 (0)161 828 2200  
 www.bdp.com

PROJECT TITLE  
**BOXPARK Wembley**

|                                                                                     |                                    |
|-------------------------------------------------------------------------------------|------------------------------------|
| BDP JOB NUMBER<br><b>P2007903</b>                                                   | SCALE<br>@ A3                      |
| DRAWING TITLE<br><b>Communal Space Layout Plan<br/>Event Space<br/>Ground Floor</b> | DATE FIRST ISSUED<br><b>Jul 18</b> |
| DRAWING NO.<br><b>BPW-BDP-(0-)AP031</b>                                             | REVISION<br><b>P03</b>             |

**EMERGENCY SIGNAGE:**  
 INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

PLEASE READ THIS DRAWING IN CONJUNCTION WITH:  
 Fire Engineers Report:  
 BM456

Fire strategy drawing:  
 BPW-BDP-(67)AE010

Communication, safety and protection Systems:  
 BPW-BDP-ZZ-00-PL-E-75\_50-0001  
 BPW-BDP-ZZ-01-PL-E-75\_50-0001

Security Systems:  
 BPW-BDP-ZZ-00-PL-E-75\_40-0001  
 BPW-BDP-ZZ-01-PL-E-75\_40-0001

Lighting Drawings:  
 BPW-BDP-ZZ-00-PL-E-70\_80-0001  
 BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

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**METROPOLITAN  
POLICE**

**TOTAL POLICING**

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

**Your ref: N/A**

**Our ref: 01QK/**

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

**Tel:** 020 8733 3206

**Mob:** 07500993897

**Email:** michael.sullivan3@met.police.uk

**Web:** www.met.police.uk

**Date:** 13<sup>th</sup> August 2018

**Police representation to the application for a new Premises Licence 'Atrium Communal Space – Boxpark, 18 Olympic Way, Wembley, HA9 0JT'**

**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.**

Officer: **Michael Sullivan 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 Protection of Children from Harm, Prevention of Crime and Disorder, The Prevention of Public Nuisance, and Public Safety.

This is an application for a new premise licence which is part of an application for six new licence applications for a large scale multiple restaurants, bar areas which will also incorporate live ticketed music events.

The site of this large unit (Boxpark) is within the new development of Wembley Park which consists of a large scale housing build, a shopping outlet area and multiple student accommodations, the venue is also within the footprint of the National Stadium.

This application states that there will be promoted ticketed events with a capacity of 1999 people, however looking at the plans it is not clear if this will include the other licenced premises that are within the Boxpark site, as the plans show that there is

only one main entrance into the unit which then leads to the other separate licenced areas. This will need to be clarified by the applicant.

Furthermore the plans for this application for the Atrium Communal Space, asks for the supply of Alcohol, on the premises only, but the plans do not indicate a bar area, so it is unclear where people will be able to purchase alcohol from, as looking at the other applications for the other parts of the unit also show the supply of alcohol on the premises, with the plans showing a defined area within the restaurant and does not cover the Atrium Communal Space, again this will need to be clarified.

Police ask that the conditions set out below be added to the licence, to help uphold the licensing objectives.

### **Prevention of Crime and Disorder**

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.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.

Door supervisors of a suitable gender mix, shall be employed on any day when the premises are open for the sale of alcohol.

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

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

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

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 incidents of disorder
- (e) All seizures of drugs or offensive weapons
- (f) Any faults in the CCTV system or searching equipment or scanning equipment
- (g) Any refusal of the sale of alcohol
- (h) Any visit by a relevant authority or emergency service.

A personal licence holder shall be present on the premises and supervise the sale of alcohol for all Promoted ticketed events.

### **Protection of Children from Harm**

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.

No children under the age of 18 shall be allowed on the premises after 2100 hours unless accompanied by an adult.

### **The Prevention of Public Nuisance**

Notices asking customers to leave quietly shall be conspicuously displayed at all exits

No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.

No entry or re-entry shall be permitted after 21.00 hours

All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be lobbied and fitted with a self-closing device.

A noise limiter set at a level agreed by Brent Council's Licensing Unit shall be used at all times.

There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority

### **Wembley Stadium Football Event Day Conditions**

- (a) Customers shall not be allowed to congregate outside the premises.
- (b) No drinks shall be served in glass containers.
- (c) 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.
- (d) The premises will stop the sale of Alcohol (1) one hour before the advertised kick off time, and will not resume the sales of alcohol until (15) fifteen minutes after the kick off time.
- (e) On Football event days at Wembley stadium the venue will only take one set of supporters (Fan Zone) on the production of a valid ticket for the game, the designated team will be allocated by the Metropolitan Police after a risk assessment has been conducted.
- (f) The venue will **Not** show live sport on football event days.

- (g) The smoking area will be fenced off and will not be visible from Olympic Way, no alcohol will be allowed in the smoking area. (The smoking area will be supervised by SIA and no more than 50 people will be allowed within the area at any time)
- (h) A personal licence holder shall be present on the premises and supervise the sale of alcohol on football event days

The above Wembley Stadium Event Day conditions are necessary to promote the licensing objectives, police resources are fully stretched on event days at Wembley and with the addition of another large venue opening up on the door step of the national stadium this will only further stretch police resources, police ask that there is no congregation outside the premises due to this being an already heavy footfall on event days and is part of the main route into the stadium for fans.

Police would expect the DPS to work with police at such large events and help promote the licensing objectives.

Police ask that the sales of alcohol stop one hour before the designated kick off time to allow for fans to make their way in to the ground in an orderly manner and assist in the enhanced searching policy that is now in place before entering the stadium.

Having the venue as a fan zone, will reduce the likelihood of disorder between fans, and is part of how the Wembley footprint is currently policed, the decision as to what fans are allocated to which licenced premises is decided to how the teams are split inside the stadium in an effort to avoid as much as possible fans cross over on their way in to the stadium.

Ticketless fans consistently cause problems in the surrounding licenced premises, they will start drinking early in the day, then find a venue who are showing the game and continue drinking, and this on occasions leads to disorder, again producing a strain on an already stretched policing plan. This venue as already mentioned is situated next to Olympic way which is the main access/egress for patrons of the stadium and is regularly a flash point for disorder.

Licensed premises within the Wembley stadium footprint comply with the Wembley split on football event days, thus reducing the amount of disorder within licenced premises.

**Michael Sullivan 368QK**  
Licensing Constable for  
Brent Borough Police

---

Boxpark Ltd  
Atrium Communal Space  
Boxpark Wembley  
18 Olympic Way  
HA9 0JT

14 September 2018

**Licensing Representation to the Application for a new Premises Licence for Atrium Communal Space, Boxpark Wembley, 18 Olympic Way, HA9 0JT**

I certify that I have considered the application shown above and I wish to make a representation.

**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 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 be included as conditions on the 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. The CCTV images shall be kept in an easily downloadable format.
3. On Wembley Stadium event days SIA door supervisors of a suitable number and gender, shall be employed from 11.00 hours until 1 hour after the event begins.
4. On Wembley Stadium event days no drinks shall be served other than in plastic/polycarbonate/cardboard or toughened glass
5. On Wembley Stadium event days a personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.

6. On Wembley Stadium event days no children shall be admitted unless accompanied by a responsible adult.
7. On Wembley Stadium event days there must be suitable measures in place to ensure there is a free flow of access and egress for customers. As such, the area between the exit doors from the premises to the external part of the building out on the public highway shall be free from any obstruction including persons.
8. On Wembley Stadium event days a risk assessment will be undertaken based on the proposed event and will be provided to police or authorised council officers upon request.
9. On non Stadium event days, the use of door security shall be risk assessed by the premises licence holder. A copy of the risk assessment shall be kept on site and made available to the police and other responsible authorities on request. The risk assessment shall be reviewed at least every 12 months. Where SIA staff are employed they shall be made aware that customers must not leave or enter the building with alcohol. Signs will also be placed at all entrances and exits to the building indicating that alcohol may not be brought on to or removed from the premises.
10. SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
11. A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.
12. 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.
13. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
14. A “Challenge 25” policy shall be adopted and adhered to at all times.
15. Substantial snacks and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.
16. The premises shall provide chairs and tables for customer use.
17. 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.
18. A clear and unobstructed view into the premises shall be maintained at all times.
19. 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.

20. 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 centrally and made available for inspection by police and relevant authorities upon request.
21. No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.
22. The placing of bottles into receptacles outside the building shall not be permitted between 20.00hrs hours and 07.00 hours the following morning.
23. There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority. The premises dispersal policy shall be kept and made available to police and authorised officers from Brent Council.
24. There shall be no more than one mobile bar and one static bar on each floor of the atrium communal space.
25. No person shall be permitted to sit on the floor, on stairs or in gangways and passageways.
26. Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
27. All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be self-closing.
28. Suitable receptacles for rubbish shall be made available inside the premises for customers to use and they shall be emptied regularly to prevent overflow or odours.
29. The licensee shall ensure all public areas within 3 metres of the premises are cleared of litter arising from the premises daily.
30. The number of persons permitted to use the smoking area shall be risk assessed. A copy of the risk assessment shall be kept on the premises made available to the police and other responsible authorities on request.
31. The use of the smoking area is to be supervised by SIA, and on event days a member of door security shall be positioned in the smoking area from 1100 until 1 hour after the event begins.

The following additional conditions have also been agreed with and EHO and should be added to the licence.

32. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
33. Music played at the premises will not be audible at or within the site boundary of any residential property
34. Music is not to be played outdoors at any time
35. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

36. When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents

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 sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services



ENVIRONMENTAL HEALTH  
**MEMORANDUM**

**LICENSING CONSULTATION -INTERNAL MEMO**

**To:** Business Licensing

**From:** Ketan Joshi

**Date:** 28/08/2018

**Premises:** Atrium Communal Space, Boxpark Wembley, 18 Olympic Way, HA9 0JT

To: Brent Licensing Team –

**CONSULT: New Premises Application reference: 13063**

**Premises: - Atrium Communal Space - Boxpark,18 Olympic Way, Wembley, HA9 0JT**

I certify that I have considered the application shown above. It is acknowledged that the licensable activities proposed are:

- Live music at management's discretion - Monday to Sunday 10.00-23.00
- Recorded music at management's discretion - Monday to Sunday 10.00-23.00
- Provision of late night refreshment - Monday to Sunday 23.00-23.30
- Supply of alcohol - Monday to Sunday 10.00-23.00

The applicant has stated the following in the application form:

- Proposed opening hours for the premises – 07.00-23.30

As the proposed conditions in the application do not adequately address how the condition relating to public nuisance will be upheld, representation is made on the grounds that due to the close proximity of residential units, public nuisance is likely based on the proposed activities and times as specified in the application.

**Recommendations**

It is recommended that the following conditions are attached to the Licence in order to prevent public nuisance:

1. All doors and windows will remain closed during the licensed activities.
2. Music played at the premises will not audible at or within the site boundary of any residential property.
3. Music is not to be played outdoors at any time.
4. Signs shall be displayed in prominent areas informing patrons of the residential nature of the area and to conduct their behaviour accordingly.
5. When the premises turn out, a door supervisor shall supervise patrons and ensure they leave in a prompt and courteous manner, respecting the local residents.

If the applicant agrees to accept the above conditions, I will be in a position to withdraw my representation.

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**From:** Joshi, Ketan  
**Sent:** 31 August 2018 15:44  
**To:** 'ewen.macgregor  
**Cc:** Business Licence  
**Subject:** Re: Boypark,18 Olympic Way, Wembley, HA9 0JT

Dear Ewen

Thank you for your response. Your suggestions for revised conditions is reasonable and I am in agreement and willing to revise my original conditions as follows, for the six applications:

**Application references 13058, 13059, 13060, 13061, 13062 (Areas FR28, GF06, FR29, FR30/FR31, FR30/FR33)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

**Application reference 13063 (Atrium Communal Space)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly
5. When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents

I trust that your client is in agreement with the above. I therefore withdraw with representations subject to the above conditions being attached to the respective Licences as identified by the unique application references indicated above.

Please contact me if you wish to query any of the above or if you wish to discuss any of the applications further, otherwise simply confirm your client's agreement to the above ensuring that the Business Licence Team (as copied into this email) are also notified.

Regards

Ketan Joshi  
Enforcement Officer  
Regulatory Services

**From:** Ewen Macgregor [  
**Sent:** 30 August 2018 17:23  
**To:** Business Licence <[business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)>  
**Cc:** Naomi Jenkins <Jo Brown <  
**Subject:** Boxpark,18 Olympic Way, Wembley, HA9 0JT

Good afternoon

We received from you a rep in relation to the above 6 applications which was sent to you from Ketan Joshi, the Licensing Enforcement Officer. Unfortunately we do not have his contact email.

Would it be possible for you to forward on our response below to Ketan (copying us in).

All of the proposed conditions, for each of the six applications can be agreed save for where set out below

1. All windows and doors will remain closed during licensed activities

This is not agreed.

There are no windows in the premises.

If you were able to agree a condition which states as follows we can take our clients instructions

“Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities”

2. Music played at the premises will not be audible at or within the site boundary of any residential property

Agreed

3. Music is not to be played outdoors at any time

Agreed

4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

Agreed

5. When the premises turn out a door supervisor shall supervise patrons and ensure that that leave in a prompt and courteous manner, respecting local residents

This condition is only appropriate - and agreed - for the Atrium licence given that all patrons will have to pass through the Atrium prior to exiting the premises

We look forward to hearing from you.

With best wishes,

**Ewen Macgregor**  
Associate Director  
Gregg Latchams

**From:** Pearce, Chris  
**Sent:** 12 September 2018 15:05  
**To:** 'Ewen Macgregor'  
**Cc:** Patel, Yogini; Business Licence; Legister, Linda  
**Subject:** RE: Atrium Communal Space - Boxpark,18 Olympic Way, Wembley, HA9 0JT

Dear Mr Macgregor

**Licensing Act 2003**  
**Application for a New Premises Licence**  
**Name and address of premises Boxpark,18 Olympic Way, Wembley, HA9 0JT**

Thank you for your correspondence dated 11 September 2018, stating that you accept the conditions set out in our representation.

I confirm that the Public Safety Team now withdraw the current representation and do not make any further representations regarding the application.

We will require the agreed conditions to appear on the licence schedule.

Kind regards

Mr Chris Pearce  
Public Safety Officer  
Regeneration & Environmental Services

\*\*\*\*\*

**From:** Ewen Macgregor [  
**Sent:** 11 September 2018 09:27  
**To:** Pearce, Chris  
**Cc:** Patel, Yogini ; Business Licence ; Legister, Linda  
**Subject:** RE: Atrium Communal Space - Boxpark,18 Olympic Way, Wembley, HA9 0JT

Chris

Thank you for your email

I am pleased to confirm that these revised conditions are agreed.

**Ewen Macgregor**  
**Associate Director**  
**Gregg Latchams**

**From:** Pearce, Chris [  
**Sent:** 03 September 2018 16:06  
**To:** Ewen Macgregor  
**Cc:** Patel, Yogini; Business Licence; Legister, Linda  
**Subject:** RE: Atrium Communal Space - Boxpark,18 Olympic Way, Wembley, HA9 0JT

Dear Mr Macgregor

I am writing to confirm the change to the proposed conditions, see the final condition. This will be discussed when the building work is nearer completion and I would suggest a site visit to talk through this. Please be advised that there will be a maximum amount of people that can be inside the building and a maximum amount of people that exit the premises. The capacity will be the lesser figure of the two.

**Licensing Act 2003**

**Application for a New Premises Licence**

**Premises address Atrium Communal Space - Boxpark,18 Olympic Way, Wembley, HA9 0JT**

I refer to your application for a premises licence for the above premises. The Public Safety Team is making a Representation to the Licensing Authority on the grounds of public safety.

Providing you are willing to accept the following proposed licence condition the Representation will be withdrawn.

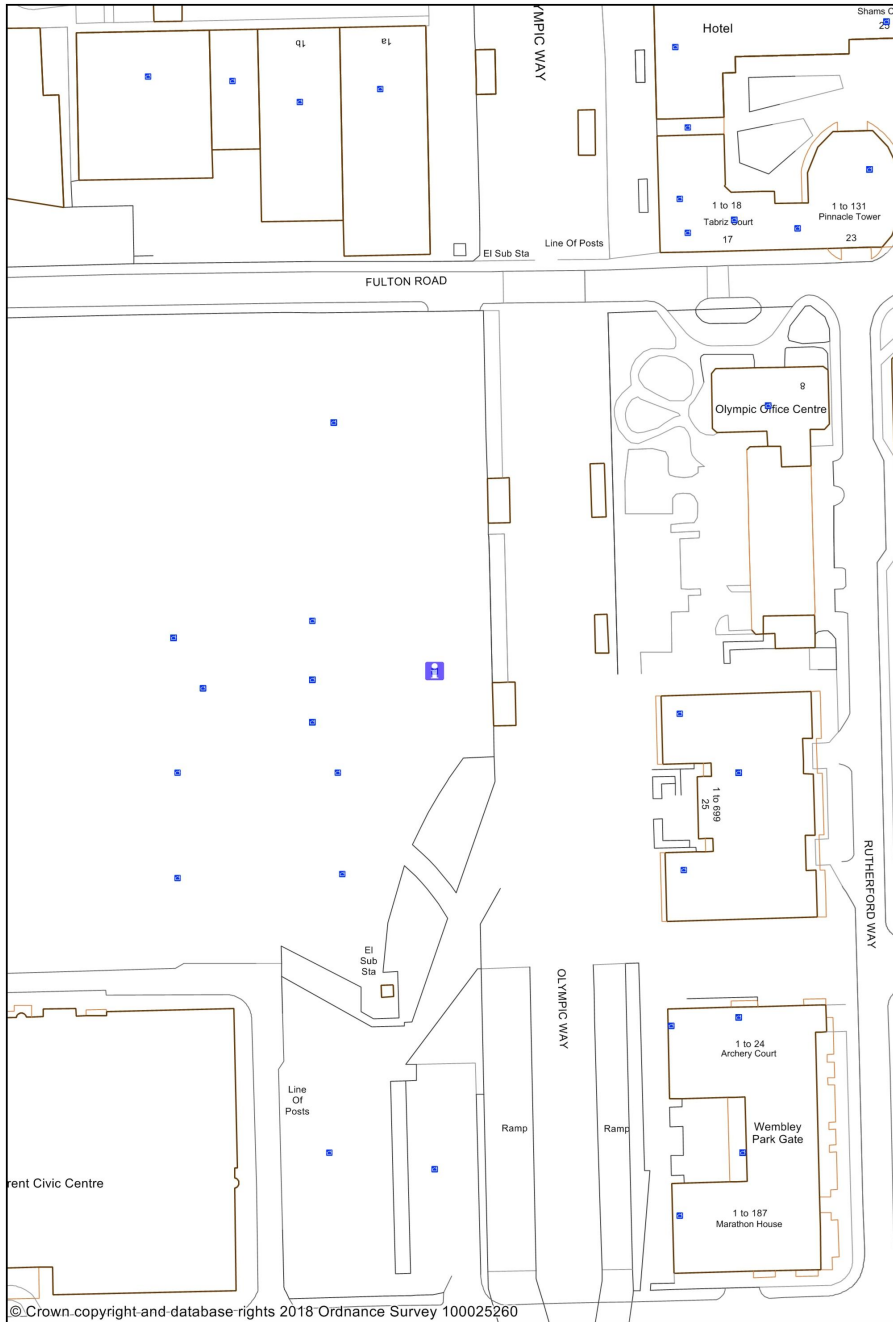
**Licence Condition**

- 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
- 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.
- The maximum capacity for box park as a whole to include each individual unit will be set when the building work is nearing completion.

Kind regards

Mr Chris Pearce  
Public Safety Officer  
Regeneration & Environmental Services  
Brent Council

Boxpark Olympic Way Wembley



1:1250

0 0.02 0.04 kilometres



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Licensing Department  
Brent Council  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

**By Guaranteed Next Day Delivery**

Our ref: EM1/NJ2/BOX11/16  
Your ref:

31 July 2018

Dear Madam

**Atrium Communal Space, Boxpark Wembley, 18 Olympic Way, Wembley, HA9 0JT**  
**Application for New Premises Licence**

We have been instructed by Boxpark Trading Ltd to make application for a new Premises Licence for the above premises.

We enclose the following:

1. Completed form of application
2. Site location plan - BPW-BDP-(0)AP001 P03
3. Unit layout drawing:
  - (a) Ground Floor - BPW-BDP-(0-) AP031 Rev PO2
  - (b) First floor - BPW-BDP-(0-) AP032 Rev PO5

We confirm that no DPS has yet been nominated and our clients will not exercise any granted Licence until a DPS has been appointed.

We are grateful to you for advising that you will circulate a copy of this application to all authorities on our behalf.

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401

3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801

DX: 7845 Bristol DX: 42734 Oxford Circus North **Page 101**

Gregg Latchams is the trading name  
of Gregg Latchams Limited.

Registered in England & Wales: 6899567  
Registered office: 7 Queen Square  
Bristol BS1 4JE. VAT No: 137848239.

Authorised & regulated by the  
Solicitors Regulation Authority - No: 607476.

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The appropriate notice will be displayed on the premises for 28 days starting on the Thursday 2 August 2018.

A notice will appear in a local newspaper within 10 working days of this application being lodged.

We shall be most grateful if you will kindly acknowledge safe receipt of this application.

Yours faithfully

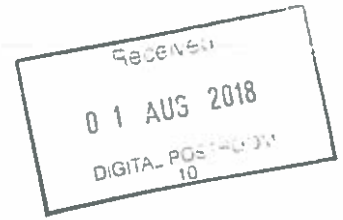
GREGG LATCHAMS LTD

**Gregg Latchams Limited**

**Tel:** +44 (0)117 906 9229

**Fax:** +44 (0)117 906 9401

**Email:** [REDACTED]



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** Boxpark Trading Ltd  
*(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 |         |           |         |
| Atrium Communal Space<br>Boxpark Wembley<br>18 Olympic Way                           |         |           |         |
| Post town                                                                            | Wembley | Post code | HA9 0JT |

|                                         |                  |
|-----------------------------------------|------------------|
| Telephone number at premises (if any)   | To be Advised    |
| Non-domestic rateable value of premises | Not Yet Assessed |

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
- ii. as a partnership  please complete section (B)
- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  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)
- 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  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:

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
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

**(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<br>Boxpark Trading Ltd                                                                              |
| Address<br>[REDACTED]<br>[REDACTED]                                                                      |
| Registered number (where applicable)<br>[REDACTED]                                                       |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>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        |
|-----|-------|-------------|
| 3   | 0     | 0 8 2 0 1 8 |

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

| Day | Month | Year          |
|-----|-------|---------------|
| 1   | 1     | 1 1 1 1 1 1 1 |

Please give a general description of the premises (please read guidance note1)

Communal Space within retail units with bar/restaurant facilities

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick yes

- 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**

**E**

|                                                                              |              |               |                                                                                                                                                                                                             |          |                                     |
|------------------------------------------------------------------------------|--------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |              |               | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                | Indoors  | <input checked="" type="checkbox"/> |
|                                                                              |              |               |                                                                                                                                                                                                             | Outdoors | <input type="checkbox"/>            |
|                                                                              |              |               |                                                                                                                                                                                                             | Both     | <input type="checkbox"/>            |
| <b>Day</b>                                                                   | <b>Start</b> | <b>Finish</b> | <b>Please give further details here</b> (please read guidance note 4)<br><br>Live music at the discretion managements discretion                                                                            |          |                                     |
| Mon                                                                          | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Tue                                                                          | 1000         | 2300          | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)                                                                                                        |          |                                     |
| Wed                                                                          | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Thur                                                                         | 1000         | 2300          | <b>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</b> (please read guidance note 6) |          |                                     |
| Fri                                                                          | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Sat                                                                          | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Sun                                                                          | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |



**F**

|                                                                                  |              |               |                                                                                                                                                                                                             |          |                                     |
|----------------------------------------------------------------------------------|--------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |              |               | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                | Indoors  | <input checked="" type="checkbox"/> |
|                                                                                  |              |               |                                                                                                                                                                                                             | Outdoors | <input type="checkbox"/>            |
|                                                                                  |              |               |                                                                                                                                                                                                             | Both     | <input type="checkbox"/>            |
|                                                                                  |              |               |                                                                                                                                                                                                             |          |                                     |
| <b>Day</b>                                                                       | <b>Start</b> | <b>Finish</b> | <b>Please give further details here</b> (please read guidance note 4)<br>Recorded music at the managements discretion                                                                                       |          |                                     |
| Mon                                                                              | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Tue                                                                              | 1000         | 2300          | <b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)                                                                                                        |          |                                     |
| Wed                                                                              | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Thur                                                                             | 1000         | 2300          | <b>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</b> (please read guidance note 6) |          |                                     |
| Fri                                                                              | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Sat                                                                              | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |
| Sun                                                                              | 1000         | 2300          |                                                                                                                                                                                                             |          |                                     |

**I**

|                                                                                          |       |        |                                                                                                                                                                                                                               |          |                                     |
|------------------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>                                                                                        | Indoors  | <input checked="" type="checkbox"/> |
|                                                                                          |       |        |                                                                                                                                                                                                                               | Outdoors | <input type="checkbox"/>            |
|                                                                                          |       |        |                                                                                                                                                                                                                               | Both     | <input type="checkbox"/>            |
| Day                                                                                      | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)<br>Hot food and beverage at the managements discretion                                                                                           |          |                                     |
| Mon                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Tue                                                                                      | 2300  | 2330   | <b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)                                                                                                         |          |                                     |
| Wed                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Thur                                                                                     | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Fri                                                                                      | 2300  | 2330   | <b><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></b> (please read guidance note 6) |          |                                     |
| Sat                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Sun                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |

J

|                                                                                     |       |        |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|-------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 8) | On the premises  | <input checked="" type="checkbox"/> |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Off the premises | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Both             | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
| Day                                                                                 | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)         |                  |                                     |                                                                                                                                                                                                     |  |  |
| Mon                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Tue                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Wed                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Thur                                                                                | 1000  | 2300   |                                                                                                      |                  |                                     | <b>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</b> (please read guidance note 6) |  |  |
| Fri                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

|                                               |  |
|-----------------------------------------------|--|
| <b>Name</b><br>To be Advised                  |  |
| <b>Date of Birth</b>                          |  |
| <b>Address</b>                                |  |
| <b>Postcode</b>                               |  |
| <b>Personal Licence number (if known)</b>     |  |
| <b>Issuing licensing authority (if known)</b> |  |

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)

L

|                                                                                                         |       |        |                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------|-------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>State any seasonal variations</b> (please read guidance note 5)                                                                                                                            |
| 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 6) |
| Mon                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Tue                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Wed                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Thur                                                                                                    | 0700  | 2330   |                                                                                                                                                                                               |
| Fri                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Sat                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Sun                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |

**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)

Please see attached proposed conditions

**b) The prevention of crime and disorder**

Please see attached proposed conditions

**c) Public safety**

Please see attached proposed conditions

**d) The prevention of public nuisance**

Please see attached proposed conditions

**e) The protection of children from harm**

Please see attached proposed conditions

**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 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.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <p>(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).</p> <p>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 read note 15)</p> |
| Signature          | GREGG LATCHAMS LTD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Date               | 31 July 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Capacity           | Gregg Latchams Ltd Solicitors and Authorised Agents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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  |  |

|                                                                                                                                                                                                                                                              |                                                                        |           |                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------|------------------------------------------------------------------------|
| <p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Gregg Latchams Ltd<br/> <span style="background-color: black; color: black;">[REDACTED]</span></p> |                                                                        |           |                                                                        |
| Post town                                                                                                                                                                                                                                                    | <span style="background-color: black; color: black;">[REDACTED]</span> | Post code | <span style="background-color: black; color: black;">[REDACTED]</span> |
| Telephone number (if any)                                                                                                                                                                                                                                    | <span style="background-color: black; color: black;">[REDACTED]</span> |           |                                                                        |
| <p><b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b><br/> <span style="background-color: black; color: black;">[REDACTED]</span></p>                                                                             |                                                                        |           |                                                                        |

**ATRIUM COMMUNAL SPACE, BOXPARK WEMBLEY, 18 OLYMPIC WAY, WEMBLEY,**  
**HA9 0JT**  
**APPLICATION FOR NEW PREMISES LICENCE**

**Proposed Conditions**

1. The capacity on the premises for promoted ticketed events shall be limited to 1999.
2. CCTV cameras located within the premises to cover all public areas including entrances and capable of obtaining a clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises and images to be securely retained for a period of 31 days.
3. CCTV system to operate and record 24 hours a day.
4. All equipment must have an accurate time and date generation.
5. Members of staff trained in the use of the CCTV to be able to provide viewable copies of CCTV to police on demand or as soon as is reasonably practicable.
6. On Wembley Major Event Day Polycarbonate or non-glass drinking vessels only.
7. On Wembley Major Event Days the service of alcohol prohibited a minimum of 30 minutes prior to kick off until a time not less than 15 minutes post kick off save for persons demonstrating purchase of a substantial meal.
8. On Wembley Major Event Days the DPS will work in partnership with the Police and if necessary comply with a direction given by a member of Brent Police Licensing or a senior Police officer on duty at the event.
9. Customers will not take open drink containers outside the premises.
10. The premises shall operate a Challenge 25 policy with suitable signage displayed on the premises advising customers that this policy is in place. Only acceptable forms of photo ID are recognised photographic ID such as a driving licence or passport.
11. Signs to be displayed on the premises reminding customers to leave quietly.
12. A comprehensive incident log to be kept on the premises and the licence holder to ensure that any incidents are logged within 24 hours of them occurring and shall include:
  - a. date
  - b. time
  - c. location
  - d. persons concerned
  - e. summary of incident



- 
- f. identify any emergency services persons who attended
13. To operate anti drugs policy with signage to be displayed notifying customers of this.
  14. Staff training to be provided to all staff involved in the sale of alcohol commensurate with their duties. A copy of training records to be kept on site and to be made available for inspection by the police and licensing authority on request.
  15. Persons leaving the premises to smoke shall not be permitted to take glass vessels from the premises.
  16. Should any queue form for customers seeking to gain entry to the premises then this queue shall be properly organised by the premises licence holder and monitored.
  17. An SIA registered member of door security will be present on the premises at all times that the premises licence is in use

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## LICENSING ACT 2003

### Application for New Premises Licence

#### 1. The Application

|                             |                                                       |
|-----------------------------|-------------------------------------------------------|
| Name of Applicant:          | Boxpark Trading Ltd                                   |
| Name & Address of Premises: | Boxpark Wembley, FR28, 18 Olympic Way Wembley HA9 0JT |
| Applicants Agent:           | Gregg Latchams Solicitors                             |

The application is for a new premises licence:

- 1 For the provision of Regulated Entertainment and the Sale & Supply of alcohol from 10:00hrs to 23:00hrs Monday to Sunday.  
Late night refreshment from 23:00hrs to 23:30hrs Monday to Sunday;  
To remain open from 07:00hrs to 23:30hrs Monday to Sunday.

#### 2. Background

None

#### 3. Promotion of the Licensing Objectives

See Separate sheet.

#### 4. Relevant Representations

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

#### 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.

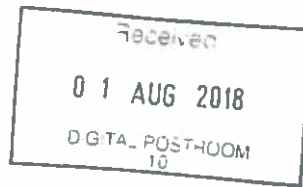
## **7. Determination of the Application**

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. Copy of Application Form & Premises Plan
- B. Police rep
- C. Licensing Rep
- D. Nuisance Control Team Rep & withdrawal
- E. OS Map



Licensing Department  
Brent Council  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

**By Guaranteed Next Day Delivery**

Our ref: EM1/NJ2/BOX11/16

Your ref:

31 July 2018

Dear Madam

**FR28, Boxpark Wembley, 18 Olympic Way, Wembley, HA9 0JT  
Application for New Premises Licence**

We have been instructed by Boxpark Trading Ltd to make application for a new Premises Licence for the above premises.

We enclose the following:

1. Completed form of application
2. Site location Plan - BPW-BDP-(0)AP001 P03
3. Unit location plan - BPW-BDP-(0-)AP035 Rev PO5
4. Unit layout plan - BPW-BDP-(0-)AP036 Rev PO2

We confirm that no DPS has yet been nominated and our clients will not exercise any granted Licence until a DPS has been appointed.

We are grateful to you for advising that you will circulate a copy of this application to all authorities on our behalf.

The appropriate notice will be displayed on the premises for 28 days starting on the Thursday 2 August 2018.

A notice will appear in a local newspaper within 10 working days of this application being lodged.

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401

3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801

DX: 7845 Bristol DX: 42734 Oxford Circus North

Gregg Latchams is the trading name  
of Gregg Latchams Limited.

Registered in England & Wales: 6899567  
Registered office: 7 Queen Square  
Bristol BS1 4JE. VAT No: 137848239.

Authorised & regulated by the  
Solicitors Regulation Authority - No: 607476.

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We shall be most grateful if you will kindly acknowledge safe receipt of this application.

Yours faithfully

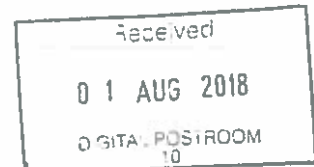
GREGG LATCHAMS LTD

**Gregg Latchams Limited**

**Tel:** +44 (0)117 906 9229

**Fax:** +44 (0)117 906 9401

**Email:** [REDACTED]



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** Boxpark Trading Ltd  
*(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 |                  |           |         |
| FR28<br>Boxpark Wembley<br>18 Olympic Way                                            |                  |           |         |
| Post town                                                                            | Wembley          | Post code | HA9 0JT |
| Telephone number at premises (if any)                                                | To be Advised    |           |         |
| Non-domestic rateable value of premises                                              | Not Yet Assessed |           |         |

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*  
i. as a limited company  please complete section (B)  
ii. as a partnership  please complete section (B)  
iii. as an unincorporated association or  please complete section (B)  
iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  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)
- 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  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:

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



I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative



**(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<br>Boxpark Trading Ltd                                                                                                 |
| Address<br>                                |
| Registered number (where applicable)<br> |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>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        |
|-----|-------|-------------|
| 3   | 0     | 0 8 2 0 1 8 |

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

| Day | Month | Year |
|-----|-------|------|
| ┘   | ┘     | ┘    |

Please give a general description of the premises (please read guidance note1)

Retail units with bar/restaurant facilities

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick yes

- 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**

E

|                                                                              |       |        |                                                                                                                                                                                                             |          |                                     |
|------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                | Indoors  | <input checked="" type="checkbox"/> |
|                                                                              |       |        |                                                                                                                                                                                                             | Outdoors | <input type="checkbox"/>            |
|                                                                              |       |        |                                                                                                                                                                                                             | Both     | <input type="checkbox"/>            |
| Day                                                                          | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)<br><br>Live music at the discretion managements discretion                                                                            |          |                                     |
| Mon                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Tue                                                                          | 1000  | 2300   | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)                                                                                                        |          |                                     |
| Wed                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Thur                                                                         | 1000  | 2300   | <b>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</b> (please read guidance note 6) |          |                                     |
| Fri                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Sat                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Sun                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |

F

| Recorded music<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | <b>Will the playing of recorded music take<br/>place indoors or outdoors or both – please<br/>tick</b> (please read guidance note 3)                                                                                   | Indoors  | <input checked="" type="checkbox"/> |
|---------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| Day                                                                             | Start | Finish |                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/>            |
|                                                                                 |       |        |                                                                                                                                                                                                                        | Both     | <input type="checkbox"/>            |
| Mon                                                                             |       |        | <b>Please give further details here</b> (please read guidance note 4)<br>Recorded music at the managements discretion                                                                                                  |          |                                     |
|                                                                                 | 1000  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Tue                                                                             |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                 | 1000  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Wed                                                                             |       |        | <b>State any seasonal variations for the playing of recorded<br/>music</b> (please read guidance note 5)                                                                                                               |          |                                     |
|                                                                                 | 1000  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Thur                                                                            |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                 | 1000  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Fri                                                                             |       |        | <b>Non standard timings. Where you intend to use the premises<br/>for the playing of recorded music at different times to those<br/>listed in the column on the left, please list</b> (please read guidance<br>note 6) |          |                                     |
|                                                                                 | 1000  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Sat                                                                             |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                 | 1000  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Sun                                                                             |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                 | 1000  | 2300   |                                                                                                                                                                                                                        |          |                                     |

I

| Late night refreshment<br>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 checked="" type="checkbox"/> |
|-----------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
|                                                                                   |       |        |                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/>            |
|                                                                                   |       |        |                                                                                                                                                                                                                        | Both     | <input type="checkbox"/>            |
| Day                                                                               | Start | Finish |                                                                                                                                                                                                                        |          |                                     |
| Mon                                                                               |       |        | <b>Please give further details here</b> (please read guidance note 4)<br>Hot food and beverage at the managements discretion                                                                                           |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Tue                                                                               |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Wed                                                                               |       |        | <b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)                                                                                                         |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Thur                                                                              |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Fri                                                                               |       |        | <b>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</b> (please read guidance note 6) |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Sat                                                                               |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Sun                                                                               |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |

J

|                                                                                     |       |        |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|-------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 8) | On the premises  | <input checked="" type="checkbox"/> |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Off the premises | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Both             | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
| Day                                                                                 | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)         |                  |                                     |                                                                                                                                                                                                     |  |  |
| Mon                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Tue                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Wed                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Thur                                                                                | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Fri                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      |                  |                                     | <b>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</b> (please read guidance note 6) |  |  |

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

|                                               |  |
|-----------------------------------------------|--|
| <b>Name</b><br>To be Advised                  |  |
| <b>Date of Birth</b>                          |  |
| <b>Address</b>                                |  |
| <b>Postcode</b>                               |  |
| <b>Personal Licence number (if known)</b>     |  |
| <b>Issuing licensing authority (if known)</b> |  |

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)**

L

|                                                                                                                                                                                               |       |        |                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7)                                                                                       |       |        | <b>State any seasonal variations</b> (please read guidance note 5) |
| Day                                                                                                                                                                                           | Start | Finish |                                                                    |
| Mon                                                                                                                                                                                           |       |        |                                                                    |
|                                                                                                                                                                                               | 0700  | 2330   |                                                                    |
| Tue                                                                                                                                                                                           |       |        |                                                                    |
|                                                                                                                                                                                               | 0700  | 2330   |                                                                    |
| Wed                                                                                                                                                                                           |       |        |                                                                    |
|                                                                                                                                                                                               | 0700  | 2330   |                                                                    |
| Thur                                                                                                                                                                                          |       |        |                                                                    |
|                                                                                                                                                                                               | 0700  | 2330   |                                                                    |
| Fri                                                                                                                                                                                           |       |        |                                                                    |
|                                                                                                                                                                                               | 0700  | 2330   |                                                                    |
| Sat                                                                                                                                                                                           |       |        |                                                                    |
|                                                                                                                                                                                               | 0700  | 2330   |                                                                    |
| Sun                                                                                                                                                                                           |       |        |                                                                    |
|                                                                                                                                                                                               | 0700  | 2330   |                                                                    |
| <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 6) |       |        |                                                                    |



**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)

Please see attached proposed conditions

**b) The prevention of crime and disorder**

Please see attached proposed conditions

**c) Public safety**

Please see attached proposed conditions

**d) The prevention of public nuisance**

Please see attached proposed conditions

**e) The protection of children from harm**

Please see attached proposed conditions

**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 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.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <p>(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).</p> <p>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 read note 15)</p> |
| Signature          | GREGG LATCHAMS LTD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Date               | 31 July 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Capacity           | Gregg Latchams Ltd Solicitors and Authorised Agents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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  |  |

|                                                                                                                                                                                                                   |            |           |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| <p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Naomi Jenkins<br/>Gregg Latchams Ltd<br/>[REDACTED]</p> |            |           |            |
| Post town                                                                                                                                                                                                         | [REDACTED] | Post code | [REDACTED] |
| Telephone number (if any)                                                                                                                                                                                         | [REDACTED] |           |            |
| <p><b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b><br/>[REDACTED]</p>                                                                                               |            |           |            |

**FR28, BOXPARK WEMBLEY, 18 OLYMPIC WAY, WEMBLEY, HA9 0JT**  
**APPLICATION FOR NEW PREMISES LICENCE**

**Proposed Conditions**

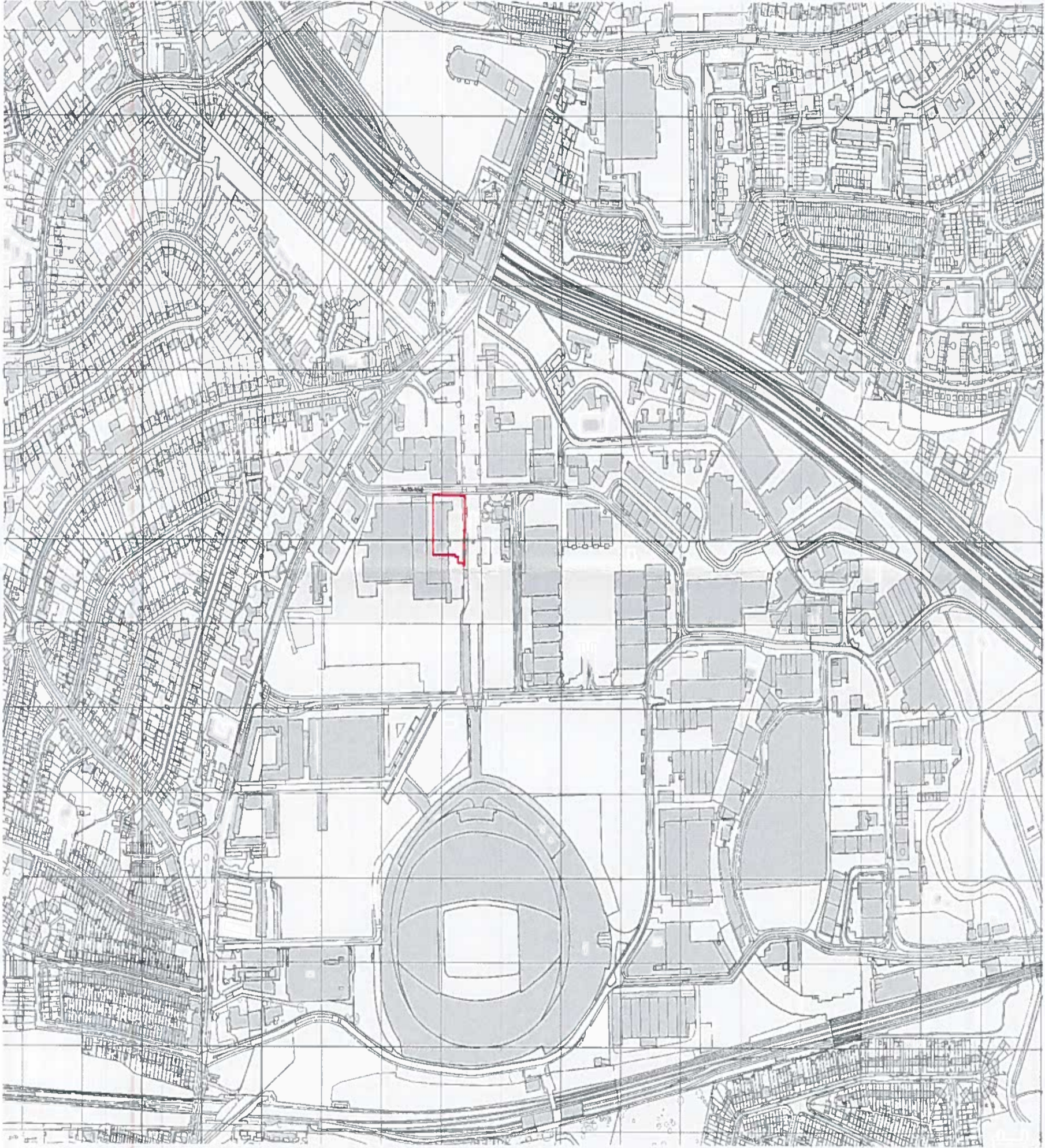
1. Alcohol consumption is restricted to demise of the premises as shown on the layout plan and not for consumption in the communal atrium space.
2. CCTV cameras located within the premises to cover all public areas including entrances and capable of obtaining a clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises and images to be securely retained for a period of 31 days.
3. CCTV system to operate and record 24 hours a day.
4. All equipment must have an accurate time and date generation.
5. Members of staff trained in the use of the CCTV to be able to provide viewable copies of CCTV to police on demand or as soon as is reasonably practicable.
6. On Wembley Major Event Day Polycarbonate or non-glass drinking vessels only.
7. On Wembley Major Event Days the service of alcohol prohibited to a minimum of 30 minutes prior to kick of until a time not less than 15 minutes post kick off save for persons demonstrating purchase of a substantial meal.
8. On Wembley Major Event Days the DPS will work in partnership with the Police and if necessary comply with a direction given by a member of Brent Police Licensing or a senior Police officer on duty at the event.
9. Customers will not take open drink containers outside the premises
10. The premises shall operate a Challenge 25 policy with suitable signage displayed on the premises advising customers that this policy is in place. Only acceptable forms of photo ID are recognised photographic ID such as a driving licence or passport.
11. Signs to be displayed on the premises reminding customers to leave quietly.
12. A comprehensive incident log to be kept on the premises and the licence holder to ensure that any incidents are logged within 24 hours of them occurring and shall include:
  - a. date
  - b. time
  - c. location
  - d. persons concerned
  - e. summary of incident

---

f. identify any emergency services persons who attended

13. To operate anti drugs policy with signage to be displayed notifying customers of this.
14. Staff training to be provided to all staff involved in the sale of alcohol commensurate with their duties. A copy of training records to be kept on site and to be made available for inspection by the police and licensing authority on request.
15. Persons leaving the premises to smoke shall not be permitted to take glass vessels from the premises
16. Should any queue form for customers seeking to gain entry to the premises then this queue shall be properly organised by the premises licence holder and monitored

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ALL DIMENSIONS SHOWN SHALL BE THE RESPONSIBILITY FOR THE USER OF THIS DRAWING. CHECK DIMENSIONS THAT ARE NOT SHOWN ON THIS DRAWING.  
 ALL DIMENSIONS SHALL BE CHECKED ON SITE.  
 BECAUSE SCALE PLANS ARE DRAWING  
 ANY CHANGES TO DIMENSIONS SHALL BE BROUGHT TO THE ATTENTION OF ARCHITECTURAL MANAGEMENT AT THE OFFICE BEFORE BEING  
 APPROVED. THE FOLLOWING DIMENSIONS ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR CONSTRUCTION.  
 - THE DIMENSIONS SHOWN ON THIS DRAWING  
 - THE DIMENSIONS OF THE PROJECT

**NOTES**

|                     |     |    |          |
|---------------------|-----|----|----------|
| PK3 Scale bar added | PAC | CE | 13/11/17 |
| PK3 CE Map updated  | PAC | CE | 08/11/17 |
| PK1 First issue     | PAC | CE | 02/11/17 |

**BDP.**

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT WHICH IT WAS PREPARED AND ISSUED. ALL DIMENSIONS SHOULD BE CHECKED ON SITE. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR OMISSIONS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW. DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:


- THE CDM DESIGN ISSUES REGISTER
- THE BOP RISK SERIES OF DRAWINGS
- THE PROJECT CDM RISK REGISTER


**NOTES**

**DEMISE OF INDIVIDUAL TENANT OPERATING UNIT**  
 (The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

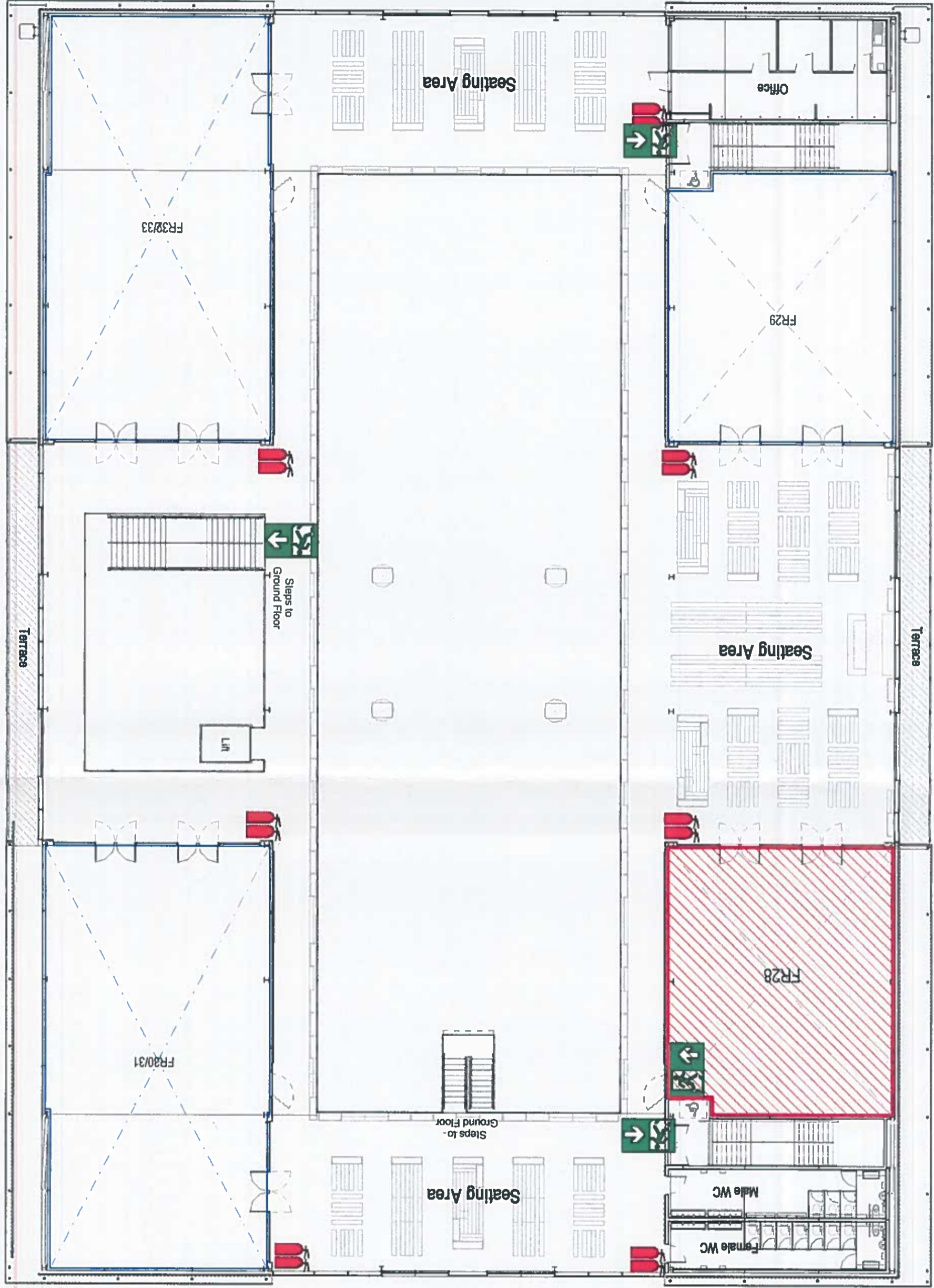
NOTE: Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant Fire-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fire-out Guide.)  
 This will be written into the tenant fitout guide and will be a mandatory requirement.

 Denotes area for the provision of licensable activities

 INDICATIVE LOCATIONS FOR LAND-OR-D FIRE EXTINGUISHERS: (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BSS3306-0:3.50.

| NO. | REVISION                                                            | DATE     | BY  |
|-----|---------------------------------------------------------------------|----------|-----|
| P01 | First Issue                                                         | 10/07/18 | PAC |
| P02 | Updated with comments received from Gregg Latchams (inc sheet name) | 11/07/18 | GE  |
| P03 | Correction to unit demise                                           | 11/07/18 | PAC |
| P04 | Units 30 & 31 separated                                             | 13/07/18 | PAC |
| P05 | First floor unit updates as client request                          | 26/07/18 | PAC |



**EMERGENCY SIGNAGE:**  
 INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

**PLEASE READ THIS DRAWING IN CONJUNCTION WITH:**  
 Fire Engineers Report: BM456  
 Fire strategy drawing: BPW-BDP-67AED10

**Security Systems:**  
 BPW-BDP-ZZ-00-PL-E-75\_40-0001  
 BPW-BDP-ZZ-01-PL-E-75\_40-0001

**Lighting Drawings:**  
 BPW-BDP-ZZ-00-PL-E-70\_80-0001  
 BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency fighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

Communication, safety and protection systems: BPW-BDP-ZZ-00-PL-E-75\_50-0001  
 BPW-BDP-ZZ-01-PL-E-75\_50-0001

Lighting Drawings: BPW-BDP-ZZ-00-PL-E-70\_80-0001  
 BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

**PROJECT FILE**  
**BOXPARK Wembley**

**PROJECT NO.**  
 P2007903

**DATE**  
 1:200

**UNIT LOCATION PLAN**  
 Unit FR28  
 First Floor

**DATE**  
 Jul 18

**REVISION**  
 P05

**BDP.**

**BOXPARK**

11 Duce Street  
 PO Box 85  
 Pockley Basin  
 Manchester  
 M60 3JA  
 United Kingdom

T +44 (0)161 828 2200  
 www.bdp.com



BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT FOR WHICH IT WAS PREPARED AND ISSUED. ALL DIMENSIONS SHOULD BE CHECKED ON SITE. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR OMISSIONS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW. DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CDM DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT CDM RISK REGISTER

**NOTES**

 **DEMISE OF INDIVIDUAL TENANT OPERATING UNIT**  
(The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

NOTE: Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant Fire-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.) This will be written into the tenant fit-out guide and will be a mandatory requirement.

 Denotes area for the provision of licensable activities

 **INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS:** (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-3:80.

|                 |                                                                     |               |               |             |
|-----------------|---------------------------------------------------------------------|---------------|---------------|-------------|
| <b>P02</b>      | Updated with comments received from Gregg Lalchans (inc sheet name) | Pac           | GE            | 11/07/18    |
| <b>P01</b>      | First Issue                                                         | Pac           | 7             | 10/07/18    |
| <b>REVISION</b> | <b>DESCRIPTION</b>                                                  | <b>STATUS</b> | <b>ISSUED</b> | <b>DATE</b> |

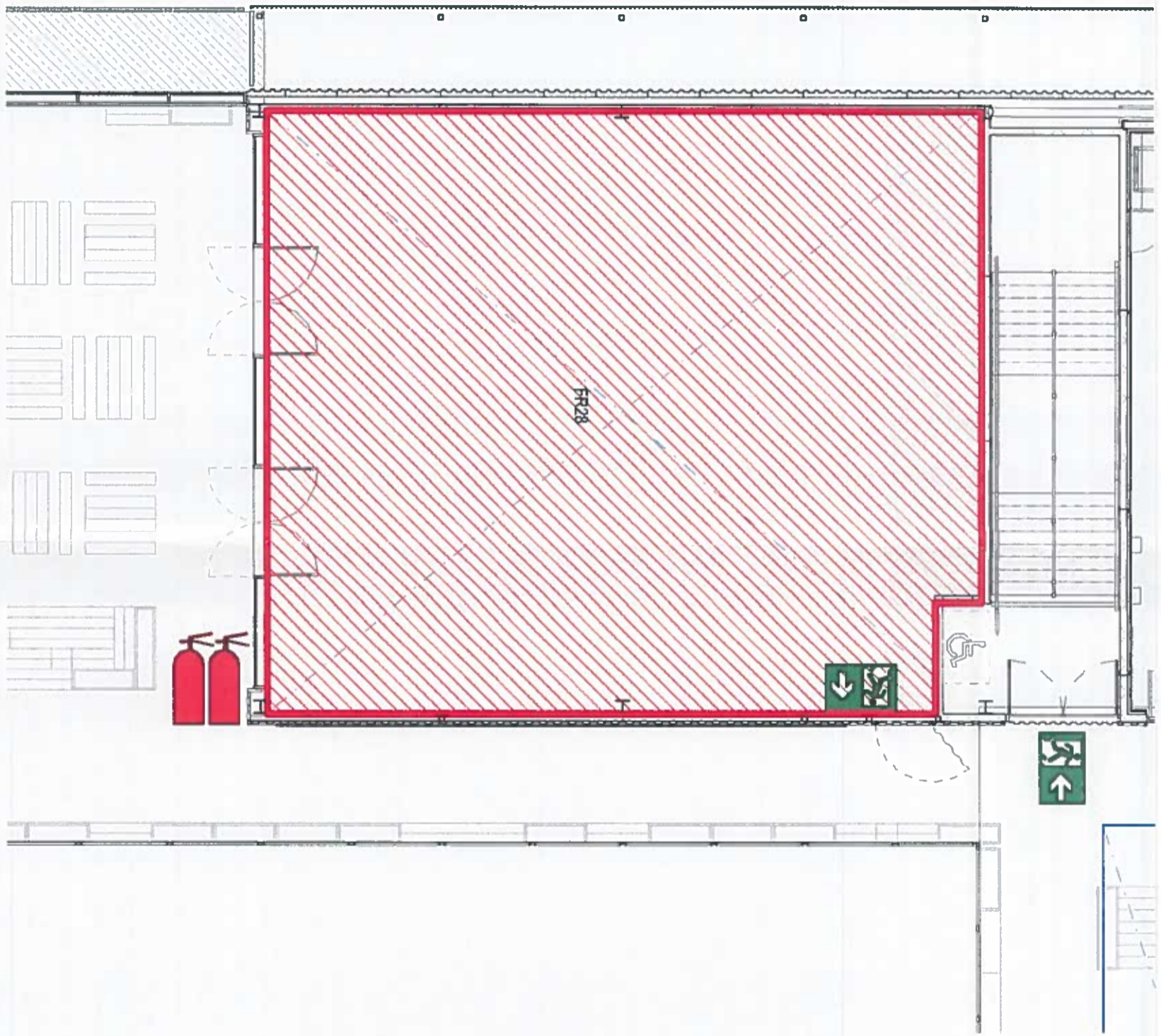
**BOXPARK**

**BDP.**

11 Duke Street  
P.O. Box 85  
Piccadilly Basin  
Manchester  
M60 3JA  
United Kingdom  
T +44 (0)161 828 2200  
www.bdp.com

**BOXPARK Wembley**

|                       |                          |                 |                |
|-----------------------|--------------------------|-----------------|----------------|
| <b>REF OR NUMBER</b>  | <b>P2007903</b>          | <b>SCALE</b>    | <b>@A3</b>     |
| <b>REVISION TITLE</b> | <b>Unit Layout Plan</b>  | <b>DATE</b>     | <b>1 : 100</b> |
| <b>UNIT</b>           | <b>Unit FR28</b>         | <b>DATE</b>     | <b>Jul 18</b>  |
| <b>FLOOR</b>          | <b>First Floor</b>       | <b>REVISION</b> | <b>P02</b>     |
| <b>PROJECT CODE</b>   | <b>BPW-BDP-(0)-JP036</b> |                 |                |



**EMERGENCY SIGNAGE:**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

**PLEASE READ THIS DRAWING IN CONJUNCTION WITH:**  
Fire Engineers Report:  
BMA45

Fire strategy drawing:  
BPW-BDP-(67)ME010

Communication, safety and protection Systems:  
BPW-BDP-ZZ-00-PL-E-75\_50-0001  
BPW-BDP-ZZ-01-PL-E-75\_50-0001

**Security Systems:**  
BPW-BDP-ZZ-00-PL-E-75\_40-0001  
BPW-BDP-ZZ-01-PL-E-75\_40-0001

**Lighting Drawings:**  
BPW-BDP-ZZ-00-PL-E-70\_80-0001  
BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & MAE LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

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**METROPOLITAN  
POLICE**

**TOTAL POLICING**

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

**Your ref: N/A**

**Our ref: 01QK/**

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

**Tel:** 020 8733 3206

**Mob:** 07500993897

**Email:** michael.sullivan3@met.police.uk

**Web:** www.met.police.uk

**Date:** 13<sup>th</sup> August 2018

**Police representation to the application for a new Premises Licence 'FR28 –  
Boxpark, 16 Olympic Way, Wembley, HA9 0JT'**

**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.**

Officer: **Michael Sullivan 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 Protection of Children from Harm, Prevention of Crime and Disorder, The Prevention of Public Nuisance, and Public Safety.

This is a new premises licence application for a part of the new Boxpark building, the application is very vague in details of the proposed business that will be running from the unit, and the application states Bar/Restaurant, this makes it impossible for me to consider what if any conditions should be attached to the licence, the plans submitted also have no layout and again due to this makes it difficult to know what the likely business plan will be. I have been informed by the head of the councils licensing department that the applicant will submit a major variation when a business takes on the unit, however at this point I do not know if this will be a bar/pub style business or a restaurant, so will ask that the below conditions are added to the licence to cover both possible outcomes, when a business is found and identified as to what they

propose to do, conditions can be adapted, added or removed to fit the type of business proposed.

### **Prevention of Crime and Disorder**

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.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.

Door supervisors of a suitable gender mix, shall be employed on any day when the premises are open for the sale of alcohol.

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

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

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

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 incidents of disorder
- (e) All seizures of drugs or offensive weapons
- (f) Any faults in the CCTV system or searching equipment or scanning equipment
- (g) Any refusal of the sale of alcohol
- (h) Any visit by a relevant authority or emergency service.

### **Protection of Children from Harm**

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.

No children under the age of 18 shall be allowed on the premises after 2100 hours unless accompanied by an adult.

### **The Prevention of Public Nuisance**

Notices asking customers to leave quietly shall be conspicuously displayed at all exits

No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.

No entry or re-entry shall be permitted after 21.00 hours

All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be lobbied and fitted with a self-closing device.

A noise limiter set at a level agreed by Brent Council's Licensing Unit shall be used at all times.

There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority.

### **Restaurant Conditions**

Alcohol shall only be supplied as an accompaniment to a substantial meal, and seated at a table.

Substantial food and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where alcohol is provided.

The supply/sale of alcohol shall be by waiter or waitress service only.

Customers must not be allowed to sit, stand or be served from the bar area or any other staff area used for the preparation of alcoholic beverages.

Signs must be displayed at suitable points along the bar reading, 'Service is by Waiter / waitress service only. Customers are not permitted to sit, stand or be served from the bar.'

## Wembley Stadium Football Event Day Conditions

- (a) Customers shall not be allowed to congregate outside the premises.
- (b) No drinks shall be served in glass containers.
- (c) 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.
- (d) The premises will stop the sale of Alcohol (1) one hour before the advertised kick off time, and will not resume the sales of alcohol until (15) fifteen minutes after the kick off time.
- (e) On Football event days at Wembley stadium the venue will only take one set of supporters (Fan Zone) on the production of a valid ticket for the game, the designated team will be allocated by the Metropolitan Police after a risk assessment has been conducted.
- (f) The venue will **Not** show live sports on football event days at Wembley Stadium.
- (g) The smoking area will be fenced off and will not be visible from Olympic Way, no alcohol will be allowed in the smoking area. (The smoking area will be supervised by SIA and no more than 50 people will be allowed within the area at any time)
- (h) A personal licence holder shall be present on the premises and supervise the sale of alcohol on football event days.

The above Wembley Stadium Event Day conditions are necessary to promote the licensing objectives, police resources are fully stretched on event days at Wembley and with the addition of another large venue opening up on the door step of the national stadium this will only further stretch police resources, police ask that there is no congregation outside the premises due to this being an already heavy footfall on event days and is part of the main route into the stadium for fans.

Police would expect the DPS to work with police at such large events and help promote the licensing objectives.

Police ask that the sales of alcohol stop one hour before the designated kick off time to allow for fans to make their way in to the ground in an orderly manner and assist in the enhanced searching policy that is now in place before entering the stadium.

Having the venue as a fan zone will reduce the likelihood of disorder between fans, and is part of how the Wembley footprint is currently policed, the decision as to what fans are allocated to which licenced premises is decided to how the teams are split

inside the stadium in an effort to avoid as much as possible fans cross over on their way in to the stadium.

Ticketless fans consistently cause problems in the surrounding licenced premises, they will start drinking early in the day, then find a venue who are showing the game and continue drinking, and this on occasions leads to disorder, again producing a strain on an already stretched policing plan. This venue as already mentioned is situated next to Olympic way which is the main access/egress for patrons of the stadium and is regularly a flash point for disorder.

Licenced premises within the Wembley stadium footprint comply with the Wembley split on football event days, thus reducing the amount of disorder within licenced premises.

**Michael Sullivan 368QK**

Licensing Constable for  
Brent Borough Police

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Boxpark Ltd  
FR28, FR29, FR30, FR31, FR32, FR33  
Boxpark Wembley  
18 Olympic Way  
HA9 0JT

14 September 2018

**Licensing Representation to the Application for a new Premises Licence for FR28, FR29, FR30, FR31, FR32, FR33, Boxpark Wembley, 18 Olympic Way, HA9 0JT**

I certify that I have considered the application shown above and I wish to make a representation.

**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 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 be included as conditions on the 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. The CCTV images shall be kept in an easily downloadable format.
  3. On Wembley Stadium event days door supervisors of a suitable number and gender, shall be employed from 11.00 hours until 1 hour after the event begins.
  4. On Wembley Stadium event days no drinks shall be served other than in plastic/polycarbonate/cardboard or toughened glass.
  5. On Wembley Stadium event days a personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.
-

6. On Wembley Stadium event days no children shall be admitted unless accompanied by a responsible adult.
7. On Wembley Stadium event days there must be suitable measures in place to ensure there is a free flow of access and egress for customers. As such, the area between the exit doors from the premises to the external part of the building out on the public highway shall be free from any obstruction including persons.
8. SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
9. A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.
10. 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.
11. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
12. A “Challenge 25” policy shall be adopted and adhered to at all times.
13. Substantial snacks and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.
14. The premises shall provide chairs and tables for customer use.
15. 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.
16. A clear and unobstructed view into the premises shall be maintained at all times.
17. 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.
18. 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 centrally and made available for inspection by police and relevant authorities upon request.
19. No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.
20. The placing of bottles into receptacles outside the building shall not be permitted between 20.00hrs hours and 07.00 hours the following morning.

21. There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority. The premises dispersal policy shall be kept and made available to police and authorised officers from Brent Council.

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 sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services

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**From:** Joshi, Ketan  
**Sent:** 31 August 2018 15:44  
**To:** 'ewen.macgregorCc: Business Licence  
**Subject:** Re: Boxpark,18 Olympic Way, Wembley, HA9 0JT

Dear Ewen

Thank you for your response. Your suggestions for revised conditions is reasonable and I am in agreement and willing to revise my original conditions as follows, for the six applications:

**Application references 13058, 13059, 13060, 13061, 13062 (Areas FR28, GF06, FR29, FR30/FR31, FR30/FR33)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

**Application reference 13063 (Atrium Communal Space)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly
5. When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents

I trust that your client is in agreement with the above. I therefore withdraw with representations subject to the above conditions being attached to the respective Licences as identified by the unique application references indicated above.

Please contact me if you wish to query any of the above or if you wish to discuss any of the applications further, otherwise simply confirm your client's agreement to the above ensuring that the Business Licence Team (as copied into this email) are also notified.

Regards

Ketan Joshi  
Enforcement Officer  
Regulatory Services

**From:** Ewen Macgregor [  
**Sent:** 30 August 2018 17:23  
**To:** Business Licence <[business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)>  
**Cc:** Naomi Jenkins Jo Brown  
**Subject:** Boxpark,18 Olympic Way, Wembley, HA9 0JT

Good afternoon

We received from you a rep in relation to the above 6 applications which was sent to you from Ketan Joshi, the Licensing Enforcement Officer. Unfortunately we do not have his contact email.

Would it be possible for you to forward on our response below to Ketan (copying us in).

All of the proposed conditions, for each of the six applications can be agreed save for where set out below

1. All windows and doors will remain closed during licensed activities

This is not agreed.

There are no windows in the premises.

If you were able to agree a condition which states as follows we can take our clients instructions

"Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities"

2. Music played at the premises will not be audible at or within the site boundary of any residential property

Agreed

3. Music is not to be played outdoors at any time

Agreed

4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

Agreed

5. When the premises turn out a door supervisor shall supervise patrons and ensure that that leave in a prompt and courteous manner, respecting local residents

This condition is only appropriate - and agreed - for the Atrium licence given that all patrons will have to pass through the Atrium prior to exiting the premises

We look forward to hearing from you.

With best wishes,

**Ewen Macgregor**  
Associate Director  
Gregg Latchams

## LICENSING ACT 2003

### Application for New Premises Licence

#### 1. The Application

|                             |                                                       |
|-----------------------------|-------------------------------------------------------|
| Name of Applicant:          | Boxpark Trading Ltd                                   |
| Name & Address of Premises: | Boxpark Wembley, FR29, 18 Olympic Way Wembley HA9 0JT |
| Applicants Agent:           | Gregg Latchams Solicitors                             |

The application is for a new premises licence:

- 1 For the provision of Regulated Entertainment and the Sale & Supply of alcohol from 10:00hrs to 23:00hrs Monday to Sunday.  
Late night refreshment from 23:00hrs to 23:30hrs Monday to Sunday;  
To remain open from 07:00hrs to 23:30hrs Monday to Sunday.

#### 2. Background

None

#### 3. Promotion of the Licensing Objectives

See Separate sheet.

#### 4. Relevant Representations

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

#### 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. Copy of Application Form & Premises Plan
- B. Police rep
- C. Licensing Rep
- D. Nuisance Control Team Rep & withdrawal
- E. OS Map





Licensing Department  
Brent Council  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

**By guaranteed post**

Our ref: EM1/JB4/BOX11/16  
Your ref:

31 July 2018

Dear Madam

**FR29, Boxpark Wembley, 18 Olympic Way, Wembley, HA9 0JT  
Application for New Premises Licence**

We have been instructed by Boxpark Trading Ltd to make application for a new Premises Licence for the above premises.

We enclose the following:

1. Completed form of application
2. Site location plan - BPW-BDP-(0)AP001 P03
3. Unit location plan - BPW-BDP-(0-)AP037 Rev PO5
4. Unit layout plan - BPW-BDP-(0-)AP038 Rev PO2

We confirm that no DPS has yet been nominated and our clients will not exercise any granted Licence until a DPS has been appointed.

We are grateful to you for advising that you will circulate a copy of this application to all authorities on our behalf.

The appropriate notice will be displayed on the premises for 28 days starting on the 2 August 2018.

A notice will appear in a local newspaper within 10 working days of this application being lodged.

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401  
3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801  
DX: 7845 Bristol DX: 42734 Oxford Circus North

Gregg Latchams is the trading name  
of Gregg Latchams Limited.

Registered in England & Wales: 6899567  
Registered office: 7 Queen Square  
Bristol BS1 4JE. VAT No: 137848239.

Authorised & regulated by the  
Solicitors Regulation Authority - No 607476.

We shall be most grateful if you will kindly acknowledge safe receipt of this application.

Yours faithfully



**Gregg Latchams Limited**

**Tel:** +44 (0)117 906 9240

**Fax:** +44 (0)117 906 9401

**Email:** [REDACTED]

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401

3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801

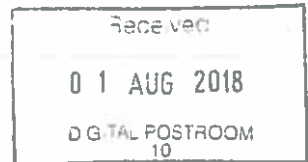
DX: 7845 Bristol DX: 42734 Oxford Circus North

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Authorised & regulated by the  
Solicitors Regulation Authority - No: 607476



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** Boxpark Trading Ltd  
*(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 |         |           |         |
| FR29<br>Boxpark Wembley<br>18 Olympic Way                                            |         |           |         |
| Post town                                                                            | Wembley | Post code | HA9 0JT |

|                                         |                  |
|-----------------------------------------|------------------|
| Telephone number at premises (if any)   | To be Advised    |
| Non-domestic rateable value of premises | Not Yet Assessed |

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  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)
- 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  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:

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
- I am making the application pursuant to a
- statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(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<br>Boxpark Trading Ltd                                                                              |
| Address<br>[REDACTED]                                                                                    |
| Registered number (where applicable)<br>[REDACTED]                                                       |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>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        |
|-----|-------|-------------|
| 3   | 0     | 0 8 2 0 1 8 |

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

| Day | Month | Year            |
|-----|-------|-----------------|
| 1   | 1     | 1 1 1 1 1 1 1 1 |

Please give a general description of the premises (please read guidance note1)

Retail units with bar/restaurant facilities

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick yes

- 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**

**E**

|                                                                              |       |        |                                                                                                                                                                                                             |          |                                     |
|------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                | Indoors  | <input checked="" type="checkbox"/> |
|                                                                              |       |        |                                                                                                                                                                                                             | Outdoors | <input type="checkbox"/>            |
|                                                                              |       |        |                                                                                                                                                                                                             | Both     | <input type="checkbox"/>            |
| Day                                                                          | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)<br><br>Live music at the discretion managements discretion                                                                            |          |                                     |
| Mon                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Tue                                                                          | 1000  | 2300   | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)                                                                                                        |          |                                     |
| Wed                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Thur                                                                         | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Fri                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Sat                                                                          | 1000  | 2300   | <b>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</b> (please read guidance note 6) |          |                                     |
| Sun                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |



**F**

|                                                                                  |       |        |                                                                                                                                                                                                                    |          |                                     |
|----------------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)                                                                                | Indoors  | <input checked="" type="checkbox"/> |
|                                                                                  |       |        |                                                                                                                                                                                                                    | Outdoors | <input type="checkbox"/>            |
|                                                                                  |       |        |                                                                                                                                                                                                                    | Both     | <input type="checkbox"/>            |
| Day                                                                              | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)<br><br>Recorded music at the managements discretion                                                                                   |          |                                     |
| Mon                                                                              | 1000  | 2300   |                                                                                                                                                                                                                    |          |                                     |
| Tue                                                                              | 1000  | 2300   | <b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)                                                                                                        |          |                                     |
| Wed                                                                              | 1000  | 2300   |                                                                                                                                                                                                                    |          |                                     |
| Thur                                                                             | 1000  | 2300   |                                                                                                                                                                                                                    |          |                                     |
| Fri                                                                              | 1000  | 2300   |                                                                                                                                                                                                                    |          |                                     |
| Sat                                                                              | 1000  | 2300   | <b><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></b> (please read guidance note 6) |          |                                     |
| Sun                                                                              | 1000  | 2300   |                                                                                                                                                                                                                    |          |                                     |

I

| Late night refreshment<br>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 checked="" type="checkbox"/> |
|-----------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
|                                                                                   |       |        |                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/>            |
|                                                                                   |       |        |                                                                                                                                                                                                                        | Both     | <input type="checkbox"/>            |
| Day                                                                               | Start | Finish |                                                                                                                                                                                                                        |          |                                     |
| Mon                                                                               |       |        | <b>Please give further details here</b> (please read guidance note 4)<br>Hot food and beverage at the managements discretion                                                                                           |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Tue                                                                               |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Wed                                                                               |       |        | <b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)                                                                                                         |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Thur                                                                              |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Fri                                                                               |       |        | <b>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</b> (please read guidance note 6) |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Sat                                                                               |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |
| Sun                                                                               |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                                   | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |

**J**

|                                                                                     |              |               |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|-------------------------------------------------------------------------------------|--------------|---------------|------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |              |               | <b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 8) | On the premises  | <input checked="" type="checkbox"/> |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      | Off the premises | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      | Both             | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
| <b>Day</b>                                                                          | <b>Start</b> | <b>Finish</b> | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)         |                  |                                     |                                                                                                                                                                                                     |  |  |
| Mon                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Tue                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Wed                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Thur                                                                                | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Fri                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      |                  |                                     | <b>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</b> (please read guidance note 6) |  |  |

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

|                                               |  |
|-----------------------------------------------|--|
| <b>Name</b><br>To be Advised                  |  |
| <b>Date of Birth</b>                          |  |
| <b>Address</b>                                |  |
| <b>Postcode</b>                               |  |
| <b>Personal Licence number (if known)</b>     |  |
| <b>Issuing licensing authority (if known)</b> |  |

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)**

L

|                                                                                                         |       |        |                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------|-------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>State any seasonal variations</b> (please read guidance note 5)                                                                                                                            |
| 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 6) |
| Mon                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Tue                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Wed                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Thur                                                                                                    | 0700  | 2330   |                                                                                                                                                                                               |
| Fri                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Sat                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |
| Sun                                                                                                     | 0700  | 2330   |                                                                                                                                                                                               |

---

**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)

Please see attached proposed conditions

**b) The prevention of crime and disorder**

Please see attached proposed conditions

**c) Public safety**

Please see attached proposed conditions

**d) The prevention of public nuisance**

Please see attached proposed conditions

**e) The protection of children from harm**

Please see attached proposed conditions

**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 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.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <p>(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).</p> <p>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 read note 15)</p> |
| Signature          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Date               | 31 July 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Capacity           | Gregg Latchams Ltd Solicitors and Authorised Agents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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  |  |

|                                                                                                                                                                                                               |            |           |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| <p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Gregg Latchams Ltd (Jo Brown)</p> <p>██████████</p> |            |           |            |
| Post town                                                                                                                                                                                                     | ██████████ | Post code | ██████████ |
| Telephone number (if any)                                                                                                                                                                                     | ██████████ |           |            |
| <p><b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b></p> <p>██████████</p>                                                                                        |            |           |            |

**FR29, BOXPARK WEMBLEY, 18 OLYMPIC WAY, WEMBLEY, HA9 0JT**  
**APPLICATION FOR NEW PREMISES LICENCE**

**Proposed Conditions**

1. Alcohol consumption is restricted to demise of the premises as shown on the layout plan and not for consumption in the communal atrium space.
2. CCTV cameras located within the premises to cover all public areas including entrances and capable of obtaining a clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises and images to be securely retained for a period of 31 days.
3. CCTV system to operate and record 24 hours a day.
4. All equipment must have an accurate time and date generation.
5. Members of staff trained in the use of the CCTV to be able to provide viewable copies of CCTV to police on demand or as soon as is reasonably practicable.
6. On Wembley Major Event Day Polycarbonate or non-glass drinking vessels only.
7. On Wembley Major Event Days the service of alcohol prohibited to a minimum of 30 minutes prior to kick off until a time not less than 15 minutes post kick off save for persons demonstrating purchase of a substantial meal.
8. On Wembley Major Event Days the DPS will work in partnership with the Police and if necessary comply with a direction given by a member of Brent Police Licensing or a senior Police officer on duty at the event.
9. Customers will not take open drink containers outside the premises
10. The premises shall operate a Challenge 25 policy with suitable signage displayed on the premises advising customers that this policy is in place. Only acceptable forms of photo ID are recognised photographic ID such as a driving licence or passport.
11. Signs to be displayed on the premises reminding customers to leave quietly.
12. A comprehensive incident log to be kept on the premises and the licence holder to ensure that any incidents are logged within 24 hours of them occurring and shall include:
  - a. date
  - b. time
  - c. location
  - d. persons concerned
  - e. summary of incident

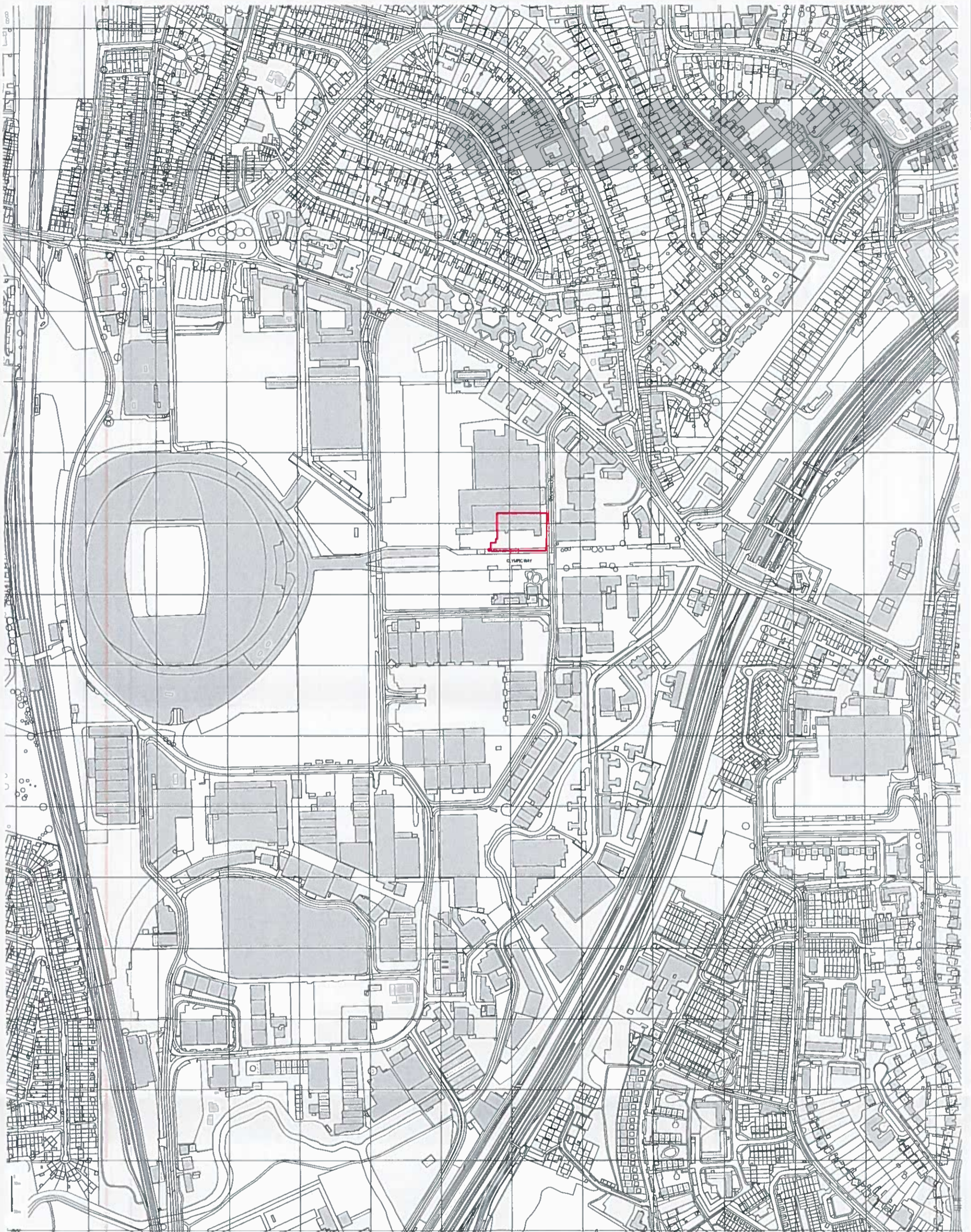


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f. identify any emergency services persons who attended

13. To operate anti drugs policy with signage to be displayed notifying customers of this.
14. Staff training to be provided to all staff involved in the sale of alcohol commensurate with their duties. A copy of training records to be kept on site and to be made available for inspection by the police and licensing authority on request.
15. Persons leaving the premises to smoke shall not be permitted to take glass vessels from the premises
16. Should any queue form for customers seeking to gain entry to the premises then this queue shall be properly organised by the premises licence holder and monitored

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ALL DIMENSIONS SHOWN ARE IN METERS UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS SHALL BE CHECKED ON SITE.  
 DO NOT SCALE FROM THIS DRAWING.  
 ANY DIMENSIONS OR SPECIFICATIONS SHOULD BE REFERRED TO THE  
 DRAWING OR SPECIFICATION TO WHICH THEY RELATE.  
 DIMENSIONS SHALL BE GIVEN IN CONNECTION WITH THE FOLLOWING NOTES:  
 1. THE DIMENSIONS OF THE BUILDING SHALL BE GIVEN IN METERS.  
 2. THE DIMENSIONS OF THE LAND SHALL BE GIVEN IN METERS.  
 3. THE DIMENSIONS OF THE ROAD SHALL BE GIVEN IN METERS.

**NOTES**

|      |                  |       |      |          |
|------|------------------|-------|------|----------|
| PROJ | Scale bar added  | PAC 1 | DATE | 13/11/17 |
| PROJ | Site Map updated | PAC 2 | DATE | 08/11/17 |
| PROJ | Final Issue      | PAC 3 | DATE | 03/11/17 |

11, Deodar Road,  
 PO Box 66,  
 Putney, London SW15 2NU,  
 United Kingdom  
 T: +44 (0)20 829 2200  
 www.bdp.com



**BOXPARK Wembley Site Location**

P22007903  
 Site Location  
 1:2500  
 03/11/17

BPW/BDP\_0/AP001 P03

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT FOR WHICH IT WAS PREPARED AND ISSUED. ALL DIMENSIONS SHOWN ON THIS DRAWING SHALL BE TAKEN FROM THE DRAWING. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR OMISSIONS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW.

DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CDW DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT CDW RISK REGISTER

**NOTES**

**DEMISE OF INDIVIDUAL TENANT OPERATING UNIT**  
(The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

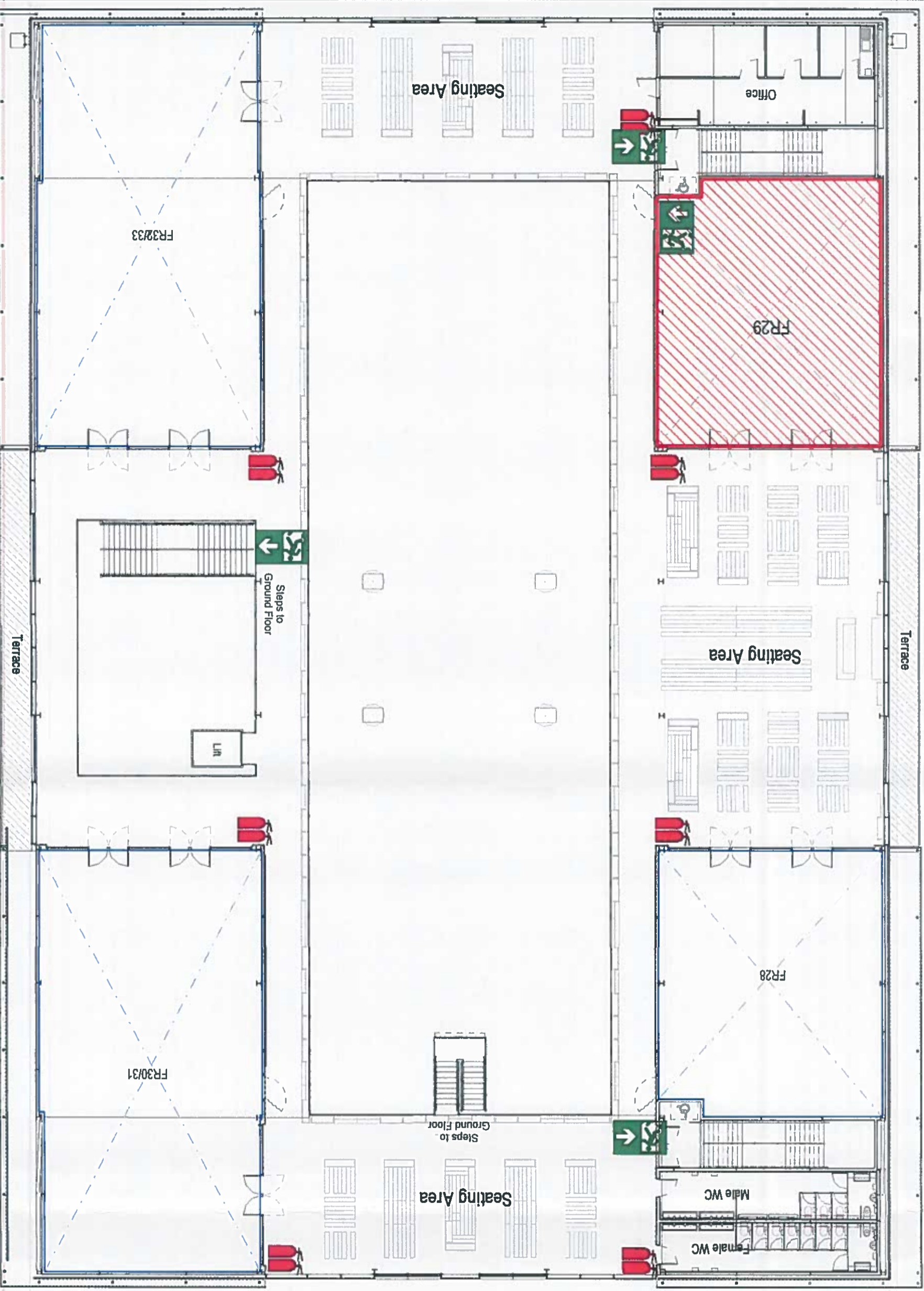
NOTE: Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements T18A between Boxpark, Local Authority & Building Control. To be specified by the individual tenant fire-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector (Refer to Fire Strategy Report & Tenant Fire-out Guide.)  
This will be written into the tenant floor guide and will be a mandatory requirement.

Devices area for the provision of licensable activities

 **INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS:** (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-0:3 &0.

| NO. | DESCRIPTION                                                         | STATUS | DATE     |
|-----|---------------------------------------------------------------------|--------|----------|
| P05 | First floor unit updates as client request                          | Pac    | 26/07/18 |
| P04 | Units 30 & 31 separated                                             | Pac    | 13/07/18 |
| P03 | Correction to unit demise                                           | Pac    | 11/07/18 |
| P02 | Updated with comments received from Gregg Latchams (inc sheet name) | Pac    | 11/07/18 |
| P01 | First Issue                                                         | Pac    | 10/07/18 |



**EMERGENCY SIGNAGE:**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and the other.

**PLEASE READ THIS DRAWING IN CONJUNCTION WITH:**

- Fire Engineers Report: BM456
- Fire strategy drawing: BPW-BDP-(67)A5010
- Communication, safety and protection systems: BPW-BDP-ZZ-00-P-L-E-75\_50-0001
- Lighting Drawings: BPW-BDP-ZZ-01-P-L-E-75\_50-0001

- Security Systems: BPW-BDP-ZZ-00-P-L-E-75\_40-0001
- Lighting Drawings: BPW-BDP-ZZ-00-P-L-E-70\_80-0001
- Lighting Drawings: BPW-BDP-ZZ-01-P-L-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

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**BOXPARK**

PROJECT TITLE  
**BOXPARK Wembley**

CDW NO  
**P2007903**

Document Title  
**Unit Location Plan**  
Unit FR29  
First Floor

Document No  
**BPW-BDP-(0-)AP037**

Scale  
**@ A3**

Date  
**1 : 200**

Issue No  
**Jul 18**

Revision  
**P05**

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT WHICH IT WAS PREPARED AND ISSUED FOR. ALL DIMENSIONS SHOULD BE CHECKED ON SITE AND DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR OMISSIONS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW.

DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE GDM DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT GDM RISK REGISTER

**NOTES**

 **REMOVE OF INDIVIDUAL TENANT OPERATING UNIT.**  
 (The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

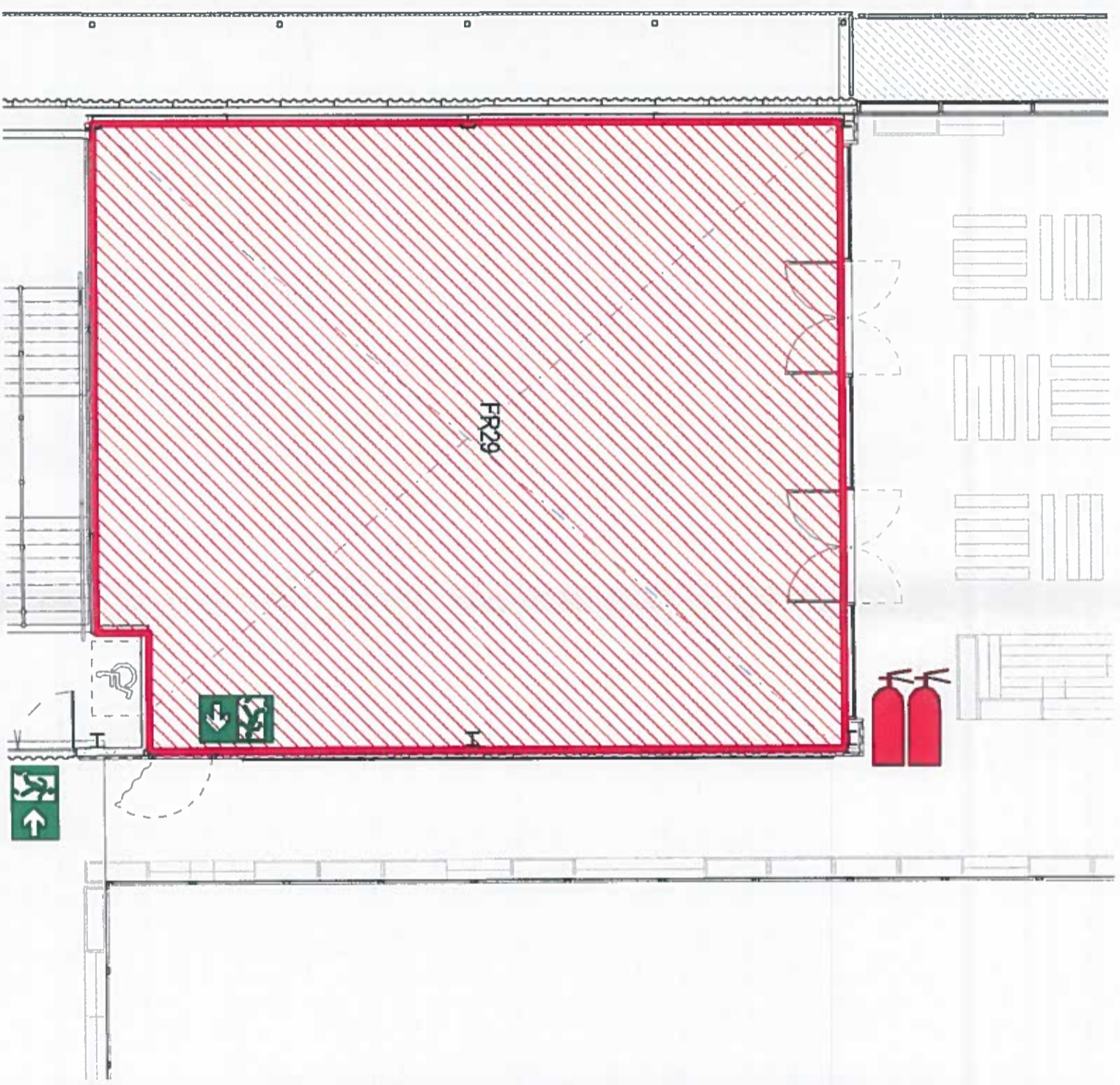
**NOTE:** Individual operating tenants will be responsible for providing the fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant fit-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector (Refer to Fire Strategy Report & Tenant Fit-out Guide.)  
 This will be written into the tenant fit-out guide and will be a mandatory requirement.

 Denotes area for the provision of licensable activities

 **INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS:** (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-0-3:80

|     |                                                                     |     |    |          |
|-----|---------------------------------------------------------------------|-----|----|----------|
| P02 | Updated with comments received from Gregg Latchams (inc sheet name) | PAC | GE | 11/07/18 |
| P01 | First Issue                                                         | PAC | ?  | 10/07/18 |



**EMERGENCY SIGNAGE:**  
 INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

PLEASE READ THIS DRAWING IN CONJUNCTION WITH Fire Engineers Report: BMA65

Fire strategy drawing: BPW-BDP-(07)ME010

Communication, safety and protection Systems: BPW-BDP-ZZ-00-PL-E-75\_50-0001  
 BPW-BDP-ZZ-01-PL-E-75\_50-0001

Security Systems: BPW-BDP-ZZ-00-PL-E-75\_40-0001  
 BPW-BDP-ZZ-01-PL-E-75\_40-0001

Lighting Drawings: BPW-BDP-ZZ-00-PL-E-70\_80-0001  
 BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

**BOXPARK**

**BDP.**

11 Duke Street  
 PO Box 95  
 Piccadilly Basin  
 Manchester  
 M60 3AA  
 United Kingdom  
 T +44 (0)161 828 2200  
 www.bdp.com

**BOXPARK Wembley**

|               |                  |          |        |
|---------------|------------------|----------|--------|
| PROJECT TITLE | P2007903         |          |        |
| ISSUED FOR    | Unit Layout Plan | SCALE    | @ A3   |
| UNIT          | Unit FR29        | DATE     | Jul 18 |
| FLOOR         | First Floor      | REVISION | P02    |
| PROJECT NO.   | BPW-BDP-(0)AP038 |          |        |

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**METROPOLITAN  
POLICE**

**TOTAL POLICING**

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

**Your ref: N/A**

**Our ref: 01QK/**

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

**Tel:** 020 8733 3206

**Mob:** 07500993897

**Email:** michael.sullivan3@met.police.uk

**Web:** www.met.police.uk

**Date:** 13<sup>th</sup> August 2018

**Police representation to the application for a new Premises Licence 'FR29 –  
Boxpark, 16 Olympic Way, Wembley, HA9 0JT'**

**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.**

Officer: **Michael Sullivan 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 Protection of Children from Harm, Prevention of Crime and Disorder, The Prevention of Public Nuisance, and Public Safety.

This is a new premises licence application for a part of the new Boxpark building, the application is very vague in details of the proposed business that will be running from the unit, and the application states Bar/Restaurant, this makes it impossible for me to consider what if any conditions should be attached to the licence, the plans submitted also have no layout and again due to this makes it difficult to know what the likely business plan will be. I have been informed by the head of the councils licensing department that the applicant will submit a major variation when a business takes on the unit, however at this point I do not know if this will be a bar/pub style business or a restaurant, so will ask that the below conditions are added to the licence to cover both possible outcomes, when a business is found and identified as to what they

propose to do, conditions can be adapted, added or removed to fit the type of business proposed.

### **Prevention of Crime and Disorder**

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.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.

Door supervisors of a suitable gender mix, shall be employed on any day when the premises are open for the sale of alcohol.

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

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

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

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 incidents of disorder
- (e) All seizures of drugs or offensive weapons
- (f) Any faults in the CCTV system or searching equipment or scanning equipment
- (g) Any refusal of the sale of alcohol
- (h) Any visit by a relevant authority or emergency service.

### **Protection of Children from Harm**

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.

No children under the age of 18 shall be allowed on the premises after 2100 hours unless accompanied by an adult.

### **The Prevention of Public Nuisance**

Notices asking customers to leave quietly shall be conspicuously displayed at all exits

No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.

No entry or re-entry shall be permitted after 21.00 hours

All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be lobbied and fitted with a self-closing device.

A noise limiter set at a level agreed by Brent Council's Licensing Unit shall be used at all times.

There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority.

### **Restaurant Conditions**

Alcohol shall only be supplied as an accompaniment to a substantial meal, and seated at a table.

Substantial food and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where alcohol is provided.

The supply/sale of alcohol shall be by waiter or waitress service only.

Customers must not be allowed to sit, stand or be served from the bar area or any other staff area used for the preparation of alcoholic beverages.

Signs must be displayed at suitable points along the bar reading, 'Service is by Waiter / waitress service only. Customers are not permitted to sit, stand or be served from the bar.'

## Wembley Stadium Football Event Day Conditions

- (a) Customers shall not be allowed to congregate outside the premises.
- (b) No drinks shall be served in glass containers.
- (c) 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.
- (d) The premises will stop the sale of Alcohol (1) one hour before the advertised kick off time, and will not resume the sales of alcohol until (15) fifteen minutes after the kick off time.
- (e) On Football event days at Wembley stadium the venue will only take one set of supporters (Fan Zone) on the production of a valid ticket for the game, the designated team will be allocated by the Metropolitan Police after a risk assessment has been conducted.
- (f) The venue will **Not** show live sports on football event days at Wembley Stadium.
- (g) The smoking area will be fenced off and will not be visible from Olympic Way, no alcohol will be allowed in the smoking area. (The smoking area will be supervised by SIA and no more than 50 people will be allowed within the area at any time)
- (h) A personal licence holder shall be present on the premises and supervise the sale of alcohol on football event days.

The above Wembley Stadium Event Day conditions are necessary to promote the licensing objectives, police resources are fully stretched on event days at Wembley and with the addition of another large venue opening up on the door step of the national stadium this will only further stretch police resources, police ask that there is no congregation outside the premises due to this being an already heavy footfall on event days and is part of the main route into the stadium for fans.

Police would expect the DPS to work with police at such large events and help promote the licensing objectives.

Police ask that the sales of alcohol stop one hour before the designated kick off time to allow for fans to make their way in to the ground in an orderly manner and assist in the enhanced searching policy that is now in place before entering the stadium.

Having the venue as a fan zone will reduce the likelihood of disorder between fans, and is part of how the Wembley footprint is currently policed, the decision as to what fans are allocated to which licenced premises is decided to how the teams are split

inside the stadium in an effort to avoid as much as possible fans cross over on their way in to the stadium.

Ticketless fans consistently cause problems in the surrounding licenced premises, they will start drinking early in the day, then find a venue who are showing the game and continue drinking, and this on occasions leads to disorder, again producing a strain on an already stretched policing plan. This venue as already mentioned is situated next to Olympic way which is the main access/egress for patrons of the stadium and is regularly a flash point for disorder.

Licenced premises within the Wembley stadium footprint comply with the Wembley split on football event days, thus reducing the amount of disorder within licenced premises.

**Michael Sullivan 368QK**

Licensing Constable for  
Brent Borough Police

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Boxpark Ltd  
FR28, FR29, FR30, FR31, FR32, FR33  
Boxpark Wembley  
18 Olympic Way  
HA9 0JT

14 September 2018

**Licensing Representation to the Application for a new Premises Licence for FR28, FR29, FR30, FR31, FR32, FR33, Boxpark Wembley, 18 Olympic Way, HA9 0JT**

I certify that I have considered the application shown above and I wish to make a representation.

**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 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 be included as conditions on the 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. The CCTV images shall be kept in an easily downloadable format.
3. On Wembley Stadium event days door supervisors of a suitable number and gender, shall be employed from 11.00 hours until 1 hour after the event begins.
4. On Wembley Stadium event days no drinks shall be served other than in plastic/polycarbonate/cardboard or toughened glass.
5. On Wembley Stadium event days a personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.

6. On Wembley Stadium event days no children shall be admitted unless accompanied by a responsible adult.
7. On Wembley Stadium event days there must be suitable measures in place to ensure there is a free flow of access and egress for customers. As such, the area between the exit doors from the premises to the external part of the building out on the public highway shall be free from any obstruction including persons.
8. SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
9. A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.
10. 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.
11. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
12. A “Challenge 25” policy shall be adopted and adhered to at all times.
13. Substantial snacks and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.
14. The premises shall provide chairs and tables for customer use.
15. 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.
16. A clear and unobstructed view into the premises shall be maintained at all times.
17. 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.
18. 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 centrally and made available for inspection by police and relevant authorities upon request.
19. No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.
20. The placing of bottles into receptacles outside the building shall not be permitted between 20.00hrs hours and 07.00 hours the following morning.

21. There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority. The premises dispersal policy shall be kept and made available to police and authorised officers from Brent Council.

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 sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services

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**From:** Joshi, Ketan  
**Sent:** 31 August 2018 15:44  
**To:** 'ewen.macgregorCc: Business Licence  
**Subject:** Re: Boxpark,18 Olympic Way, Wembley, HA9 0JT

Dear Ewen

Thank you for your response. Your suggestions for revised conditions is reasonable and I am in agreement and willing to revise my original conditions as follows, for the six applications:

**Application references 13058, 13059, 13060, 13061, 13062 (Areas FR28, GF06, FR29, FR30/FR31, FR30/FR33)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

**Application reference 13063 (Atrium Communal Space)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly
5. When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents

I trust that your client is in agreement with the above. I therefore withdraw with representations subject to the above conditions being attached to the respective Licences as identified by the unique application references indicated above.

Please contact me if you wish to query any of the above or if you wish to discuss any of the applications further, otherwise simply confirm your client's agreement to the above ensuring that the Business Licence Team (as copied into this email) are also notified.

Regards

Ketan Joshi  
Enforcement Officer  
Regulatory Services

**From:** Ewen Macgregor [  
**Sent:** 30 August 2018 17:23  
**To:** Business Licence <[business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)>  
**Cc:** Naomi Jenkins Jo Brown  
**Subject:** Boxpark,18 Olympic Way, Wembley, HA9 0JT

Good afternoon

We received from you a rep in relation to the above 6 applications which was sent to you from Ketan Joshi, the Licensing Enforcement Officer. Unfortunately we do not have his contact email.

Would it be possible for you to forward on our response below to Ketan (copying us in).

All of the proposed conditions, for each of the six applications can be agreed save for where set out below

1. All windows and doors will remain closed during licensed activities

This is not agreed.

There are no windows in the premises.

If you were able to agree a condition which states as follows we can take our clients instructions

"Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities"

2. Music played at the premises will not be audible at or within the site boundary of any residential property

Agreed

3. Music is not to be played outdoors at any time

Agreed

4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

Agreed

5. When the premises turn out a door supervisor shall supervise patrons and ensure that that leave in a prompt and courteous manner, respecting local residents

This condition is only appropriate - and agreed - for the Atrium licence given that all patrons will have to pass through the Atrium prior to exiting the premises

We look forward to hearing from you.

With best wishes,

**Ewen Macgregor**  
Associate Director  
Gregg Latchams

## LICENSING ACT 2003

### Application for New Premises Licence

#### 1. The Application

|                             |                                                            |
|-----------------------------|------------------------------------------------------------|
| Name of Applicant:          | Boxpark Trading Ltd                                        |
| Name & Address of Premises: | Boxpark Wembley, FR30/FR31, 18 Olympic Way Wembley HA9 0JT |
| Applicants Agent:           | Gregg Latchams Solicitors                                  |

The application is for a new premises licence:

- 1 For the provision of Regulated Entertainment and the Sale & Supply of alcohol from 10:00hrs to 23:00hrs Monday to Sunday.  
Late night refreshment from 23:00hrs to 23:30hrs Monday to Sunday;  
To remain open from 07:00hrs to 23:30hrs Monday to Sunday.

#### 2. Background

None

#### 3. Promotion of the Licensing Objectives

See Separate sheet.

#### 4. Relevant Representations

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

#### 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. Copy of Application Form & Premises Plan
- B. Police rep
- C. Licensing Rep
- D. Nuisance Control Team Rep & withdrawal
- E. OS Map



Licensing Department  
Brent Council  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

**By guaranteed post**

Our ref: EM1/JB4/BOX11/16  
Your ref:

31 July 2018

Dear Sir or Madam

**FR30/FR31, Boxpark Wembley, 18 Olympic Way, Wembley, HA9 0JT  
Application for New Premises Licence**

We have been instructed by Boxpark Trading Ltd to make application for a new Premises Licence for the above premises.

We enclose the following:

1. Completed form of application
2. Site location plan - BPW-BDP-(0)AP001 P03
3. Unit Location plan - BPW-BDP-(0)AP041 Rev PO5
4. Unit Layout plan - BPW-BDP-(0)AP042 Rev PO5

We confirm that no DPS has yet been nominated and our clients will not exercise any granted Licence until a DPS has been appointed.

We are grateful to you for advising that you will circulate a copy of this application to all authorities on our behalf.

The appropriate notice will be displayed on the premises for 28 days starting on the 2 August 2018.

A notice will appear in a local newspaper within 10 working days of this application being lodged.

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401

3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801

DX: 7845 Bristol DX: 42734 Oxford Circus North **Page 193**

Gregg Latchams is the trading name  
of Gregg Latchams Limited.

Registered in England & Wales: 6899567  
Registered office: 7 Queen Square  
Bristol BS1 4JE. VAT No: 137848239.

Authorised & regulated by the  
Solicitors Regulation Authority - No: 607476.

We shall be most grateful if you will kindly acknowledge safe receipt of this application.

Yours faithfully

**Gregg Latchams Limited**

**Tel:** +44 (0)117 906 9240

**Fax:** +44 (0)117 906 9401

**Email:** [REDACTED]

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401

3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
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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** Boxpark Trading Ltd  
*(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 |                  |           |         |
| FR30/FR31<br>Boxpark Wembley<br>18 Olympic Way                                       |                  |           |         |
| Post town                                                                            | Wembley          | Post code | HA9 0JT |
| Telephone number at premises (if any)                                                | To be Advised    |           |         |
| Non-domestic rateable value of premises                                              | Not Yet Assessed |           |         |

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  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)
- 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  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:

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

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative



**(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<br>Boxpark Trading Ltd                                                                              |
| Address<br>[REDACTED]<br>[REDACTED]                                                                      |
| Registered number (where applicable)<br>[REDACTED]                                                       |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>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 |
|-----|-------|------|
| 3   | 0     | 0    |
| 8   | 2     | 0    |
| 1   | 8     |      |

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

| Day | Month | Year |
|-----|-------|------|
| 1   | 1     | 1    |
| 1   | 1     | 1    |
| 1   | 1     | 1    |

Please give a general description of the premises (please read guidance note1)

Retail unit with bar/restaurant facilities

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2) Please tick yes

- 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**

**E**

|                                                                              |       |        |                                                                                                                                                                                                             |          |                                     |
|------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                | Indoors  | <input checked="" type="checkbox"/> |
|                                                                              |       |        |                                                                                                                                                                                                             | Outdoors | <input type="checkbox"/>            |
|                                                                              |       |        |                                                                                                                                                                                                             | Both     | <input type="checkbox"/>            |
| Day                                                                          | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)                                                                                                                                       |          |                                     |
| Mon                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Tue                                                                          | 1000  | 2300   | Live music at the managements discretion                                                                                                                                                                    |          |                                     |
| Wed                                                                          | 1000  | 2300   | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)                                                                                                        |          |                                     |
| Thur                                                                         | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Fri                                                                          | 1000  | 2300   | <b>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</b> (please read guidance note 6) |          |                                     |
| Sat                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Sun                                                                          | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |

**F**

| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)                                                                                | Indoors                                      | <input checked="" type="checkbox"/> |
|----------------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------|
| Day                                                                              | Start | Finish |                                                                                                                                                                                                                    | Outdoors                                     | <input type="checkbox"/>            |
| Mon                                                                              | 1000  | 2300   | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                       | Both                                         | <input type="checkbox"/>            |
| Tue                                                                              | 1000  | 2300   |                                                                                                                                                                                                                    | Recorded music at the managements discretion |                                     |
| Wed                                                                              | 1000  | 2300   | <b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)                                                                                                        |                                              |                                     |
| Thur                                                                             | 1000  | 2300   |                                                                                                                                                                                                                    |                                              |                                     |
| Fri                                                                              | 1000  | 2300   | <b><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></b> (please read guidance note 6) |                                              |                                     |
| Sat                                                                              | 1000  | 2300   |                                                                                                                                                                                                                    |                                              |                                     |
| Sun                                                                              | 1000  | 2300   |                                                                                                                                                                                                                    |                                              |                                     |

**I**

| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                 | Indoors  | <input checked="" type="checkbox"/> |                                                     |  |  |
|------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|-----------------------------------------------------|--|--|
|                                                                                          |       |        |                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/>            |                                                     |  |  |
|                                                                                          |       |        |                                                                                                                                                                                                                        | Both     | <input type="checkbox"/>            |                                                     |  |  |
| Day                                                                                      | Start | Finish |                                                                                                                                                                                                                        |          |                                     |                                                     |  |  |
| Mon                                                                                      | 2300  | 2330   | <b>Please give further details here</b> (please read guidance note 4)                                                                                                                                                  |          |                                     |                                                     |  |  |
| Tue                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     | Hot food and beverage at the managements discretion |  |  |
| Wed                                                                                      | 2300  | 2330   | <b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)                                                                                                         |          |                                     |                                                     |  |  |
| Thur                                                                                     | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |                                                     |  |  |
| Fri                                                                                      | 2300  | 2330   | <b>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</b> (please read guidance note 6) |          |                                     |                                                     |  |  |
| Sat                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |                                                     |  |  |
| Sun                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                        |          |                                     |                                                     |  |  |

**J**

|                                                                                     |              |               |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|-------------------------------------------------------------------------------------|--------------|---------------|------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |              |               | <b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 8) | On the premises  | <input checked="" type="checkbox"/> |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      | Off the premises | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      | Both             | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
| <b>Day</b>                                                                          | <b>Start</b> | <b>Finish</b> | <b>State any seasonal variations for the supply of alcohol</b><br>(please read guidance note 5)      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Mon                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Tue                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Wed                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Thur                                                                                | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Fri                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      |                  |                                     | <b>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</b> (please read guidance note 6) |  |  |
| Thur                                                                                | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Fri                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 1000         | 2300          |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |              |               |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

|                                               |  |
|-----------------------------------------------|--|
| <b>Name</b><br>To be Advised                  |  |
| <b>Date of Birth</b>                          |  |
| <b>Address</b>                                |  |
| <b>Postcode</b>                               |  |
| <b>Personal Licence number (if known)</b>     |  |
| <b>Issuing licensing authority (if known)</b> |  |

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)

L

| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>State any seasonal variations</b> (please read guidance note 5)                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day                                                                                                     | Start | Finish |                                                                                                                                                                                                      |
| Mon                                                                                                     |       |        | <p><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 6)</p> |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Tue                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Wed                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Thur                                                                                                    |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Fri                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Sat                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Sun                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |



**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)

Please see attached proposed conditions

**b) The prevention of crime and disorder**

Please see attached proposed conditions

**c) Public safety**

Please see attached proposed conditions

**d) The prevention of public nuisance**

Please see attached proposed conditions

**e) The protection of children from harm**

Please see attached proposed conditions

**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 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.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <p>(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).</p> <p>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 read note 15)</p> |
| Signature          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date               | 31 July 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Capacity           | Gregg Latchams Ltd Solicitors and Authorised Agents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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) |                                                                                     |           |                                                                                       |
|                                                              |                                                                                     |           |                                                                                       |
| Post town                                                                                                                                       |  | Post code |  |
| Telephone number (if any)                                                                                                                       |  |           |                                                                                       |

**If you would prefer us to correspond with you by e-mail your e-mail address (optional)**

jo.brown@gregglatchams.com

### Notes for Guidance

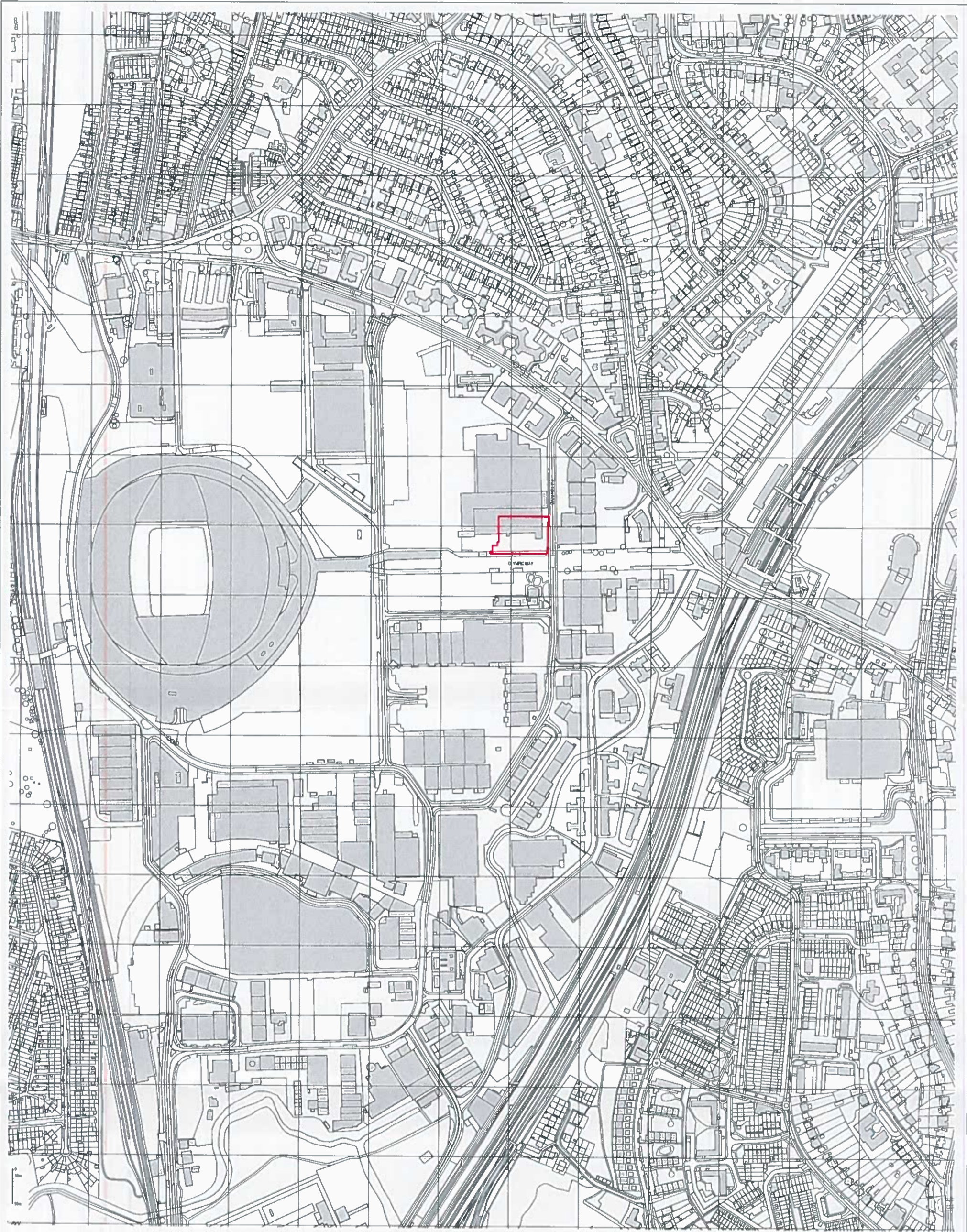
1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii)

**FR30/FR31, BOXPARK WEMBLEY, 18 OLYMPIC WAY, WEMBLEY, HA9 0JT**  
**APPLICATION FOR NEW PREMISES LICENCE**

**Proposed Conditions**

1. Alcohol consumption is restricted to demise of the premises as shown on the layout plan and not for consumption in the communal atrium space.
2. CCTV cameras located within the premises to cover all public areas including entrances and capable of obtaining a clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises and images to be securely retained for a period of 31 days.
3. CCTV system to operate and record 24 hours a day.
4. All equipment must have an accurate time and date generation.
5. Members of staff trained in the use of the CCTV to be able to provide viewable copies of CCTV to police on demand or as soon as is reasonably practicable.
6. On Wembley Major Event Day Polycarbonate or non-glass drinking vessels only.
7. On Wembley Major Event Days the service of alcohol prohibited to a minimum of 30 minutes prior to kick off until a time not less than 15 minutes post kick off save for persons demonstrating purchase of a substantial meal.
8. On Wembley Major Event Days the DPS will work in partnership with the Police and if necessary comply with a direction given by a member of Brent Police Licensing or a senior Police officer on duty at the event.
9. Customers will not take open drink containers outside the premises
10. The premises shall operate a Challenge 25 policy with suitable signage displayed on the premises advising customers that this policy is in place. Only acceptable forms of photo ID are recognised photographic ID such as a driving licence or passport.
11. Signs to be displayed on the premises reminding customers to leave quietly.
12. A comprehensive incident log to be kept on the premises and the licence holder to ensure that any incidents are logged within 24 hours of them occurring and shall include:
  - a. date
  - b. time
  - c. location
  - d. persons concerned
  - e. summary of incident

- 
- f. identify any emergency services persons who attended
13. To operate anti drugs policy with signage to be displayed notifying customers of this.
  14. Staff training to be provided to all staff involved in the sale of alcohol commensurate with their duties. A copy of training records to be kept on site and to be made available for inspection by the police and licensing authority on request.
  15. Persons leaving the premises to smoke shall not be permitted to take glass vessels from the premises
  16. Should any queue form for customers seeking to gain entry to the premises then this queue shall be properly organised by the premises licence holder and monitored



ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. IT IS THE PROPERTY OF THE ARCHITECT AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. ALL RIGHTS RESERVED.

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NOTES

|                       |     |    |          |
|-----------------------|-----|----|----------|
| PO3   Scale bar added | PAC | CE | 13/11/17 |
| PO2   O2 Map updated  | PAC | CE | 08/11/17 |
| PO1   First Issue     | PAC | CE | 03/11/17 |

11 Duke Street  
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BOXPARK Wembley Site Location

P2007903  
 Site Location  
 1:2500  
 03/11/17

BPW-BDP-(0)A/P001  
 PO3

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT WHICH IT WAS PREPARED AND ISSUED FOR. ALL DIMENSIONS SHOULD BE CHECKED ON SITE. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR OMISSIONS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW.

DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CDM DESIGN ISSUES REGISTER
- THE BOP RISK SERIES OF DRAWINGS
- THE PROJECT CDM RISK REGISTER

**NOTES**

**DEMISE OF INDIVIDUAL TENANT OPERATING UNIT**  
(The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

**NOTE:** Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements (IBA between Boxpark, Local Authority & Building Control). To be specified by the individual tenant fit-out design team.

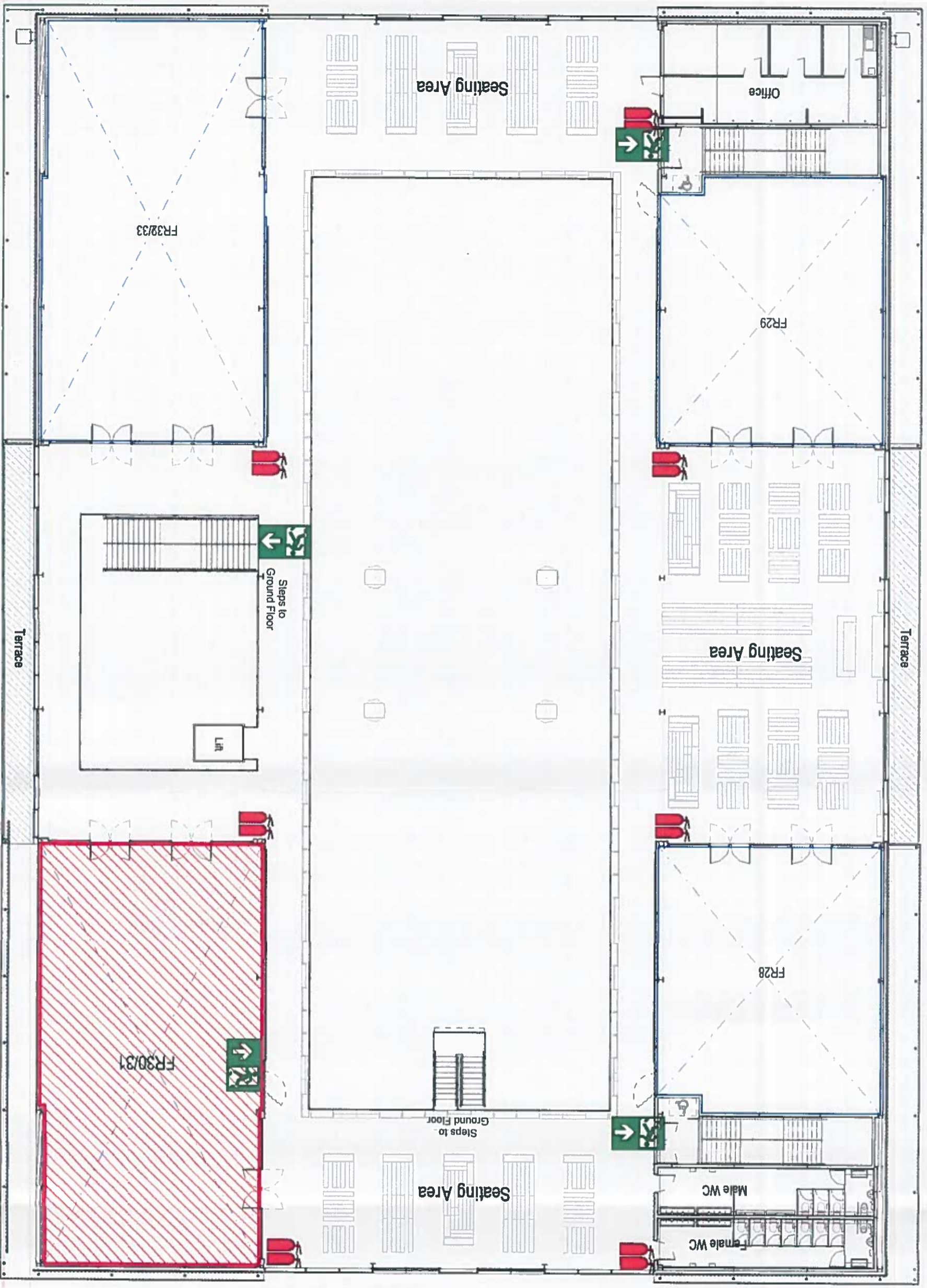
Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.)

This will be written into the tenant fit-out guide and will be a mandatory requirement.

 Denotes area for the provision of licensable activities

 **INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS:** (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-0:3:80.

| NO  | DESCRIPTION                                                         | DATE | BY | CHKD     |
|-----|---------------------------------------------------------------------|------|----|----------|
| P05 | First floor unit updates as client request                          | Pac  | -  | 26/07/18 |
| P04 | Units 30 & 31 separated                                             | Pac  | ?  | 13/07/18 |
| P03 | Correction to unit demise                                           | Pac  | GE | 11/07/18 |
| P02 | Updated with comments received from Gregg Lathlams (inc sheet name) | Pac  | GE | 11/07/18 |
| P01 | First Issue                                                         | Pac  | ?  | 10/07/18 |



**EMERGENCY SIGNAGE:**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

PLEASE READ THIS DRAWING IN CONJUNCTION WITH:  
Fire Engineers Report:  
BWA495

Fire strategy drawing:  
BPW-BDP-(67)A5010

Security Systems:  
BPW-BDP-ZZ-00-PL-E-75\_40-0001  
BPW-BDP-ZZ-01-PL-E-75\_40-0001

Communication, safety and protection Systems:  
BPW-BDP-ZZ-00-PL-E-75\_50-0001  
BPW-BDP-ZZ-01-PL-E-75\_50-0001

Lighting Drawings:  
BPW-BDP-ZZ-00-PL-E-70\_80-0001  
BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

**PROJECT TITLE**  
BOXPARK Wembley

**NO OF STOREYS**  
P2007903

**UNIT LOCATION PLAN**  
Unit FR30/31  
First Floor

**DATE**  
Jul 18

**SCALE**  
1 : 200

**CLIENT**  
@ A3

**DESIGNER**  
BDP.

11 Duke Street  
PO Box 85  
Piccadilly Basin  
Manchester  
M60 3JA  
United Kingdom  
T +44 (0)161 828 2200  
www.bdp.com

**PROJECT TITLE**  
BOXPARK Wembley

**NO OF STOREYS**  
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ANY DRAWING ERRORS OR OMISSIONS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW. DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CDM DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT CDM RISK REGISTER


**NOTES**

 **DEMISE OF INDIVIDUAL TENANT OPERATING UNIT.**  
(The blue line denotes the current known configuration of tenant units but maybe subject to change in the future to be confirmed by Boxpark.)

**NOTE:** Individual operating tenants will be responsible for providing the fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant fit-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.)  
This will be written into the tenant floor guide and will be a mandatory requirement.

 Denotes area for the provision of licensable activities

 **INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS:** (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-4:3 80.

| NO  | REVISION                                                           | DATE | BY | CHECKED | DATE     |
|-----|--------------------------------------------------------------------|------|----|---------|----------|
| P05 | First floor unit updates as client request                         | P&C  |    |         | 28/07/18 |
| P04 | Units 30 & 31 separated                                            | P&C  |    |         | 13/07/18 |
| P03 | Correction to unit demise                                          | P&C  |    |         | 11/07/18 |
| P02 | Updated with comments received from Gregg Lathams (see sheet name) | P&C  |    |         | 11/07/18 |
| P01 | First Issue                                                        | P&C  |    |         | 10/07/18 |

**BOXPARK**



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T +44 (0)161 828 2200  
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**PROJECT TITLE**  
BOXPARK Wembley

|                       |                  |                    |         |
|-----------------------|------------------|--------------------|---------|
| <b>PROJECT NO</b>     | P2007903         | <b>SCALE</b>       | @ A3    |
| <b>UNIT LAYOUT</b>    | Unit Layout Plan | <b>UNIT NUMBER</b> | 1 : 100 |
| <b>UNIT REFERENCE</b> | Unit FR30/31     | <b>DATE</b>        | Jul 18  |
| <b>REVISION</b>       | First Floor      | <b>NO</b>          | P05     |



**EMERGENCY SIGNAGE:**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Signage & Equipment shown on this drawing maybe subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and the other.

PLEASE READ THIS DRAWING IN CONJUNCTION WITH:  
Fire Engineers Report:  
BMA55

Fire strategy drawing:  
BPW-BDP-671AED10  
Communication, safety and protection Systems  
BPW-BDP-ZZ-00-PL-E-75\_50-0001  
BPW-BDP-ZZ-01-PL-E-75\_50-0001

Security Systems  
BPW-BDP-ZZ-00-PL-E-75\_40-0001  
BPW-BDP-ZZ-01-PL-E-75\_40-0001

Lighting Drawings  
BPW-BDP-ZZ-00-PL-E-70\_80-0001  
BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

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**METROPOLITAN  
POLICE**

**TOTAL POLICING**

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

**Your ref: N/A**

**Our ref: 01QK/**

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

**Tel:** 020 8733 3206

**Mob:** 07500993897

**Email:** michael.sullivan3@met.police.uk

**Web:** www.met.police.uk

**Date:** 13<sup>th</sup> August 2018

**Police representation to the application for a new Premises Licence 'FR30-31 –  
Boxpark, 16 Olympic Way, Wembley, HA9 0JT'**

**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.**

Officer: **Michael Sullivan 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 Protection of Children from Harm, Prevention of Crime and Disorder, The Prevention of Public Nuisance, and Public Safety.

This is a new premises licence application for a part of the new Boxpark building, the application is very vague in details of the proposed business that will be running from the unit, and the application states Bar/Restaurant, this makes it impossible for me to consider what if any conditions should be attached to the licence, the plans submitted also have no layout and again due to this makes it difficult to know what the likely business plan will be. I have been informed by the head of the councils licensing department that the applicant will submit a major variation when a business takes on the unit, however at this point I do not know if this will be a bar/pub style business or a restaurant, so will ask that the below conditions are added to the licence to cover both possible outcomes, when a business is found and identified as to what they

propose to do, conditions can be adapted, added or removed to fit the type of business proposed.

### **Prevention of Crime and Disorder**

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.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.

Door supervisors of a suitable gender mix, shall be employed on any day when the premises are open for the sale of alcohol.

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

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

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

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 incidents of disorder
- (e) All seizures of drugs or offensive weapons
- (f) Any faults in the CCTV system or searching equipment or scanning equipment
- (g) Any refusal of the sale of alcohol
- (h) Any visit by a relevant authority or emergency service.

### **Protection of Children from Harm**

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.

No children under the age of 18 shall be allowed on the premises after 2100 hours unless accompanied by an adult.

### **The Prevention of Public Nuisance**

Notices asking customers to leave quietly shall be conspicuously displayed at all exits

No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.

No entry or re-entry shall be permitted after 21.00 hours

All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be lobbied and fitted with a self-closing device.

A noise limiter set at a level agreed by Brent Council’s Licensing Unit shall be used at all times.

There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority.

### **Restaurant Conditions**

Alcohol shall only be supplied as an accompaniment to a substantial meal, and seated at a table.

Substantial food and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where alcohol is provided.

The supply/sale of alcohol shall be by waiter or waitress service only.

Customers must not be allowed to sit, stand or be served from the bar area or any other staff area used for the preparation of alcoholic beverages.

Signs must be displayed at suitable points along the bar reading, ‘Service is by Waiter / waitress service only. Customers are not permitted to sit, stand or be served from the bar.’

## Wembley Stadium Football Event Day Conditions

- (a) Customers shall not be allowed to congregate outside the premises.
- (b) No drinks shall be served in glass containers.
- (c) 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.
- (d) The premises will stop the sale of Alcohol (1) one hour before the advertised kick off time, and will not resume the sales of alcohol until (15) fifteen minutes after the kick off time.
- (e) On Football event days at Wembley stadium the venue will only take one set of supporters (Fan Zone) on the production of a valid ticket for the game, the designated team will be allocated by the Metropolitan Police after a risk assessment has been conducted.
- (f) The venue will **Not** show live sports on football event days at Wembley Stadium.
- (g) The smoking area will be fenced off and will not be visible from Olympic Way, no alcohol will be allowed in the smoking area. (The smoking area will be supervised by SIA and no more than 50 people will be allowed within the area at any time)
- (h) A personal licence holder shall be present on the premises and supervise the sale of alcohol on football event days.

The above Wembley Stadium Event Day conditions are necessary to promote the licensing objectives, police resources are fully stretched on event days at Wembley and with the addition of another large venue opening up on the door step of the national stadium this will only further stretch police resources, police ask that there is no congregation outside the premises due to this being an already heavy footfall on event days and is part of the main route into the stadium for fans.

Police would expect the DPS to work with police at such large events and help promote the licensing objectives.

Police ask that the sales of alcohol stop one hour before the designated kick off time to allow for fans to make their way in to the ground in an orderly manner and assist in the enhanced searching policy that is now in place before entering the stadium.

Having the venue as a fan zone will reduce the likelihood of disorder between fans, and is part of how the Wembley footprint is currently policed, the decision as to what fans are allocated to which licenced premises is decided to how the teams are split

inside the stadium in an effort to avoid as much as possible fans cross over on their way in to the stadium.

Ticketless fans consistently cause problems in the surrounding licenced premises, they will start drinking early in the day, then find a venue who are showing the game and continue drinking, and this on occasions leads to disorder, again producing a strain on an already stretched policing plan. This venue as already mentioned is situated next to Olympic way which is the main access/egress for patrons of the stadium and is regularly a flash point for disorder.

Licenced premises within the Wembley stadium footprint comply with the Wembley split on football event days, thus reducing the amount of disorder within licenced premises.

**Michael Sullivan 368QK**

Licensing Constable for  
Brent Borough Police

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Boxpark Ltd  
FR28, FR29, FR30, FR31, FR32, FR33  
Boxpark Wembley  
18 Olympic Way  
HA9 0JT

14 September 2018

**Licensing Representation to the Application for a new Premises Licence for FR28, FR29, FR30, FR31, FR32, FR33, Boxpark Wembley, 18 Olympic Way, HA9 0JT**

I certify that I have considered the application shown above and I wish to make a representation.

**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 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 be included as conditions on the 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. The CCTV images shall be kept in an easily downloadable format.
3. On Wembley Stadium event days door supervisors of a suitable number and gender, shall be employed from 11.00 hours until 1 hour after the event begins.
4. On Wembley Stadium event days no drinks shall be served other than in plastic/polycarbonate/cardboard or toughened glass.
5. On Wembley Stadium event days a personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.

6. On Wembley Stadium event days no children shall be admitted unless accompanied by a responsible adult.
7. On Wembley Stadium event days there must be suitable measures in place to ensure there is a free flow of access and egress for customers. As such, the area between the exit doors from the premises to the external part of the building out on the public highway shall be free from any obstruction including persons.
8. SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
9. A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.
10. 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.
11. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
12. A “Challenge 25” policy shall be adopted and adhered to at all times.
13. Substantial snacks and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.
14. The premises shall provide chairs and tables for customer use.
15. 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.
16. A clear and unobstructed view into the premises shall be maintained at all times.
17. 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.
18. 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 centrally and made available for inspection by police and relevant authorities upon request.
19. No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.
20. The placing of bottles into receptacles outside the building shall not be permitted between 20.00hrs hours and 07.00 hours the following morning.

21. There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority. The premises dispersal policy shall be kept and made available to police and authorised officers from Brent Council.

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 sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services

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**From:** Joshi, Ketan  
**Sent:** 31 August 2018 15:44  
**To:** 'ewen.macgregorCc: Business Licence  
**Subject:** Re: Boxpark,18 Olympic Way, Wembley, HA9 0JT

Dear Ewen

Thank you for your response. Your suggestions for revised conditions is reasonable and I am in agreement and willing to revise my original conditions as follows, for the six applications:

**Application references 13058, 13059, 13060, 13061, 13062 (Areas FR28, GF06, FR29, FR30/FR31, FR30/FR33)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

**Application reference 13063 (Atrium Communal Space)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly
5. When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents

I trust that your client is in agreement with the above. I therefore withdraw with representations subject to the above conditions being attached to the respective Licences as identified by the unique application references indicated above.

Please contact me if you wish to query any of the above or if you wish to discuss any of the applications further, otherwise simply confirm your client's agreement to the above ensuring that the Business Licence Team (as copied into this email) are also notified.

Regards

Ketan Joshi  
Enforcement Officer  
Regulatory Services

**From:** Ewen Macgregor [  
**Sent:** 30 August 2018 17:23  
**To:** Business Licence <[business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)>  
**Cc:** Naomi Jenkins Jo Brown  
**Subject:** Boxpark,18 Olympic Way, Wembley, HA9 0JT

Good afternoon

We received from you a rep in relation to the above 6 applications which was sent to you from Ketan Joshi, the Licensing Enforcement Officer. Unfortunately we do not have his contact email.

Would it be possible for you to forward on our response below to Ketan (copying us in).

All of the proposed conditions, for each of the six applications can be agreed save for where set out below

1. All windows and doors will remain closed during licensed activities

This is not agreed.

There are no windows in the premises.

If you were able to agree a condition which states as follows we can take our clients instructions

"Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities"

2. Music played at the premises will not be audible at or within the site boundary of any residential property

Agreed

3. Music is not to be played outdoors at any time

Agreed

4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

Agreed

5. When the premises turn out a door supervisor shall supervise patrons and ensure that that leave in a prompt and courteous manner, respecting local residents

This condition is only appropriate - and agreed - for the Atrium licence given that all patrons will have to pass through the Atrium prior to exiting the premises

We look forward to hearing from you.

With best wishes,

**Ewen Macgregor**  
Associate Director  
Gregg Latchams

## LICENSING ACT 2003

### Application for New Premises Licence

#### 1. The Application

|                             |                                                            |
|-----------------------------|------------------------------------------------------------|
| Name of Applicant:          | Boxpark Trading Ltd                                        |
| Name & Address of Premises: | Boxpark Wembley, FR32/FR33, 18 Olympic Way Wembley HA9 0JT |
| Applicants Agent:           | Gregg Latchams Solicitors                                  |
|                             |                                                            |

The application is for a new premises licence:

- 1 For the provision of Regulated Entertainment and the Sale & Supply of alcohol from 10:00hrs to 23:00hrs Monday to Sunday.  
Late night refreshment from 23:00hrs to 23:30hrs Monday to Sunday;  
To remain open from 07:00hrs to 23:30hrs Monday to Sunday.

#### 2. Background

None

#### 3. Promotion of the Licensing Objectives

See Separate sheet.

#### 4. Relevant Representations

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

#### 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. Copy of Application Form & Premises Plan
- B. Police rep
- C. Licensing Rep
- D. Nuisance Control Team Rep & withdrawal
- E. OS Map





Licensing Department  
Brent Council  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

**By guaranteed post**

Our ref: EM1/JB4/BOX11/16

Your ref:

31 July 2018

Dear Sir or Madam

**FR32/FR33, Boxpark Wembley, 18 Olympic Way, Wembley, HA9 0JT  
Application for New Premises Licence**

We have been instructed by Boxpark Trading Ltd to make application for a new Premises Licence for the above premises.

We enclose the following:

1. Completed form of application
2. Site location plan - BPW-BDP-(0)AP001 P03
3. Unit location plan - BPW-BDP-(0-)AP039 Rev PO5
4. Unit layout plan - BPW-BDP-(0-)AP040 Rev PO5

We confirm that no DPS has yet been nominated and our clients will not exercise any granted Licence until a DPS has been appointed.

We are grateful to you for advising that you will circulate a copy of this application to all authorities on our behalf.

The appropriate notice will be displayed on the premises for 28 days starting on the 2 August 2018.

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401  
3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801  
DX: 7845 Bristol DX: 42734 Oxford Circus North

Gregg Latchams is the trading name  
of Gregg Latchams Limited

Registered in England & Wales: 6899567  
Registered office: 7 Queen Square  
Bristol BS1 4JE. VAT No: 137848239.

Authorised & regulated by the  
Solicitors Regulation Authority - No 607476.

A notice will appear in a local newspaper within 10 working days of this application being lodged.

We shall be most grateful if you will kindly acknowledge safe receipt of this application.

Yours faithfully

**Gregg Latchams Limited**

**Tel:** +44 (0)117 906 9240

**Fax:** +44 (0)117 906 9401

**Email:** [REDACTED]

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401

3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801

DX: 7845 Bristol DX: 42734 Oxford Circus North **Page 230**

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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** Boxpark Trading Ltd  
*(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 |                  |           |         |
| FR32/FR33<br>Boxpark Wembley<br>18 Olympic Way                                       |                  |           |         |
| Post town                                                                            | Wembley          | Post code | HA9 0JT |
| Telephone number at premises (if any)                                                | To be Advised    |           |         |
| Non-domestic rateable value of premises                                              | Not Yet Assessed |           |         |

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  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)
- 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  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:

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
- I am making the application pursuant to a
- statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(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<br>Boxpark Trading Ltd                                                                                                 |
| Address<br>                                |
| Registered number (where applicable)<br> |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>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 |
|-----|-------|------|
| 3   | 0     | 0    |
| 8   | 2     | 0    |
| 1   | 8     |      |

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

| Day | Month | Year |
|-----|-------|------|
| 1   | 1     | 1    |
| 1   | 1     | 1    |
| 1   | 1     | 1    |

Please give a general description of the premises (please read guidance note1)

Retail unit with bar/restaurant facilities

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2) Please tick yes

- 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**

**E**

|                                                                              |       |        |                                                                                                                                                                                                             |          |                                     |
|------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                | Indoors  | <input checked="" type="checkbox"/> |
|                                                                              |       |        |                                                                                                                                                                                                             | Outdoors | <input type="checkbox"/>            |
|                                                                              |       |        |                                                                                                                                                                                                             | Both     | <input type="checkbox"/>            |
| Day                                                                          | Start | Finish |                                                                                                                                                                                                             |          |                                     |
| Mon                                                                          |       |        | <b>Please give further details here</b> (please read guidance note 4)                                                                                                                                       |          |                                     |
|                                                                              | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Tue                                                                          |       |        | Live music at the managements discretion                                                                                                                                                                    |          |                                     |
|                                                                              | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Wed                                                                          |       |        | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)                                                                                                        |          |                                     |
|                                                                              | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Thur                                                                         |       |        |                                                                                                                                                                                                             |          |                                     |
|                                                                              | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Fri                                                                          |       |        | <b>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</b> (please read guidance note 6) |          |                                     |
|                                                                              | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Sat                                                                          |       |        |                                                                                                                                                                                                             |          |                                     |
|                                                                              | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |
| Sun                                                                          |       |        |                                                                                                                                                                                                             |          |                                     |
|                                                                              | 1000  | 2300   |                                                                                                                                                                                                             |          |                                     |



F

| Recorded music<br>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                                                               | <input checked="" type="checkbox"/> |
|---------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------|
| Day                                                                       | Start | Finish |                                                                                                                                                                                                             | Outdoors                                                              | <input type="checkbox"/>            |
|                                                                           |       |        |                                                                                                                                                                                                             | Both                                                                  | <input type="checkbox"/>            |
| Mon                                                                       |       |        |                                                                                                                                                                                                             | <b>Please give further details here</b> (please read guidance note 4) |                                     |
|                                                                           | 1000  | 2300   |                                                                                                                                                                                                             |                                                                       |                                     |
| Tue                                                                       |       |        | Recorded music at the managements discretion                                                                                                                                                                |                                                                       |                                     |
|                                                                           | 1000  | 2300   |                                                                                                                                                                                                             |                                                                       |                                     |
| Wed                                                                       |       |        | <b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)                                                                                                        |                                                                       |                                     |
|                                                                           | 1000  | 2300   |                                                                                                                                                                                                             |                                                                       |                                     |
| Thur                                                                      |       |        |                                                                                                                                                                                                             |                                                                       |                                     |
|                                                                           | 1000  | 2300   |                                                                                                                                                                                                             |                                                                       |                                     |
| Fri                                                                       |       |        | <b>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</b> (please read guidance note 6) |                                                                       |                                     |
|                                                                           | 1000  | 2300   |                                                                                                                                                                                                             |                                                                       |                                     |
| Sat                                                                       |       |        |                                                                                                                                                                                                             |                                                                       |                                     |
|                                                                           | 1000  | 2300   |                                                                                                                                                                                                             |                                                                       |                                     |
| Sun                                                                       |       |        |                                                                                                                                                                                                             |                                                                       |                                     |
|                                                                           | 1000  | 2300   |                                                                                                                                                                                                             |                                                                       |                                     |

**I**

| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                 | Indoors                                             | <input checked="" type="checkbox"/> |
|------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------|
| Day                                                                                      | Start | Finish |                                                                                                                                                                                                                        | Outdoors                                            | <input type="checkbox"/>            |
| Mon                                                                                      | 2300  | 2330   | <b>Please give further details here</b> (please read guidance note 4)                                                                                                                                                  | Both                                                | <input type="checkbox"/>            |
| Tue                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                        | Hot food and beverage at the managements discretion |                                     |
| Wed                                                                                      | 2300  | 2330   | <b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)                                                                                                         |                                                     |                                     |
| Thur                                                                                     | 2300  | 2330   |                                                                                                                                                                                                                        |                                                     |                                     |
| Fri                                                                                      | 2300  | 2330   | <b>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</b> (please read guidance note 6) |                                                     |                                     |
| Sat                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                        |                                                     |                                     |
| Sun                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                        |                                                     |                                     |

J

|                                                                                     |       |        |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|-------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 8) | On the premises  | <input checked="" type="checkbox"/> |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Off the premises | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Both             | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
| Day                                                                                 | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b><br>(please read guidance note 5)      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Mon                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Tue                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Wed                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Thur                                                                                | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Fri                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      |                  |                                     | <b>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</b> (please read guidance note 6) |  |  |
| Thur                                                                                | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Fri                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 1000  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

|                                               |  |
|-----------------------------------------------|--|
| <b>Name</b><br>To be Advised                  |  |
| <b>Date of Birth</b>                          |  |
| <b>Address</b>                                |  |
| <b>Postcode</b>                               |  |
| <b>Personal Licence number (if known)</b>     |  |
| <b>Issuing licensing authority (if known)</b> |  |

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)**

L

| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>State any seasonal variations</b> (please read guidance note 5)                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day                                                                                                     | Start | Finish |                                                                                                                                                                                                      |
| Mon                                                                                                     |       |        | <p><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 6)</p> |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Tue                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Wed                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Thur                                                                                                    |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Fri                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Sat                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Sun                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |

**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)

Please see attached proposed conditions

**b) The prevention of crime and disorder**

Please see attached proposed conditions

**c) Public safety**

Please see attached proposed conditions

**d) The prevention of public nuisance**

Please see attached proposed conditions

**e) The protection of children from harm**

Please see attached proposed conditions

**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 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.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <p>(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).</p> <p>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 read note 15)</p> |
| Signature          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date               | 31 July 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Capacity           | Gregg Latchams Ltd Solicitors and Authorised Agents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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  |  |

|                                                                                                                                                                                                               |            |           |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| <p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Gregg Latchams Ltd (Jo Brown)</p> <p>██████████</p> |            |           |            |
| Post town                                                                                                                                                                                                     | ██████████ | Post code | ██████████ |
| Telephone number (if any)                                                                                                                                                                                     | ██████████ |           |            |

**If you would prefer us to correspond with you by e-mail your e-mail address (optional)**

jo.brown@gregglatchams.com

### Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii)

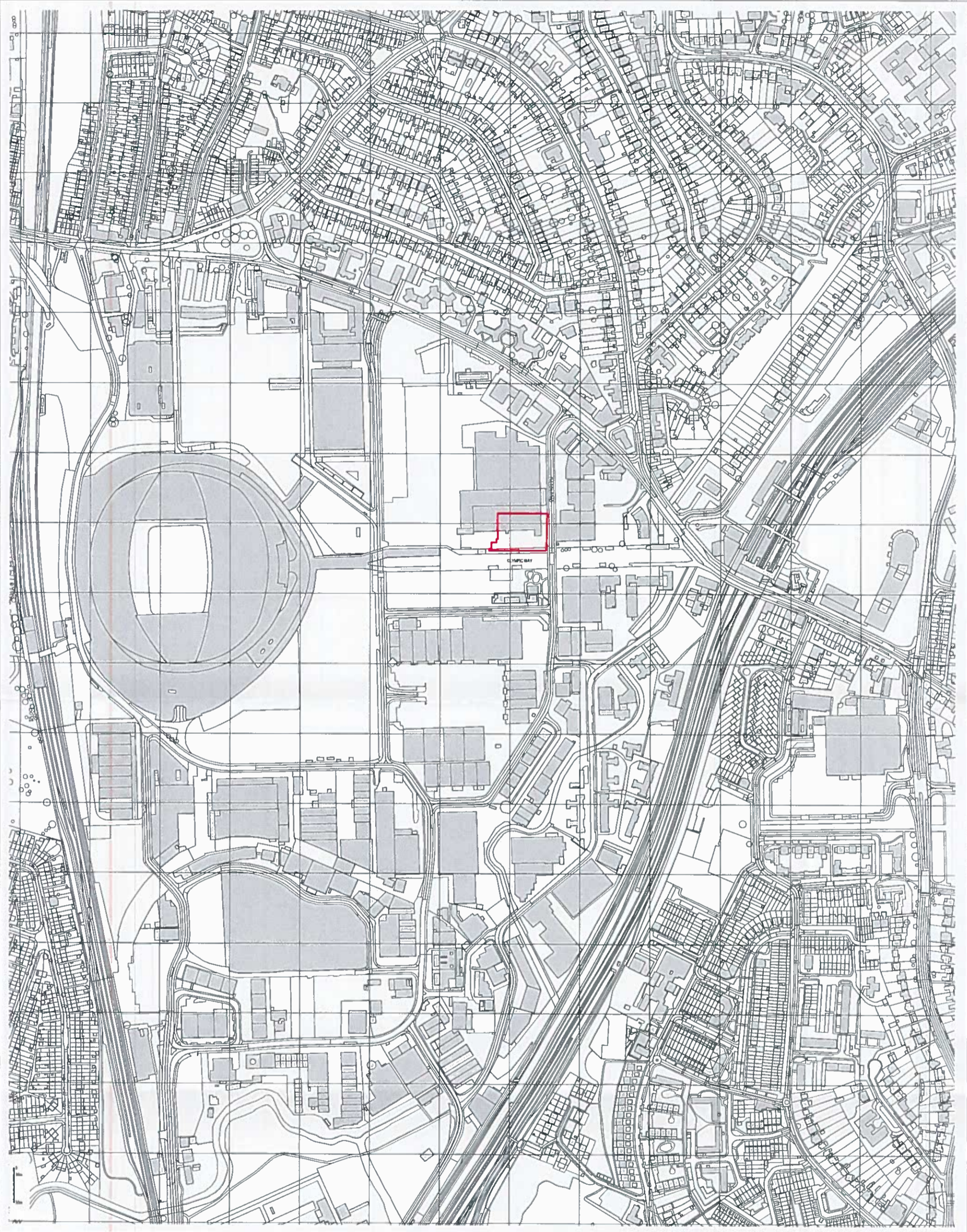


**FR32/FR33, BOXPARK WEMBLEY, 18 OLYMPIC WAY, WEMBLEY, HA9 0JT**  
**APPLICATION FOR NEW PREMISES LICENCE**

**Proposed Conditions**

1. Alcohol consumption is restricted to demise of the premises as shown on the layout plan and not for consumption in the communal atrium space.
2. CCTV cameras located within the premises to cover all public areas including entrances and capable of obtaining a clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises and images to be securely retained for a period of 31 days.
3. CCTV system to operate and record 24 hours a day.
4. All equipment must have an accurate time and date generation.
5. Members of staff trained in the use of the CCTV to be able to provide viewable copies of CCTV to police on demand or as soon as is reasonably practicable.
6. On Wembley Major Event Day Polycarbonate or non-glass drinking vessels only.
7. On Wembley Major Event Days the service of alcohol prohibited to a minimum of 30 minutes prior to kick of until a time not less than 15 minutes post kick off save for persons demonstrating purchase of a substantial meal.
8. On Wembley Major Event Days the DPS will work in partnership with the Police and if necessary comply with a direction given by a member of Brent Police Licensing or a senior Police officer on duty at the event.
9. Customers will not take open drink containers outside the premises
10. The premises shall operate a Challenge 25 policy with suitable signage displayed on the premises advising customers that this policy is in place. Only acceptable forms of photo ID are recognised photographic ID such as a driving licence or passport.
11. Signs to be displayed on the premises reminding customers to leave quietly.
12. A comprehensive incident log to be kept on the premises and the licence holder to ensure that any incidents are logged within 24 hours of them occurring and shall include:
  - a. date
  - b. time
  - c. location
  - d. persons concerned
  - e. summary of incident

- 
- f. identify any emergency services persons who attended
13. To operate anti drugs policy with signage to be displayed notifying customers of this.
  14. Staff training to be provided to all staff involved in the sale of alcohol commensurate with their duties. A copy of training records to be kept on site and to be made available for inspection by the police and licensing authority on request.
  15. Persons leaving the premises to smoke shall not be permitted to take glass vessels from the premises
  16. Should any queue form for customers seeking to gain entry to the premises then this queue shall be properly organised by the premises licence holder and monitored



ALL DRAWINGS AND INFORMATION HEREON ARE THE PROPERTY OF BDP AND SHALL REMAIN THE PROPERTY OF BDP. NO PART OF THIS DOCUMENT OR THE INFORMATION CONTAINED HEREIN IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BDP.

**NOTES**

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|    |                 |     |    |          |
|----|-----------------|-----|----|----------|
| PO | Scale bar added | PAC | DE | 13/11/17 |
| PO | OS Map updated  | PAC | DE | 08/11/17 |
| PO | Print Issues    | PAC | DE | 03/11/17 |

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 www.bdp.com



BOXPARK Wembley Site Location

P2007903

Site Location

BPW-BDP-10/AP/001

1:2500  
 03/11/17  
 P03

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT FOR WHICH IT WAS PREPARED AND ISSUED. ALL DIMENSIONS SHOULD BE CHECKED ON SITE. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR OMISSIONS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW. DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CDM DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT CDM RISK REGISTER

**NOTES**

**DETAISE OF INDIVIDUAL TENANT OPERATING UNIT.**  
(The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

**NOTE:** Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant fit-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.)  
This will be written into the tenant fitout guide and will be a mandatory requirement.

Denotes area for the provision of licensable activities

**INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS:** (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-0:3:80.

| NO. | DESCRIPTION                                                         | STATUS | DATE     |
|-----|---------------------------------------------------------------------|--------|----------|
| P05 | First floor unit updates as client request                          | PAC    | 26/07/18 |
| P04 | Units 30 & 31 separated                                             | PAC    | 13/07/18 |
| P03 | Connection to unit demise                                           | PAC    | 11/07/18 |
| P02 | Updated with comments received from Gregg Latchams (inc steel name) | CE     | 11/07/18 |
| P01 | First Issue                                                         | PAC    | 10/07/18 |

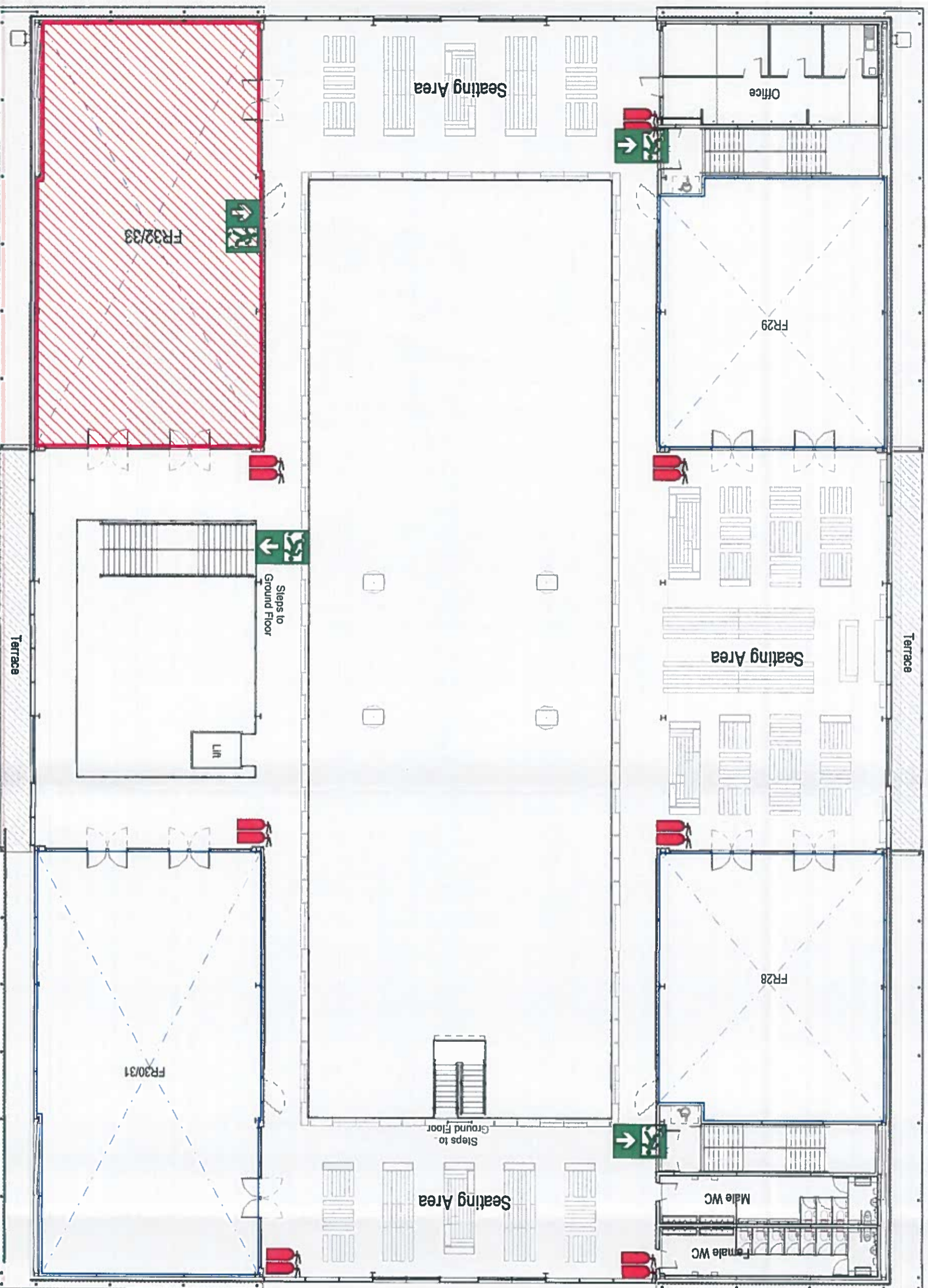
**BOXPARK**



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United Kingdom  
T +44 (0)161 828 2200  
www.bdp.com

**BOXPARK Wembley**

|                    |                   |       |        |
|--------------------|-------------------|-------|--------|
| PROJECT NO.        | P2007903          | SCALE | @ A3   |
| UNIT LOCATION PLAN | Unit FR32/33      | DATE  | 1:200  |
| FIRST FLOOR        | First Floor       | DATE  | Jul 18 |
| REVISION           | BPW-BDP-(0)-AP039 | NO.   | P05    |



**EMERGENCY SIGNAGE:**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.  
Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on the drawing.  
Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

**PLEASE READ THIS DRAWING IN CONJUNCTION WITH:**  
Fire Engineers Report: BMA456  
Fire strategy drawing: BPW-BDP-(67)AE010

Communication, safety and protection systems:  
BPW-BDP-ZZ-00-PL-E-75\_50-0001  
BPW-BDP-ZZ-01-PL-E-75\_50-0001

Security Systems:  
BPW-BDP-ZZ-00-PL-E-75\_40-0001  
BPW-BDP-ZZ-00-PL-E-70\_80-0001  
BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT WHICH IT WAS PREPARED AND ISSUED. IT IS THE RESPONSIBILITY OF THE USER TO CHECK THE DOCUMENT FOR ACCURACY AND TO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR OVERSIGHTS SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW.

DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CDM DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT CDM RISK REGISTER

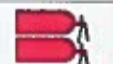
### NOTES

 DENISE OF INDIVIDUAL TENANT OPERATING UNIT.  
(The blue line denotes the current known configuration of tenant units but maybe subject to change in the future to be confirmed by Boxpark.)

NOTE: Individual operating tenants will be responsible for providing the fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant Fit-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.) This will be written into the tenant flow guide and will be a mandatory requirement.

 Denotes area for the provision of licensable activities

 INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS: (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BSS306-0-3:00.

| NO. | DESCRIPTION                                                        | STATUS | DATE       | BY |
|-----|--------------------------------------------------------------------|--------|------------|----|
| P05 | First floor unit updates as client request                         | Pac    | 26/02/18   |    |
| P04 | First floor unit updates as client request                         | Pac    | 26/02/18   |    |
| P03 | Correction to unit demise                                          | Pac    | 11/07/18   |    |
| P02 | Updated with comments received from Gregg Lambans (inc sheet name) | GE     | 11/07/18   |    |
| P01 | First Issue                                                        | Pac    | 7/10/07/18 |    |

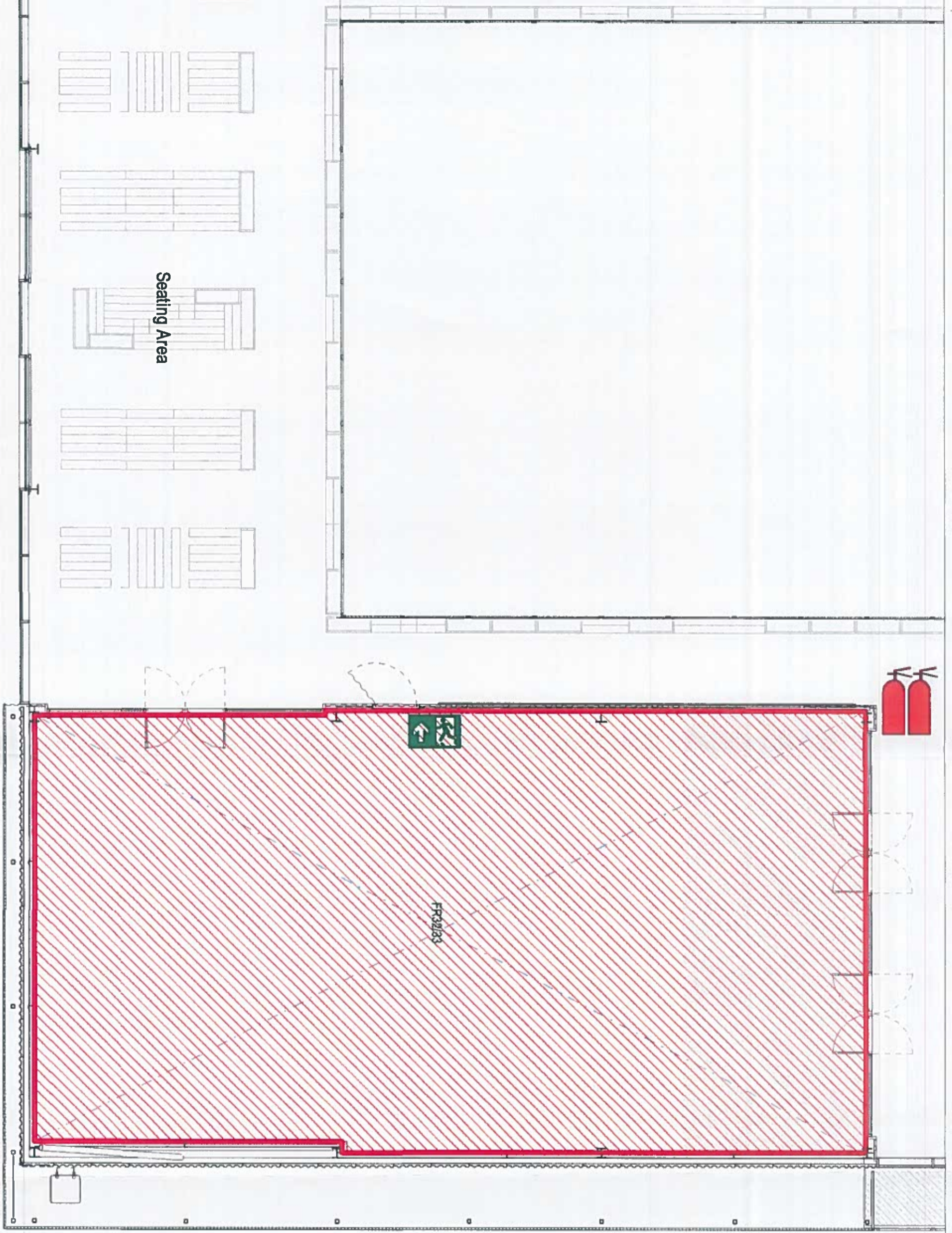
# BOXPARK



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www.bdp.com

BOXPARK Wembley

|               |                   |       |        |
|---------------|-------------------|-------|--------|
| PROJECT NO.   | P2007903          | SCALE | @A3    |
| DRAWING TITLE | Unit Layout Plan  | SCALE | 1:100  |
| UNIT NO.      | Unit FR32/33      | DATE  | Jul 18 |
| REVISION      | BPW-BDP-(0-)AP040 | NO.   | P05    |



Seating Area

**EMERGENCY SIGNAGE**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Signage & Equipment shown on this drawing maybe subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

PLEASE READ THIS DRAWING IN CONJUNCTION WITH:

Fire Engineers Report:  
BMS456

Fire strategy drawing:  
BPW-BDP-(67)AED10

Communication, safety and protection Systems:  
BPW-BDP-ZZ-00-PL-E-75\_50-0001  
BPW-BDP-ZZ-01-PL-E-75\_50-0001

Security Systems:

BPW-BDP-ZZ-00-PL-E-75\_40-0001  
BPW-BDP-ZZ-01-PL-E-75\_40-0001

Lighting Drawings:  
BPW-BDP-ZZ-00-PL-E-70\_80-0001  
BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

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**METROPOLITAN  
POLICE**

**TOTAL POLICING**

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

**Your ref: N/A**

**Our ref: 01QK/**

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

**Tel:** 020 8733 3206

**Mob:** 07500993897

**Email:** michael.sullivan3@met.police.uk

**Web:** www.met.police.uk

**Date:** 13<sup>th</sup> August 2018

**Police representation to the application for a new Premises Licence 'FR32-33 –  
Boxpark, 16 Olympic Way, Wembley, HA9 0JT'**

**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.**

Officer: **Michael Sullivan 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 Protection of Children from Harm, Prevention of Crime and Disorder, The Prevention of Public Nuisance, and Public Safety.

This is a new premises licence application for a part of the new Boxpark building, the application is very vague in details of the proposed business that will be running from the unit, and the application states Bar/Restaurant, this makes it impossible for me to consider what if any conditions should be attached to the licence, the plans submitted also have no layout and again due to this makes it difficult to know what the likely business plan will be. I have been informed by the head of the councils licensing department that the applicant will submit a major variation when a business takes on the unit, however at this point I do not know if this will be a bar/pub style business or a restaurant, so will ask that the below conditions are added to the licence to cover both possible outcomes, when a business is found and identified as to what they

propose to do, conditions can be adapted, added or removed to fit the type of business proposed.

### **Prevention of Crime and Disorder**

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.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.

Door supervisors of a suitable gender mix, shall be employed on any day when the premises are open for the sale of alcohol.

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

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

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

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 incidents of disorder
- (e) All seizures of drugs or offensive weapons
- (f) Any faults in the CCTV system or searching equipment or scanning equipment
- (g) Any refusal of the sale of alcohol
- (h) Any visit by a relevant authority or emergency service.

### **Protection of Children from Harm**

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.

No children under the age of 18 shall be allowed on the premises after 2100 hours unless accompanied by an adult.

### **The Prevention of Public Nuisance**

Notices asking customers to leave quietly shall be conspicuously displayed at all exits

No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.

No entry or re-entry shall be permitted after 21.00 hours

All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be lobbied and fitted with a self-closing device.

A noise limiter set at a level agreed by Brent Council’s Licensing Unit shall be used at all times.

There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority.

### **Restaurant Conditions**

Alcohol shall only be supplied as an accompaniment to a substantial meal, and seated at a table.

Substantial food and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where alcohol is provided.

The supply/sale of alcohol shall be by waiter or waitress service only.

Customers must not be allowed to sit, stand or be served from the bar area or any other staff area used for the preparation of alcoholic beverages.

Signs must be displayed at suitable points along the bar reading, ‘Service is by Waiter / waitress service only. Customers are not permitted to sit, stand or be served from the bar.’

## Wembley Stadium Football Event Day Conditions

- (a) Customers shall not be allowed to congregate outside the premises.
- (b) No drinks shall be served in glass containers.
- (c) 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.
- (d) The premises will stop the sale of Alcohol (1) one hour before the advertised kick off time, and will not resume the sales of alcohol until (15) fifteen minutes after the kick off time.
- (e) On Football event days at Wembley stadium the venue will only take one set of supporters (Fan Zone) on the production of a valid ticket for the game, the designated team will be allocated by the Metropolitan Police after a risk assessment has been conducted.
- (f) The venue will **Not** show live sports on football event days at Wembley Stadium.
- (g) The smoking area will be fenced off and will not be visible from Olympic Way, no alcohol will be allowed in the smoking area. (The smoking area will be supervised by SIA and no more than 50 people will be allowed within the area at any time)
- (h) A personal licence holder shall be present on the premises and supervise the sale of alcohol on football event days.

The above Wembley Stadium Event Day conditions are necessary to promote the licensing objectives, police resources are fully stretched on event days at Wembley and with the addition of another large venue opening up on the door step of the national stadium this will only further stretch police resources, police ask that there is no congregation outside the premises due to this being an already heavy footfall on event days and is part of the main route into the stadium for fans.

Police would expect the DPS to work with police at such large events and help promote the licensing objectives.

Police ask that the sales of alcohol stop one hour before the designated kick off time to allow for fans to make their way in to the ground in an orderly manner and assist in the enhanced searching policy that is now in place before entering the stadium.

Having the venue as a fan zone will reduce the likelihood of disorder between fans, and is part of how the Wembley footprint is currently policed, the decision as to what fans are allocated to which licenced premises is decided to how the teams are split

inside the stadium in an effort to avoid as much as possible fans cross over on their way in to the stadium.

Ticketless fans consistently cause problems in the surrounding licenced premises, they will start drinking early in the day, then find a venue who are showing the game and continue drinking, and this on occasions leads to disorder, again producing a strain on an already stretched policing plan. This venue as already mentioned is situated next to Olympic way which is the main access/egress for patrons of the stadium and is regularly a flash point for disorder.

Licenced premises within the Wembley stadium footprint comply with the Wembley split on football event days, thus reducing the amount of disorder within licenced premises.

**Michael Sullivan 368QK**

Licensing Constable for  
Brent Borough Police

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Boxpark Ltd  
FR28, FR29, FR30, FR31, FR32, FR33  
Boxpark Wembley  
18 Olympic Way  
HA9 0JT

14 September 2018

**Licensing Representation to the Application for a new Premises Licence for FR28, FR29, FR30, FR31, FR32, FR33, Boxpark Wembley, 18 Olympic Way, HA9 0JT**

I certify that I have considered the application shown above and I wish to make a representation.

**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 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 be included as conditions on the 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. The CCTV images shall be kept in an easily downloadable format.
3. On Wembley Stadium event days door supervisors of a suitable number and gender, shall be employed from 11.00 hours until 1 hour after the event begins.
4. On Wembley Stadium event days no drinks shall be served other than in plastic/polycarbonate/cardboard or toughened glass.
5. On Wembley Stadium event days a personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.

6. On Wembley Stadium event days no children shall be admitted unless accompanied by a responsible adult.
7. On Wembley Stadium event days there must be suitable measures in place to ensure there is a free flow of access and egress for customers. As such, the area between the exit doors from the premises to the external part of the building out on the public highway shall be free from any obstruction including persons.
8. SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
9. A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.
10. 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.
11. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
12. A “Challenge 25” policy shall be adopted and adhered to at all times.
13. Substantial snacks and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.
14. The premises shall provide chairs and tables for customer use.
15. 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.
16. A clear and unobstructed view into the premises shall be maintained at all times.
17. 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.
18. 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 centrally and made available for inspection by police and relevant authorities upon request.
19. No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.
20. The placing of bottles into receptacles outside the building shall not be permitted between 20.00hrs hours and 07.00 hours the following morning.

21. There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority. The premises dispersal policy shall be kept and made available to police and authorised officers from Brent Council.

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 sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services

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**From:** Joshi, Ketan  
**Sent:** 31 August 2018 15:44  
**To:** 'ewen.macgregorCc: Business Licence  
**Subject:** Re: Boxpark,18 Olympic Way, Wembley, HA9 0JT

Dear Ewen

Thank you for your response. Your suggestions for revised conditions is reasonable and I am in agreement and willing to revise my original conditions as follows, for the six applications:

**Application references 13058, 13059, 13060, 13061, 13062 (Areas FR28, GF06, FR29, FR30/FR31, FR30/FR33)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

**Application reference 13063 (Atrium Communal Space)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly
5. When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents

I trust that your client is in agreement with the above. I therefore withdraw with representations subject to the above conditions being attached to the respective Licences as identified by the unique application references indicated above.

Please contact me if you wish to query any of the above or if you wish to discuss any of the applications further, otherwise simply confirm your client's agreement to the above ensuring that the Business Licence Team (as copied into this email) are also notified.

Regards

Ketan Joshi  
Enforcement Officer  
Regulatory Services

**From:** Ewen Macgregor [  
**Sent:** 30 August 2018 17:23  
**To:** Business Licence <[business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)>  
**Cc:** Naomi Jenkins Jo Brown  
**Subject:** Boxpark,18 Olympic Way, Wembley, HA9 0JT

Good afternoon

We received from you a rep in relation to the above 6 applications which was sent to you from Ketan Joshi, the Licensing Enforcement Officer. Unfortunately we do not have his contact email.

Would it be possible for you to forward on our response below to Ketan (copying us in).

All of the proposed conditions, for each of the six applications can be agreed save for where set out below

1. All windows and doors will remain closed during licensed activities

This is not agreed.

There are no windows in the premises.

If you were able to agree a condition which states as follows we can take our clients instructions

"Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities"

2. Music played at the premises will not be audible at or within the site boundary of any residential property

Agreed

3. Music is not to be played outdoors at any time

Agreed

4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

Agreed

5. When the premises turn out a door supervisor shall supervise patrons and ensure that that leave in a prompt and courteous manner, respecting local residents

This condition is only appropriate - and agreed - for the Atrium licence given that all patrons will have to pass through the Atrium prior to exiting the premises

We look forward to hearing from you.

With best wishes,

**Ewen Macgregor**  
Associate Director  
Gregg Latchams

## LICENSING ACT 2003

### Application for New Premises Licence

#### 1. The Application

|                             |                                                               |
|-----------------------------|---------------------------------------------------------------|
| Name of Applicant:          | Boxpark Trading Ltd                                           |
| Name & Address of Premises: | Boxpark Wembley, GR06 Beatbox, 18 Olympic Way Wembley HA9 0JT |
| Applicants Agent:           | Gregg Latchams Solicitors                                     |
|                             |                                                               |

The application is for a new premises licence:

- 1 For the provision of Regulated Entertainment and the Sale & Supply of alcohol from 10:00hrs to 23:00hrs Monday to Sunday.  
Late night refreshment from 23:00hrs to 23:30hrs Monday to Sunday;  
To remain open from 07:00hrs to 23:30hrs Monday to Sunday.

#### 2. Background

None

#### 3. Promotion of the Licensing Objectives

See Separate sheet.

#### 4. Relevant Representations

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

#### 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. Copy of Application Form & Premises Plan
- B. Police rep
- C. Licensing Rep
- D. Nuisance Control Team Rep & withdrawal
- E. OS Map



Licensing Department  
Brent Council  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

**By Guaranteed Next Day Delivery**

Our ref: EM1/NJ2/BOX11/16  
Your ref:

31 July 2018

Dear Madam

**GR06 Beatbox, Boxpark Wembley, 18 Olympic Way, Wembley, HA9 0JT  
Application for New Premises Licence**

We have been instructed by Boxpark Trading Ltd to make application for a new Premises Licence for the above premises.

We enclose the following:

1. Completed form of application
2. Site location plan - BPW-BDP-(0)AP001 P03
3. Boxpark Unit location plan - BPW-BDP-(0-)AP033 Rev PO2
4. Unit layout plan - BPW-BDP-(0-)AP034 Rev PO2

We confirm that no DPS has yet been nominated and our clients will not exercise any granted Licence until a DPS has been appointed.

We are grateful to you for advising that you will circulate a copy of this application to all authorities on our behalf.

The appropriate notice will be displayed on the premises for 28 days starting on the Thursday 2 August 2018.

A notice will appear in a local newspaper within 10 working days of this application being lodged.

7 Queen Square, Bristol BS1 4JE  
Tel: +44 (0)117 906 9400 Fax: +44 (0)117 906 9401  
3 Fitzhardinge Street, Manchester Square, London W1H 6EF  
Tel: +44 (0)20 7299 9800 Fax: +44 (0)20 7299 9801  
DX: 7845 Bristol DX: 42734 Oxford Circus North

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Gregg Latchams is the trading name  
of Gregg Latchams Limited.

Registered in England & Wales: 6899567  
Registered office: 7 Queen Square  
Bristol BS1 4JE. VAT No: 137848239.

Authorised & regulated by the  
Solicitors Regulation Authority - No: 607476.

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We shall be most grateful if you will kindly acknowledge safe receipt of this application.

Yours faithfully

GREGG LATCHAMS LTD

**Gregg Latchams Limited**

**Tel:** +44 (0)117 906 9229

**Fax:** +44 (0)117 906 9401

**Email:** [REDACTED]

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** Boxpark Trading Ltd  
*(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 |         |           |         |
| GR06 Beatbox<br>Boxpark Wembley<br>18 Olympic Way                                    |         |           |         |
| Post town                                                                            | Wembley | Post code | HA9 0JT |

|                                         |                  |
|-----------------------------------------|------------------|
| Telephone number at premises (if any)   | To be Advised    |
| Non-domestic rateable value of premises | Not Yet Assessed |

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*  
i. as a limited company  please complete section (B)  
ii. as a partnership  please complete section (B)  
iii. as an unincorporated association or  please complete section (B)  
iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  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)
- 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  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:

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

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative



**(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<br>Boxpark Trading Ltd                                                                              |
| Address<br>[REDACTED]                                                                                    |
| Registered number (where applicable)<br>[REDACTED]                                                       |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>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        |
|-----|-------|-------------|
| 3   | 0     | 0 8 2 0 1 8 |

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

| Day | Month | Year            |
|-----|-------|-----------------|
| 1   | 1     | 1 1 1 1 1 1 1 1 |

Please give a general description of the premises (please read guidance note1)

Retail units with bar/restaurant facilities

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick yes

- 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**

**E**

| Live music<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | <b>Will the performance of live music take<br/>place indoors or outdoors or both – please<br/>tick</b> (please read guidance note 3)                                                                                   | Indoors  | <input checked="" type="checkbox"/> |
|-----------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
|                                                                             |       |        |                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/>            |
|                                                                             |       |        |                                                                                                                                                                                                                        | Both     | <input type="checkbox"/>            |
| Day                                                                         | Start | Finish |                                                                                                                                                                                                                        |          |                                     |
| Mon                                                                         |       |        | <b>Please give further details here</b> (please read guidance note 4)<br><br>Live music at the discretion managements discretion                                                                                       |          |                                     |
|                                                                             | 0800  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Tue                                                                         |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                             | 0800  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Wed                                                                         |       |        | <b>State any seasonal variations for the performance of live<br/>music</b> (please read guidance note 5)                                                                                                               |          |                                     |
|                                                                             | 0800  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Thur                                                                        |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                             | 0800  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Fri                                                                         |       |        | <b>Non standard timings. Where you intend to use the premises<br/>for the performance of live music at different times to those<br/>listed in the column on the left, please list</b> (please read guidance<br>note 6) |          |                                     |
|                                                                             | 0800  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Sat                                                                         |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                             | 0800  | 2300   |                                                                                                                                                                                                                        |          |                                     |
| Sun                                                                         |       |        |                                                                                                                                                                                                                        |          |                                     |
|                                                                             | 0800  | 2300   |                                                                                                                                                                                                                        |          |                                     |

F

| Recorded music<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | <b><u>Will the playing of recorded music take<br/>place indoors or outdoors or both – please<br/>tick</u></b> (please read guidance note 3)                                                                                   | Indoors                                                                                                                      | <input checked="" type="checkbox"/> |
|---------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Day                                                                             | Start | Finish |                                                                                                                                                                                                                               | Outdoors                                                                                                                     | <input type="checkbox"/>            |
|                                                                                 |       |        |                                                                                                                                                                                                                               | Both                                                                                                                         | <input type="checkbox"/>            |
| Mon                                                                             |       |        |                                                                                                                                                                                                                               | <b><u>Please give further details here</u></b> (please read guidance note 4)<br>Recorded music at the managements discretion |                                     |
|                                                                                 | 0800  | 2300   |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
| Tue                                                                             |       |        | <b><u>State any seasonal variations for the playing of recorded<br/>music</u></b> (please read guidance note 5)                                                                                                               |                                                                                                                              |                                     |
|                                                                                 | 0800  | 2300   |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
| Wed                                                                             |       |        | <b><u>Non standard timings. Where you intend to use the premises<br/>for the playing of recorded music at different times to those<br/>listed in the column on the left, please list</u></b> (please read guidance<br>note 6) |                                                                                                                              |                                     |
|                                                                                 | 0800  | 2300   |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
| Thur                                                                            |       |        |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
|                                                                                 | 0800  | 2300   |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
| Fri                                                                             |       |        |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
|                                                                                 | 0800  | 2300   |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
| Sat                                                                             |       |        |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
|                                                                                 | 0800  | 2300   |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
| Sun                                                                             |       |        |                                                                                                                                                                                                                               |                                                                                                                              |                                     |
|                                                                                 | 0800  | 2300   |                                                                                                                                                                                                                               |                                                                                                                              |                                     |

I

|                                                                                          |       |        |                                                                                                                                                                                                                               |          |                                     |
|------------------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------|
| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>                                                                                        | Indoors  | <input checked="" type="checkbox"/> |
|                                                                                          |       |        |                                                                                                                                                                                                                               | Outdoors | <input type="checkbox"/>            |
|                                                                                          |       |        |                                                                                                                                                                                                                               | Both     | <input type="checkbox"/>            |
| Day                                                                                      | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)<br>Hot food and beverage at the managements discretion                                                                                           |          |                                     |
| Mon                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Tue                                                                                      | 2300  | 2330   | <b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)                                                                                                         |          |                                     |
| Wed                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Thur                                                                                     | 2300  | 2330   | <b><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></b> (please read guidance note 6) |          |                                     |
| Fri                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Sat                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |
| Sun                                                                                      | 2300  | 2330   |                                                                                                                                                                                                                               |          |                                     |

J

|                                                                                     |       |        |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|-------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 8) | On the premises  | <input checked="" type="checkbox"/> |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Off the premises | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      | Both             | <input type="checkbox"/>            |                                                                                                                                                                                                     |  |  |
| Day                                                                                 | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)         |                  |                                     |                                                                                                                                                                                                     |  |  |
| Mon                                                                                 | 0800  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Tue                                                                                 | 0800  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Wed                                                                                 | 0800  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Thur                                                                                | 0800  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Fri                                                                                 | 0800  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sat                                                                                 | 0800  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
| Sun                                                                                 | 0800  | 2300   |                                                                                                      |                  |                                     |                                                                                                                                                                                                     |  |  |
|                                                                                     |       |        |                                                                                                      |                  |                                     | <b>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</b> (please read guidance note 6) |  |  |

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

|                                               |  |
|-----------------------------------------------|--|
| <b>Name</b><br>To be Advised                  |  |
| <b>Date of Birth</b>                          |  |
| <b>Address</b>                                |  |
| <b>Postcode</b>                               |  |
| <b>Personal Licence number (if known)</b>     |  |
| <b>Issuing licensing authority (if known)</b> |  |

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)**

L

| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>State any seasonal variations</u></b> (please read guidance note 5)                                                                                                                            |
|---------------------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day                                                                                                     | Start | Finish |                                                                                                                                                                                                      |
| Mon                                                                                                     |       |        | <b><u>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</u></b> (please read guidance note 6) |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Tue                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Wed                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Thur                                                                                                    |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Fri                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Sat                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |
| Sun                                                                                                     |       |        |                                                                                                                                                                                                      |
|                                                                                                         | 0700  | 2330   |                                                                                                                                                                                                      |



**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)

Please see attached proposed conditions

**b) The prevention of crime and disorder**

Please see attached proposed conditions

**c) Public safety**

Please see attached proposed conditions

**d) The prevention of public nuisance**

Please see attached proposed conditions

**e) The protection of children from harm**

Please see attached proposed conditions

**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 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.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <p>(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).</p> <p>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 read note 15)</p> |
| Signature          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Date               | 31 July 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Capacity           | Gregg Latchams Ltd Solicitors and Authorised Agents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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  |  |

|                                                                                                                                                                                                                                                                                                              |                                                                                     |           |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------|
| <p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Naomi Jenkins<br/>                 Gregg Latchams Ltd<br/> </p> |                                                                                     |           |                                                                                       |
| Post town                                                                                                                                                                                                                                                                                                    |  | Post code |  |
| Telephone number (if any)                                                                                                                                                                                                                                                                                    |  |           |                                                                                       |
| <p>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</p> <p></p>                                                                                                                     |                                                                                     |           |                                                                                       |

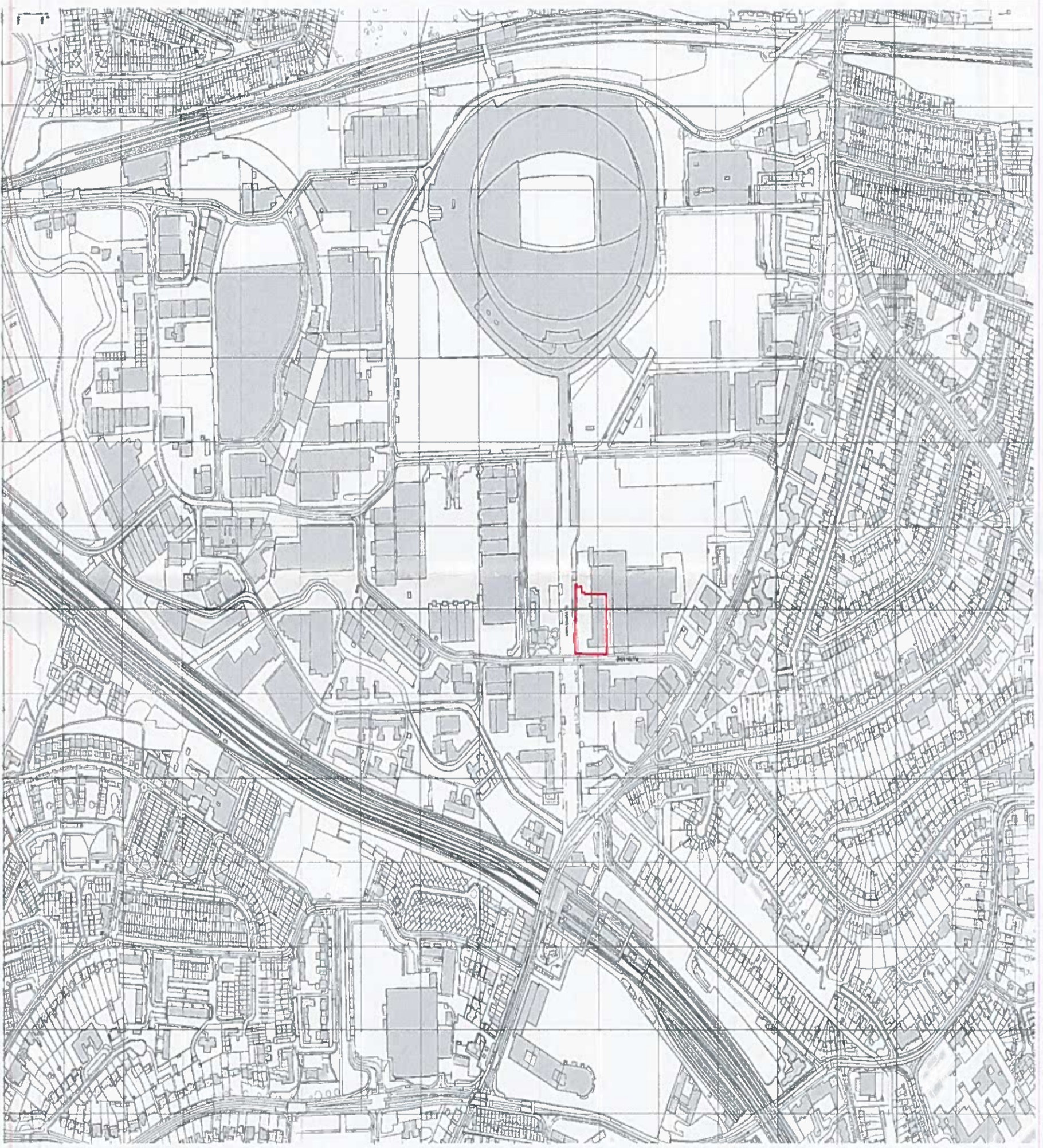
**GR06 Beatbox, BOXPARK WEMBLEY, 18 OLYMPIC WAY, WEMBLEY, HA9 0JT**  
**APPLICATION FOR NEW PREMISES LICENCE**

**Proposed Conditions**

1. CCTV cameras located within the premises to cover all public areas including entrances and capable of obtaining a clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises and images to be securely retained for a period of 31 days.
2. CCTV system to operate and record 24 hours a day.
3. All equipment must have an accurate time and date generation.
4. Members of staff trained in the use of the CCTV to be able to provide viewable copies of CCTV to police on demand or as soon as is reasonably practicable.
5. On Wembley Major Event Day Polycarbonate or non-glass drinking vessels only.
6. On Wembley Major Event Days the service of alcohol prohibited a minimum of 30 minutes prior to kick off until a time not less than 15 minutes post kick off save for persons demonstrating purchase of a substantial meal.
7. On Wembley Major Event Days the DPS will work in partnership with the Police and if necessary comply with a direction given by a member of Brent Police Licensing or a senior Police officer on duty at the event.
8. Customers will not take open drink containers outside the premises.
9. The premises shall operate a Challenge 25 policy with suitable signage displayed on the premises advising customers that this policy is in place. Only acceptable forms of photo ID are recognised photographic ID such as a driving licence or passport.
10. Signs to be displayed on the premises reminding customers to leave quietly.
11. A comprehensive incident log to be kept on the premises and the licence holder to ensure that any incidents are logged within 24 hours of them occurring and shall include:
  - a. date
  - b. time
  - c. location
  - d. persons concerned
  - e. summary of incident
  - f. identify of any emergency services persons who attended

- 
12. To operate anti drugs policy with signage to be displayed notifying customers of this.
  13. Staff training to be provided to all staff involved in the sale of alcohol commensurate with their duties. A copy of training records to be kept on site and to be made available for inspection by the police and licensing authority on request.
  14. Persons leaving the premises to smoke shall not be permitted to take glass vessels from the premises.
  15. Should any queue form for customers seeking to gain entry to the premises then this queue shall be properly organised by the premises licence holder and monitored.

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BDP  
 11 Down Street  
 Priority Mail  
 Address  
 1001 3rd  
 Union Square  
 1 + 42nd St  
 www.bdp.com

BOXPARK Wendy Site Location  
 P2007903  
 Site Location  
 1:200  
 0.11  
 03/11/17  
 P03  
 BDP-WDP 404P-001

Scale by hand  
 PC: CE 12/10  
 PC: CE 08/10  
 PC: CE 07/07

**NOTES**  
 1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
 2. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL UTILITIES AND STRUCTURES PRIOR TO CONSTRUCTION.  
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.  
 4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC UTILITIES AT ALL TIMES.  
 5. THE CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES AND UTILITIES THAT ARE NOT TO BE REMOVED OR ALTERED.  
 6. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND EROSION CONTROL MEASURES THROUGHOUT THE CONSTRUCTION PROCESS.  
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL ENVIRONMENTAL FEATURES AND RESOURCES.  
 8. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY AND SECURITY MEASURES ON THE CONSTRUCTION SITE AT ALL TIMES.  
 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL ADJACENT PROPERTIES AND PUBLIC UTILITIES.  
 10. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND EROSION CONTROL MEASURES THROUGHOUT THE CONSTRUCTION PROCESS.  
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 15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL ENVIRONMENTAL FEATURES AND RESOURCES.  
 16. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY AND SECURITY MEASURES ON THE CONSTRUCTION SITE AT ALL TIMES.  
 17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL ADJACENT PROPERTIES AND PUBLIC UTILITIES.  
 18. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND EROSION CONTROL MEASURES THROUGHOUT THE CONSTRUCTION PROCESS.  
 19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL ENVIRONMENTAL FEATURES AND RESOURCES.  
 20. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY AND SECURITY MEASURES ON THE CONSTRUCTION SITE AT ALL TIMES.

BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT FOR WHICH IT WAS PREPARED AND ISSUED. ALL DIMENSIONS SHOULD BE CHECKED ON SITE. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR DIVERGENCES SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW. DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:

- THE CON DESIGN ISSUES REGISTER
- THE BDP RISK SERIES OF DRAWINGS
- THE PROJECT COM RISK REGISTER

**NOTES**

**DEMISE OF INDIVIDUAL TENANT OPERATING UNIT.**  
(The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

**NOTE:** Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant Fit-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.)

This will be written into the tenant fitout guide and will be a mandatory requirement.

Denotes area for the provision of licensable activities

**INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS.** (Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority.) To comply with BS5306-0:3.80.



|     |                                                                      |     |    |          |
|-----|----------------------------------------------------------------------|-----|----|----------|
| P02 | Updated with comments received from Gregg Leitchams (inc sheet name) | PaC | GE | 11/07/18 |
| P01 | First Issue                                                          | PaC | ?  | 10/07/18 |

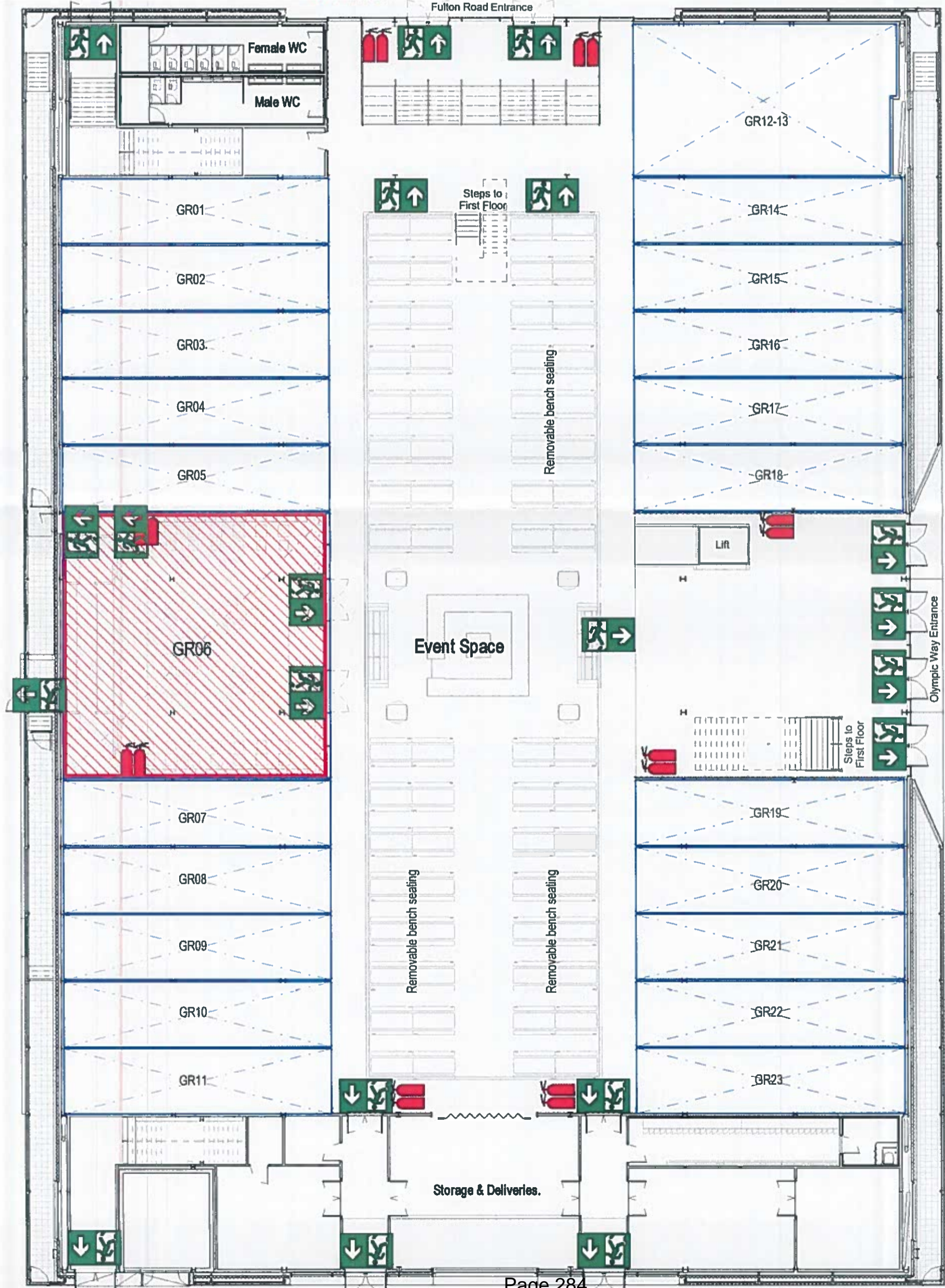
# BOXPARK

**BDP.**

11 Ducie Street  
PO Box 85  
Piccadilly Basin  
Manchester  
M60 3JA  
United Kingdom  
T +44 (0)161 828 2200  
www.bdp.com

**BOXPARK Wembley**

|              |                     |
|--------------|---------------------|
| PROJECT NO   | P2007903            |
| PROJECT NAME | Unit Location Plan  |
| UNIT NO      | Unit GR06 - Beatbox |
| DATE         | Jul 18              |
| SCALE        | 1 : 200             |
| REVISION     | P02                 |



PLEASE READ THIS DRAWING IN CONJUNCTION WITH:  
Fire Engineers Report: BIM456  
Fire strategy drawing: BPW-BDP-167/AE010  
Communication, safety and protection Systems: BPW-BDP-ZZ-00-PL-E-75\_50-0001  
BPW-BDP-ZZ-01-PL-E-75\_50-0001

Security Systems: BPW-BDP-ZZ-00-PL-E-75\_40-0001  
BPW-BDP-ZZ-01-PL-E-75\_40-0001

Lighting Drawings: BPW-BDP-ZZ-00-PL-E-70\_80-0001  
BPW-BDP-ZZ-01-PL-E-70\_80-0001

IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

**EMERGENCY SIGNAGE:**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.



BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN THAT FOR WHICH IT WAS PREPARED AND ISSUED. ALL DIMENSIONS SHOULD BE CHECKED ON SITE. DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR DIVERGENCES SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW.  
DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FOLLOWING BEFORE WORK COMMENCES:  
• THE COM DESIGN ISSUES REGISTER  
• THE BDP RISK SERIES OF DRAWINGS  
• THE PROJECT COM RISK REGISTER

**NOTES**



**DEMISE OF INDIVIDUAL TENANT OPERATING UNIT.**

(The blue line denotes the current known configuration of tenant units but may be subject to change in the future to be confirmed by Boxpark.)

**NOTE:** Individual operating tenants will be responsible for providing fire fighting extinguishers & other equipment to meet their operating requirements TBA between Boxpark, Local Authority & Building Control. To be specified by the individual tenant fit-out design team.

Each tenant unit to have smoke detectors with flashing beacon & sounder & heat detector. (Refer to Fire Strategy Report & Tenant Fit-out Guide.) This will be written into the tenant fitout guide and will be a mandatory requirement.

Denotes area for the provision of licensable activities

**INDICATIVE LOCATIONS FOR LANDLORD FIRE EXTINGUISHERS:** Final Quantity, Size, Type and Locations to be installed are to be agreed and confirmed between Boxpark, Building Control and the Fire Authority. To comply with BS5306-0:3 & 40.



|     |                                                                     |     |    |          |
|-----|---------------------------------------------------------------------|-----|----|----------|
| P02 | Updated with comments received from Gregg Litchams (inc sheet name) | PaC | CE | 11/07/18 |
| P01 | First Issue                                                         | PaC | ?  | 10/07/18 |

# BOXPARK



11 Ducie Street  
PO Box 85  
Piccadilly Basin  
Manchester  
M60 3JA  
United Kingdom  
T +44 (0)161 828 2200  
www.bdp.com

PROJECT: **BOXPARK Wembley**

REF: **P2007903**

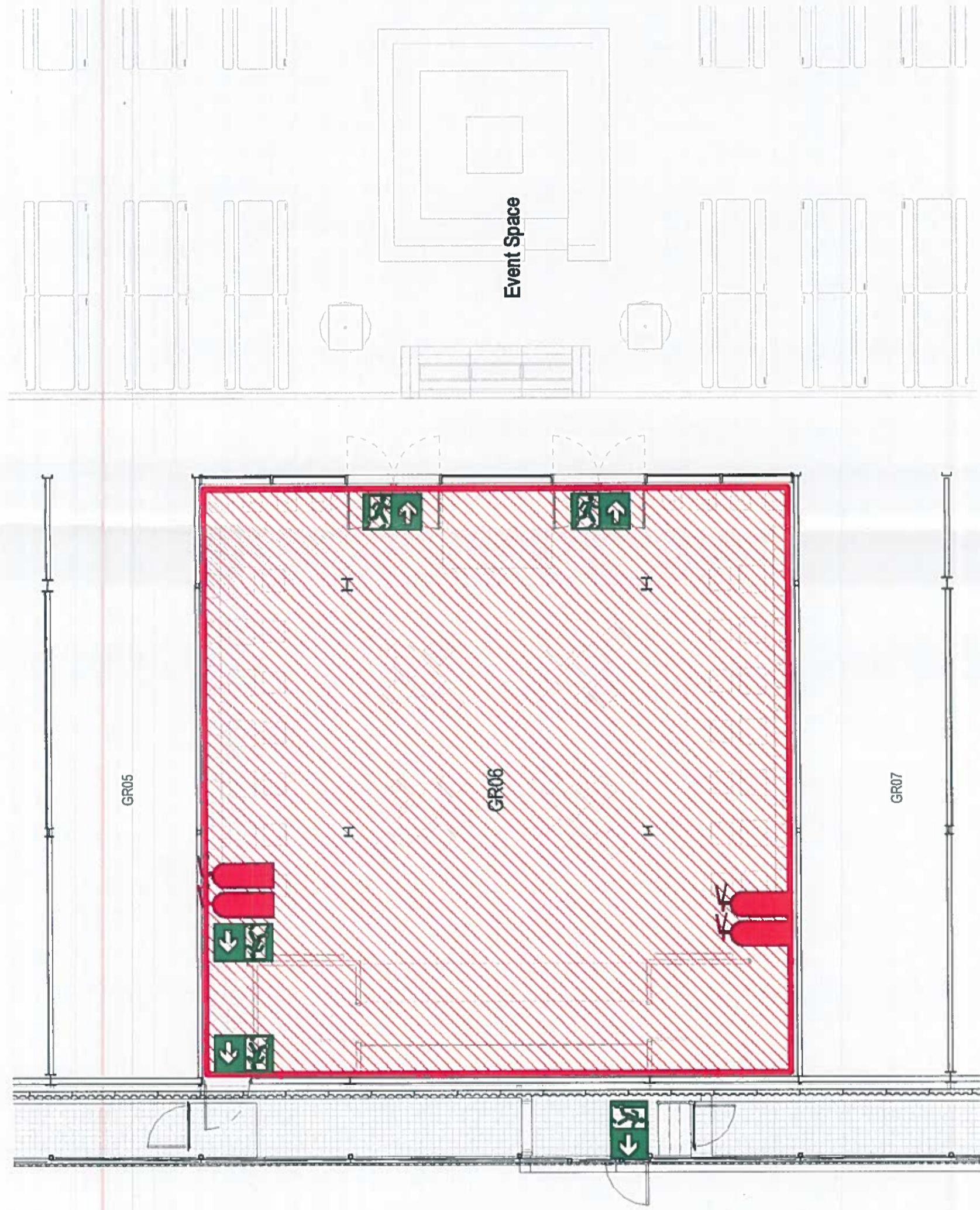
UNIT: **Unit Layout Plan**

UNIT: **Unit GR06 - Beatbox**

DATE: **Jul 18**

PROJECT CODE: **BPW-BDP-(0-)AP034**

SCALE: **1 : 100**



IT IS THE RESPONSIBILITY OF BOXPARK MANAGEMENT TO KEEP THE ARCHITECTURAL & M&E LAYOUT DRAWINGS RELATED TO THE LICENSING APPLICATION UP TO DATE FOR THE LIFESPAN OF THE BUILDING.

**Security Systems:**  
BPW-BDP-ZZ-00-PL-E-75\_40-0001  
BPW-BDP-ZZ-01-PL-E-75\_40-0001

**Lighting Drawings:**  
BPW-BDP-ZZ-00-PL-E-70\_80-0001  
BPW-BDP-ZZ-01-PL-E-70\_80-0001

PLEASE READ THIS DRAWING IN CONJUNCTION WITH:  
Fire Engineers Report:  
BN456

Fire strategy drawing:  
BPW-BDP-(67)AE010

Communication, safety and protection Systems:  
BPW-BDP-ZZ-00-PL-E-75\_50-0001  
BPW-BDP-ZZ-01-PL-E-75\_50-0001

Signage & Equipment shown on this drawing may be subject to change following consultation with the parties above. It is therefore the responsibility of Boxpark & the Main Contractor to inform the licensing authority of any changes that are different to what is shown on this drawing.

**EMERGENCY SIGNAGE:**  
INDICATIVE LOCATIONS SHOWN ON THIS DRAWING TO BE REVIEWED BETWEEN BOXPARK, BUILDING CONTROL & LICENSING AUTHORITY FIRE OFFICER TO AGREE FINAL SPECIFICATION FOR CONSTRUCTION.

Final installation & positioning of illuminated and non-illuminated emergency signage to be located in close proximity to emergency lighting system to ensure adequate illumination to comply with the British Standards. To be confirmed by contractor and agreed with Building Control & Licensing Officer.

Location, type and quantity of fire fighting equipment are subject to agreement between the client and fire officer.

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**METROPOLITAN  
POLICE**

**TOTAL POLICING**

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

**Your ref: N/A**

**Our ref: 01QK/**

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

**Tel:** 020 8733 3206

**Mob:** 07500993897

**Email:** michael.sullivan3@met.police.uk

**Web:** www.met.police.uk

**Date:** 13<sup>th</sup> August 2018

**Police representation to the application for a new Premises Licence 'GF06 –  
Boxpark, 16 Olympic Way, Wembley, HA9 0JT'**

**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.**

Officer: **Michael Sullivan 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 Protection of Children from Harm, Prevention of Crime and Disorder, The Prevention of Public Nuisance, and Public Safety.

This is a new premises licence application for a part of the new Boxpark building, the application is very vague in details of the proposed business that will be running from the unit, and the application states Bar/Restaurant, this makes it impossible for me to consider what if any conditions should be attached to the licence, the plans submitted also have no layout and again due to this makes it difficult to know what the likely business plan will be. I have been informed by the head of the councils licensing department that the applicant will submit a major variation when a business takes on the unit, however at this point I do not know if this will be a bar/pub style business or a restaurant, so will ask that the below conditions are added to the licence to cover both possible outcomes, when a business is found and identified as to what they

propose to do, conditions can be adapted, added or removed to fit the type of business proposed.

### **Prevention of Crime and Disorder**

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.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.

Door supervisors of a suitable gender mix, shall be employed on any day when the premises are open for the sale of alcohol.

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

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

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

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 incidents of disorder
- (e) All seizures of drugs or offensive weapons
- (f) Any faults in the CCTV system or searching equipment or scanning equipment
- (g) Any refusal of the sale of alcohol
- (h) Any visit by a relevant authority or emergency service.

### **Protection of Children from Harm**

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.

No children under the age of 18 shall be allowed on the premises after 2100 hours unless accompanied by an adult.

### **The Prevention of Public Nuisance**

Notices asking customers to leave quietly shall be conspicuously displayed at all exits

No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.

No entry or re-entry shall be permitted after 21.00 hours

All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be lobbied and fitted with a self-closing device.

A noise limiter set at a level agreed by Brent Council’s Licensing Unit shall be used at all times.

There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority.

### **Restaurant Conditions**

Alcohol shall only be supplied as an accompaniment to a substantial meal, and seated at a table.

Substantial food and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where alcohol is provided.

The supply/sale of alcohol shall be by waiter or waitress service only.

Customers must not be allowed to sit, stand or be served from the bar area or any other staff area used for the preparation of alcoholic beverages.

Signs must be displayed at suitable points along the bar reading, ‘Service is by Waiter / waitress service only. Customers are not permitted to sit, stand or be served from the bar.’

## Wembley Stadium Football Event Day Conditions

- (a) Customers shall not be allowed to congregate outside the premises.
- (b) No drinks shall be served in glass containers.
- (c) 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.
- (d) The premises will stop the sale of Alcohol (1) one hour before the advertised kick off time, and will not resume the sales of alcohol until (15) fifteen minutes after the kick off time.
- (e) On Football event days at Wembley stadium the venue will only take one set of supporters (Fan Zone) on the production of a valid ticket for the game, the designated team will be allocated by the Metropolitan Police after a risk assessment has been conducted.
- (f) The venue will **Not** show live sports on football event days at Wembley Stadium.
- (g) The smoking area will be fenced off and will not be visible from Olympic Way, no alcohol will be allowed in the smoking area. (The smoking area will be supervised by SIA and no more than 50 people will be allowed within the area at any time)
- (h) A personal licence holder shall be present on the premises and supervise the sale of alcohol on football event days.

The above Wembley Stadium Event Day conditions are necessary to promote the licensing objectives, police resources are fully stretched on event days at Wembley and with the addition of another large venue opening up on the door step of the national stadium this will only further stretch police resources, police ask that there is no congregation outside the premises due to this being an already heavy footfall on event days and is part of the main route into the stadium for fans.

Police would expect the DPS to work with police at such large events and help promote the licensing objectives.

Police ask that the sales of alcohol stop one hour before the designated kick off time to allow for fans to make their way in to the ground in an orderly manner and assist in the enhanced searching policy that is now in place before entering the stadium.

Having the venue as a fan zone will reduce the likelihood of disorder between fans, and is part of how the Wembley footprint is currently policed, the decision as to what fans are allocated to which licenced premises is decided to how the teams are split

inside the stadium in an effort to avoid as much as possible fans cross over on their way in to the stadium.

Ticketless fans consistently cause problems in the surrounding licenced premises, they will start drinking early in the day, then find a venue who are showing the game and continue drinking, and this on occasions leads to disorder, again producing a strain on an already stretched policing plan. This venue as already mentioned is situated next to Olympic way which is the main access/egress for patrons of the stadium and is regularly a flash point for disorder.

Licenced premises within the Wembley stadium footprint comply with the Wembley split on football event days, thus reducing the amount of disorder within licenced premises.

**Michael Sullivan 368QK**

Licensing Constable for  
Brent Borough Police

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Boxpark Ltd  
GF06  
Boxpark Wembley  
18 Olympic Way  
HA9 0JT

14 September 2018

**Licensing Representation to the Application for a new Premises Licence for GF06, Boxpark Wembley, 18 Olympic Way, HA9 0JT**

I certify that I have considered the application shown above and I wish to make a representation.

**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 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 be included as conditions on the 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. The CCTV images shall be kept in an easily downloadable format.
3. On Wembley Stadium event days door supervisors of a suitable number and gender, shall be employed from 11.00 hours until 1 hour after the event begins.
4. On Wembley Stadium event days no drinks shall be served other than in plastic/polycarbonate/cardboard or toughened glass
5. On Wembley Stadium event days a personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.

6. On Wembley Stadium event days no children shall be admitted unless accompanied by a responsible adult.
7. On Wembley Stadium event days there must be suitable measures in place to ensure there is a free flow of access and egress for customers. As such, the area between the exit doors from the premises to the external part of the building out on the public highway shall be free from any obstruction including persons.
8. SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
9. A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.
10. 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.
11. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
12. A “Challenge 25” policy shall be adopted and adhered to at all times.
13. Substantial snacks and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.
14. The premises shall provide chairs and tables for customer use.
15. 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.
16. A clear and unobstructed view into the premises shall be maintained at all times.
17. 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 incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.
18. 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 centrally and made available for inspection by police and relevant authorities upon request.
19. No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.
20. The placing of bottles into receptacles outside the building shall not be permitted between 20.00hrs hours and 07.00 hours the following morning.

21. There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority. The premises dispersal policy shall be kept and made available to police and authorised officers from Brent Council.

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 sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services

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**From:** Joshi, Ketan  
**Sent:** 31 August 2018 15:44  
**To:** 'ewen.macgregorCc: Business Licence  
**Subject:** Re: Boypark,18 Olympic Way, Wembley, HA9 0JT

Dear Ewen

Thank you for your response. Your suggestions for revised conditions is reasonable and I am in agreement and willing to revise my original conditions as follows, for the six applications:

**Application references 13058, 13059, 13060, 13061, 13062 (Areas FR28, GF06, FR29, FR30/FR31, FR30/FR33)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

**Application reference 13063 (Atrium Communal Space)**

1. Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities
2. Music played at the premises will not be audible at or within the site boundary of any residential property
3. Music is not to be played outdoors at any time
4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly
5. When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents

I trust that your client is in agreement with the above. I therefore withdraw with representations subject to the above conditions being attached to the respective Licences as identified by the unique application references indicated above.

Please contact me if you wish to query any of the above or if you wish to discuss any of the applications further, otherwise simply confirm your client's agreement to the above ensuring that the Business Licence Team (as copied into this email) are also notified.

Regards

Ketan Joshi  
Enforcement Officer  
Regulatory Services

**From:** Ewen Macgregor [  
**Sent:** 30 August 2018 17:23  
**To:** Business Licence <[business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)>  
**Cc:** Naomi Jenkins Jo Brown  
**Subject:** Boxpark,18 Olympic Way, Wembley, HA9 0JT

Good afternoon

We received from you a rep in relation to the above 6 applications which was sent to you from Ketan Joshi, the Licensing Enforcement Officer. Unfortunately we do not have his contact email.

Would it be possible for you to forward on our response below to Ketan (copying us in).

All of the proposed conditions, for each of the six applications can be agreed save for where set out below

1. All windows and doors will remain closed during licensed activities

This is not agreed.

There are no windows in the premises.

If you were able to agree a condition which states as follows we can take our clients instructions

"Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors will remain closed during licensed activities"

2. Music played at the premises will not be audible at or within the site boundary of any residential property

Agreed

3. Music is not to be played outdoors at any time

Agreed

4. Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly

Agreed

5. When the premises turn out a door supervisor shall supervise patrons and ensure that that leave in a prompt and courteous manner, respecting local residents

This condition is only appropriate - and agreed - for the Atrium licence given that all patrons will have to pass through the Atrium prior to exiting the premises

We look forward to hearing from you.

With best wishes,

**Ewen Macgregor**  
Associate Director  
Gregg Latchams