



Alcohol and Entertainment Licensing Sub-Committee

Wednesday 24 January 2024 at 10.00 am

Boardroom 5, 3rd Floor, Brent Civic Centre

Please note that this meeting will be held in person with members of the Sub-Committee required to attend in person.

The press and public are also welcome to attend this meeting in person. Please note the meeting is not scheduled for live webcast

Membership:

Members

Councillors:

Ahmed (Chair)
Chohan
Mahmood

Substitute Members

Councillors:

Bajwa, Collymore, Ethapemi, Hack, Long, Lorber,
Rubin

For further information contact: Devbai Bhanji, Governance Assistant
Tel: 020 8937 6841; Email: devbai.bhanji@brent.gov.uk

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

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
1 Apologies for absence and clarification of alternate members	
2 Declarations of Interests	
Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Application for New Premises Licence by Tops Pizza Ltd for the premises known as Tops Pizza, 769 Harrow Road, Wembley, HA0 2LW, pursuant to the provisions of the Licensing Act 2003	1 - 44

Date of the next meeting: Date Not Specified



- 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.

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LICENSING ACT 2003

Application for New Premises Licence

1. The Application

Name of Applicant:	Tops Pizza Ltd
Name & Address of Premises:	Tops Pizza, 769 Harrow Road, Wembley, HA0 2LW
Applicants Agent:	LQAA - Hilda Cameron

The application is for a new premises licence:

- 1 For Late Night Refreshment from 11pm to 2.30am Monday to Sunday and to remain open from 11am to 2.30am Monday to Sunday.

2. Background

None

3. Promotion of the Licensing Objectives

See page 11–12 of the application.

4. Relevant Representations

Representations were received and withdrawn from the Police and Licensing Officers. Representations remain outstanding from the Ward Councillor.

5. Interested Parties

None

6. Policy Considerations

Policy 1 – Process for Applications

Conditions on the licence, additional to those voluntarily sought/agreed by the applicant, may be considered. Conditions will focus on matters which are within the control of individual licensee and which relate to the premises or areas being used for licensable activities, the potential impact of the resulting activities in the vicinity. If situations arise where the licensing objectives may be undermined but cannot be dealt with by the use of appropriate conditions the Licensing Authority will consider whether it is appropriate for a licence to be granted or continue to operate.

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. Councillor Representation
- C. Licensing Representation & Withdrawal
- D. Police Representation & Withdrawal
- E. OS Map

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Tops Pizza Limited

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Tops Pizza 769 Harrow Road			
Post town	Wembley	Postcode	HA0 2LW

Telephone number at premises (if any)	020 3793 6951
Non-domestic rateable value of premises	£14,500

Part 2 - Applicant details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) 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 (by ticking yes to one box below):

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

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

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)
A franchise take away (Tops Pizza), situated on the ground floor of a two story building, facing a main road.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

Provision of late night refreshment (if ticking yes, fill in box I)

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

H

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

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23:00	02:30	Please give further details here (please read guidance note 4) Please Note:	Both	<input checked="" type="checkbox"/>
Tue	23:00	02:30			
Wed	23:00	02:30	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23:00	02:30			
Fri	23:00	02:30	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	02:30			
Sun	23:00	02:30			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)					
Mon								
Tue								
Wed								
Thur						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)		
Fri								
Sat								
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	
Date of birth	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	



K

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

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	11:00	02:30	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Tue	11:00	02:30	
Wed	11:00	02:30	
Thu	11:00	02:30	
Fri	11:00	02:30	
Sat	11:00	02:30	
Sun	11:00	02:30	

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

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

It will be ensured that all four licensing objectives will be promoted as detailed in each section below:

- Appropriate staff training to be completed, training records shall be made available for inspection upon request by a relevant officer of a responsible authority.
- Part A (the full Premises Licence) either the original or a certified copy should be retained at the premises for production to an authorised person.
- Part B (the summary of the Premises Licence) should be prominently displayed at the venue where it can be easily read by anyone wishing to do so. Please note that both pages of the summary should be visible
- Vehicles used for delivery must switch off their engines when waiting outside of the Premises for the collection of food for delivery.
- Drivers shall wait inside the premises between deliveries/for deliveries.
- A notice shall be displayed by the front door stating the restaurant opening hours.
- Home deliveries shall only be carried out by in-house employees of the business
- No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

b) The prevention of crime and disorder

- The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
- The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31-day period.
- 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 to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested.
- Joining neighbourhood schemes and liaising with the local police.
- Prominent signage indicating the permitted hours for the late night refreshment shall be displayed so as to be visible before entering the premises.
- Adequate lighting provided inside and outside the premises.
- Abide by the law

c) Public safety

- To comply with all current, fire and health and safety legislation as required by the law.
- Health and safety risk assessments to be carried out regularly
- All employees will receive training on health and safety & food safety
- Staff to be trained in fire evacuation procedures
- Installation of appropriate and adequate safety equipment

d) The prevention of public nuisance

- Notice to customers regarding consideration shall be displayed at the entrance and exit
- Deliveries of goods will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby businesses and residents. Staff who arrive in the morning or depart late at night will be asked not to cause disturbance to nearby residents.
- Depositing of waste will be at times that minimise any nuisance to nearby neighbours.
- All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
- No rubbish will be moved, removed or placed outside between the hours of 23:00 and 08:00.
- Monitor anti-social behaviour through CCTV.
- The premises manager contact details shall be clearly displayed for the public living with the vicinity
- An incident log shall be kept at the premises, and made available on request to an authorised officer or the Police

e) The protection of children from harm

Order is received over the phone by a person who sounds like they may be under 16 years old, staff member will ask to speak to a parent or responsible adult.

Checklist:

Please tick to indicate agreement

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

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
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Signature	<i>J. Cameron</i>
Date	24/11/2023
Capacity	Agent

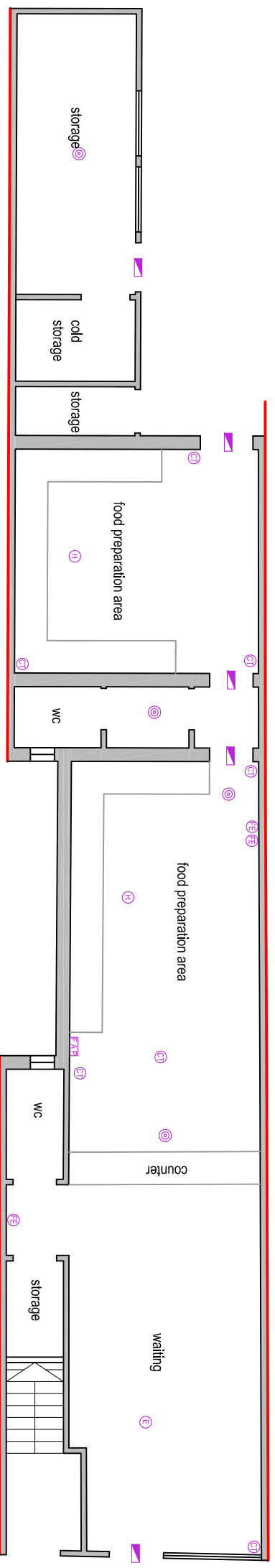
For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
LQAA			
Westminster Business Centre			
Printing House Lane			
Post town	Hayes	Postcode	UB3 1AP
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your 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

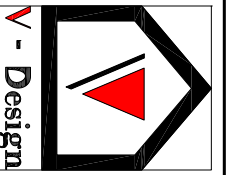


- KEY**
- ☉ Smoke detector
 - ☑ Fire Extinguisher
 - ➡ Fire Exit
 - 📹 CCTV
 - 🔥 Heat Detector
 - 🔥 Fire Blanket
 - 🔥 Fire Alarm Panel
 - 🔥 Fire Alarm
 - 🔦 Emergency Light
 - 🔧 Gas Interlock System
- ALARM SYSTEM TO AISPEC OR SIMILAR FITTED
 SHUTTER PROVIDED
 CCTV MONITOR FOR MIN. 31 DAYS

Existing Shop Floor Plan



Rev	Date	Comments



Dimensions to be verified on site
 DO NOT SCALE FROM THIS DRAWING.
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Email: vishal.p@vdesigncad.co.uk Mobile: 07971083395

Site Address:
 769, Harrow Road,
 Wembley,
 HA0 2LW

Title:
 Licensing Plan

Scale: 1:100

Paper Size: A3

Drawn By: VP
 Job Ref: 23142
 Date: Nov 2023
 Drawing No. LI - 01

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From: Lorber, Councillor Paul <Cllr.Paul.Lorber@brent.gov.uk>

Sent: 30 November 2023 14:08

To: Business Licence <business.licence@brent.gov.uk>

Subject: Re: New premises licence application 30240 - Sudbury

I object to the extended hours in this area. Local residents already suffer enough from late night activities and disturbance.

The delivery bikers drive on pavements, take over all parking spaces and spit pans everywhere.

There are flats above the shops and late night activity 7 days per week causes unacceptable disturbance to residents.

Sudbury Town streets are pig sty every morning as a result of activities from all the takeaways.

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From: Lorber, Councillor Paul
Sent: 22 December 2023 11:27
To: Business Licence
Cc: members enquiries
Subject: Sudbury Town

I refer to the applications for temporary and permanent extensions of operating hours in Sudbury Town.

This is why I object to any extensions. The photos were taken at 10am this morning.

They show discarded bottles, cans, pizza packaging all through Sudbury Town.

This is what local residents face every morning in this area.

You will note the number of small spirit bottles. These are bought by street drinkers and not by residents shopping for home consumptions. Not only do these people congregate in the street and corners making noise and intimidating other residents they also leave the highlighted mess by bus stops, out side shops and in the planters.

Local residents supported the creation of the Sudbury Neighbourhood Forum in the area in the hope that their ambition for a Safer Cleaner Sudbury.

This is not being achieved because of the unrestricted mess caused in Sudbury Town as a result of the late night opening of shops which is getting out of control.

No amount of conditions can manage and control the drunks who take over parts of Sudbury Town after 11pm. Local residents need some protection from this and no further late opening hours or licensing of further premises in this small area should be permitted.

Please use this evidence as part of the process.

Thanks

Paul









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From: hilda Cameron
Sent: 18 December 2023 16:52
To: Lorber, Councillor Paul <Cllr.Paul.Lorber@brent.gov.uk>
Cc: Business Licence <business.licence@brent.gov.uk>
Subject: FW: New Premises Licence application - Tops Pizza

Dear Councillor Paul, Please find attached police representation along with the licensing Enforcement officer representation, where all stated conditions have been agreed upon.

In addition to the attached conditions and the operating schedule conditions, the applicant is happy to assign one member of staff to supervise the outside area of the premises accordingly. However; Please do not hesitate to propose conditions that you may find suitable to remedy your concerns.

I thank you in advance and look forward to hearing from you.

Hildigar Cameron | Licensing Consultant

From: [Lorber, Councillor Paul](#)
Sent: 08 December 2023 12:17
To: [hilda Cameron](#)
Subject: Re: New Premises Licence application - Tops Pizza

Hi Hilda

Yes I have Thank You.

My position has not changed. I oppose the extended opening hours and intensification of early morning activities in the area.

CCTV and all the other controls suggested do not work in practice as the people in charge of the premises cannot control what goes on outside.

Regards
Paul

From: hilda Cameron
Sent: Friday, December 8, 2023 11:48:42 AM
To: Lorber, Councillor Paul <Cllr.Paul.Lorber@brent.gov.uk>
Subject: Fwd: New Premises Licence application - Tops Pizza

Dear Cllr Paul Lorber, Would it be possible to confirm that you have received my previous email. Just wanted to make sure that I hadn't typed in the wrong email address.

Kind Regards
Hilda

Hildigar Cameron | Licensing Consultant

From: hilda Cameron
Date: 4 December 2023 at 09:56:38 GMT
To: Business Licence <business.licence@brent.gov.uk>
Cc: cllr.paul.lorber@brent.gov.uk
Subject: Re: New Premises Licence application - Tops Pizza

Dear Cllr Paul Lorber,

Please find attached added 22 conditions by Mohammed Serdouk (the Licensing Enforcement Officer) of which I hope they are satisfactory to remedy your concern.

In addition:

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 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.
3. The CCTV system shall display on any recordings, the correct date and time of the recording.
4. 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.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and servery counter.
6. Signage stating that CCTV is in operation at the premises will be clearly displayed at the premises.
7. 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.
8. A clear and unobstructed view into the premises shall be maintained at all times.

9. Drivers shall not deliver to any person anywhere other than that at the residential / business address given when the order was placed. There shall be NO deliveries made to any open/public spaces.
10. Delivery drivers should be asked to keep noise to a minimum when collecting takeaways and must not be permitted to loiter unnecessarily.
11. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers.
12. Adequate and appropriate first aid equipment shall be available on the premises.
13. 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 visit by a relevant authority or emergency service.
14. Deliveries shall be accepted between the hours of 09.00hrs and 18.00hrs.
15. Waste must not be placed externally between the hours of 21.00hrs and 08.00hrs.
16. No customers shall be allowed inside the venue after 02:30
17. No idling of delivery vehicles.
18. No unaccompanied children under the age of 16 allowed on the premises after 22:00.
19. The premises shall be staffed by a minimum of 2 persons after 21:00 hours until the close of business.

20. A suitable intruder alarm complete with panic button shall be fitted and maintained. 21. Fumes and smells - not to cause nuisance in the area.

22. All ventilation and extract systems shall be designed, installed, and maintained so as not to cause a nuisance to nearby properties.

I thank you in advance and look forward to hearing from you.

Kind Regards

Hilda

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**METROPOLITAN
POLICE**

Working together for a safer London

TERRITORIAL POLICING

**Tops Pizza Ltd
769 Harrow Road
Wembley
HA0 2LW**

NW BCU Licensing Department - Brent

Harrow Police Station
74, Northolt Road
Harrow
HA2 ODN

Tel: 07500 087 115

Email: Phil.S.Graves@met.police.uk

Web: www.met.police.uk

Your Ref: 30240

Our ref: 01QK/830/23/3122NW

Date: Thursday 14th of December 2023

Police representations to the application for a new Premises Licence for 'Tops Pizza Ltd, 769 Harrow Road, Wembley HA0 2LW'

Police certify that we have considered the application shown above and 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.

Police are 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, police would be in a position to withdraw their representations.

**Officer: Phil Graves
Licensing Constable 3122NW**

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 Licensing act 2003. The Police representations are concerned with all four of the licensing objectives namely:

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

The Application

The only licensable activity requested in this application is that of Late Night Refreshments. These hours are from 23.00 to 02.30 hours seven days a week. The venue is situated on the Harrow Road on a busy parade of shops with a night club next door.

This area of the Harrow Road is busy with activity into the early hours of the morning.

Closed Circuit Television (CCTV)

Good quality CCTV is a basic requirement to help deter and detect criminal activity for all reputable license holders. Therefore a decent quality CCTV system is an essential tool and should be installed and maintained in accordance with Home Office Guidance. The system should be fully operational during the hours of business, with a member of staff present who can operate and if required download footage upon request of the police or other recognised authority from Brent Council.

Notices will also be displayed advertising the presence of the CCTV to help promote a secure and safe dining and working environment.

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

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 upon request.
2. CCTV cameras shall be installed to cover all the entrances and exits of the premises. Cameras should also cover the pavement area outside the venue where customers and delivery drivers will be present.
3. 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.
4. The CCTV system shall display on all recordings with the correct date and time of the recording.
5. 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.
6. 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.
7. All deliveries (to the venue) shall take place during the normal working day i.e. 09.00hrs to 18.00hrs daily.
8. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers
9. An incident and refusals 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) Any complaints received.
 - b) Any incidents of disorder.
 - c) Any faults in the CCTV system.
 - d) Any visit by a relevant authority or emergency service.

On Line / Take-away Orders

10. No idling of delivery vehicles.

11. Drivers shall not deliver to any person anywhere other than that at the residential / business address given when the order was placed. There shall be **NO** deliveries made to any open/public spaces

12. Delivery drivers should be asked to keep noise to a minimum when collecting takeaways and must not be permitted to loiter unnecessarily

If the above conditions can be met in full, police would be in a position to withdraw representations.

Yours Sincerely,

PC Phil Graves 3122NW
NW BCU - Brent Licensing
Philip.Graves@met.police.uk

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From: Phil.S.Graves@met.police.uk
Sent: 14 December 2023 12:21
To: Business Licence
Cc: hilda
Subject: RE: New Premises - Tops Pizza, 769 Harrow Road, HA0 2LW - 30240 - Police Reps

Good afternoon Brent,

All parties concerned are in agreement with the attached reps, therefore police withdraw representations.

Thanks,

Phil

CC Hilda- Thank you for your swift response.

From: hilda Cameron
Sent: 14 December 2023 12:17
To: Graves Phil S
Subject: Re: New Premises - Tops Pizza, 769 Harrow Road, HA0 2LW - 30240 - Police Reps

Good Afternoon PC Phil, I hope you are well. Please be advised that the applicant agrees with all the conditions stated within the representation letter.

Kind Regards
Hilda

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To: Tops Pizza Limited,
769 Harrow Road,
London HA0 2LW

RE: LICENSING ACT 2003
Licence: Premises Licence New Application
Application No: 30240
Our Ref: 30240

01 December 2023

Dear Sir, Madam,

Licensing Representation to the Initial Application for the Premises Licence Application related to **Tops Pizza, 769 Harrow Road, HA0 2LW.**

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

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

The application has been made for a new premises licence under section 17 of the Act. The application is for Late Night Refreshments only with no Supply of Alcohol.

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.
- the protection of children from harm.

Licensable activity applied for:

Late Night Refreshments (LNR) No Changes	Start Time	End Time
Monday	23:00	02:30
Tuesday	23:00	02:30
Wednesday	23:00	02:30
Thursday	23:00	02:30
Friday	23:00	02:30
Saturday	23:00	02:30
Sunday	23:00	02:30

The opening hours of the premises: No Change	Start Time	End Time
Monday	11:00	02:30
Tuesday	11:00	02:30
Wednesday	11:00	02:30
Thursday	11:00	02:30
Friday	11:00	02:30
Saturday	11:00	02:30
Sunday	11:00	02:30

In addition:

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 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.
3. The CCTV system shall display on any recordings, the correct date and time of the recording.
4. 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.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and servery counter.
6. Signage stating that CCTV is in operation at the premises will be clearly displayed at the premises.
7. 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.
8. A clear and unobstructed view into the premises shall be maintained at all times.
9. Drivers shall not deliver to any person anywhere other than that at the residential / business address given when the order was placed. There shall be NO deliveries made to any open/public spaces.
10. Delivery drivers should be asked to keep noise to a minimum when collecting takeaways and must not be permitted to loiter unnecessarily.
11. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers.
12. Adequate and appropriate first aid equipment shall be available on the premises.
13. 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 visit by a relevant authority or emergency service.

- 14. Deliveries shall be accepted between the hours of 09.00hrs and 18.00hrs.
- 15. Waste must not be placed externally between the hours of 21.00hrs and 08.00hrs.
- 16. No customers shall be allowed inside the venue after 02:30
- 17. No idling of delivery vehicles.
- 18. No unaccompanied children under the age of 16 allowed on the premises after 22:00.
- 19. The premises shall be staffed by a minimum of 2 persons after 21:00 hours until the close of business.
- 20. A suitable intruder alarm complete with panic button shall be fitted and maintained.
- 21. Fumes and smells - not to cause nuisance in the area.
- 22. All ventilation and extract systems shall be designed, installed, and maintained so as not to cause a nuisance to nearby properties.

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

Yours faithfully,

Mohammed Serdouk
Licensing Enforcement Officer
Brent Council

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From: Serdouk, Mohammed
Sent: 04 December 2023 09:39
To: hilda Cameron
Cc: Business Licence Legister, Linda
Subject: RE: Representation Tops Pizza, 769 Harrow Road, HA0 2LW - 30240

Dear Hilda

Thank you for your reply and confirmation of acceptance of my proposed conditions by your client. I therefore formally withdraw my representation.

Regards

Mohammed Serdouk
Licensing Enforcement Officer
Brent Council

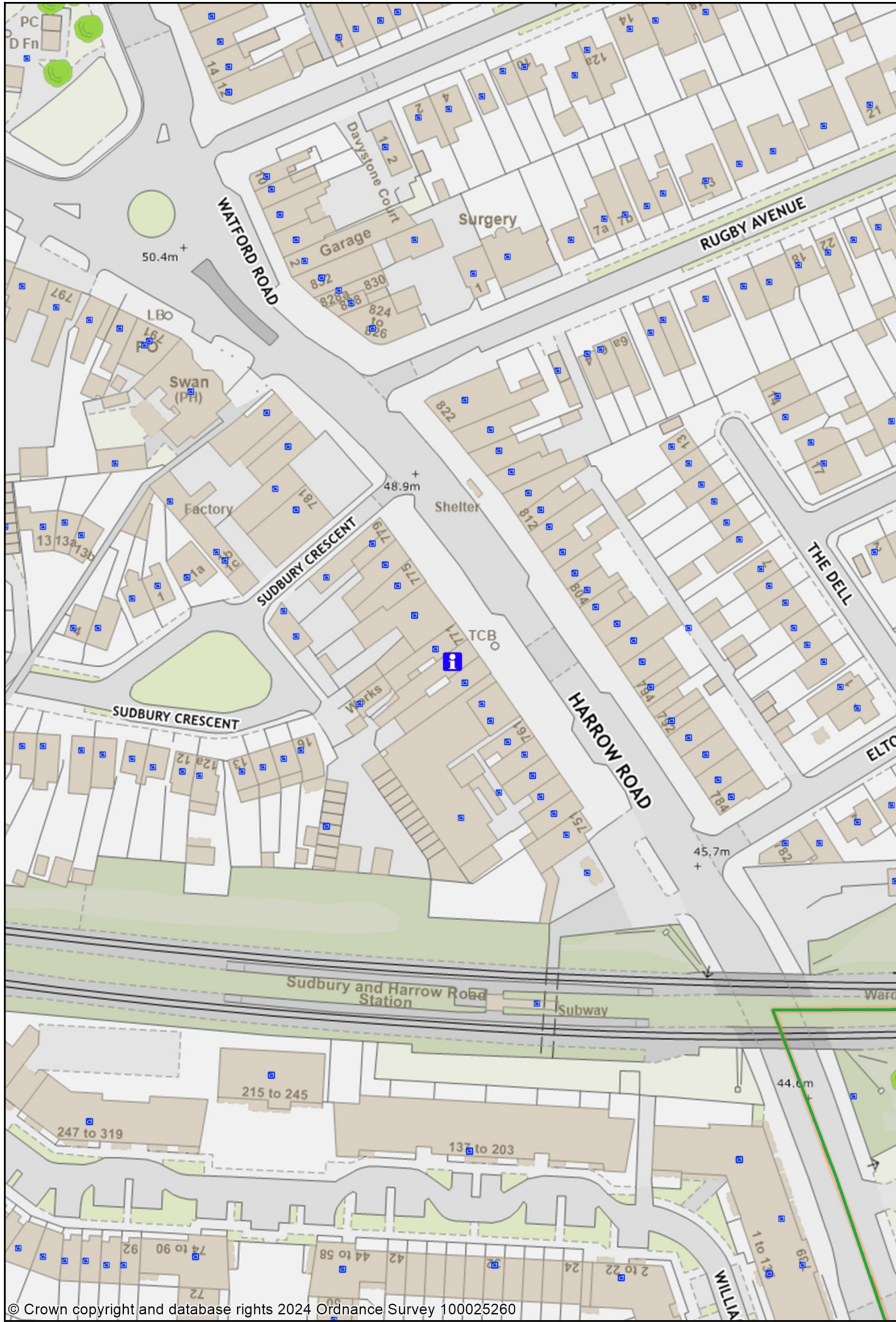
From: hilda Cameron
Sent: 04 December 2023 09:32
To: Serdouk, Mohammed
Subject: Re: Representation Tops Pizza, 769 Harrow Road, HA0 2LW - 30240

Good Morning Mohammed, Please be advised that the applicant agrees to all conditions stated within your letter.

Kind Regards
Hilda

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Basemap Map



1:1250

0 0.02 0.04 kilometres



Brent

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