

Application for Premises Licence

York House, Empire Way, Wembley

APPLICATION SUMMARY

Proposed Hours

Sale of Alcohol (on and off) Films (indoors), plays (indoors) Regulated Entertainment of a similar description	Monday – Sunday: 10:00 – 01:00 (16 th Floor) Monday – Sunday: 10:00 – 02:00 (15 th Floor) 24 hours for residents and their bona fide guests.
Late Night Refreshment (indoors) Recorded and Live Music (indoors)	Monday – Sunday: 23:00 – 01:00 (16 th Floor) Monday – Sunday: 23:00 – 02:00 (15 th Floor) 24 hours for residents and their bona fide guests.
Opening Hours	Monday – Sunday: 06:00 – 01:30 (16 th Floor) Monday – Sunday: 06:00 – 02:30 (15 th Floor) 24 hours for residents and their bona fide guests.
Non-standard hours	From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. 24 hours for residents and their bona fide guests.

Proposed Conditions

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. This must comply with the Data Protection Act including signage.
2. 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.
3. The CCTV system shall display on any recordings the correct date and time of the recording.
4. 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.
5. The Licence holder /DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request.
6. 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 equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

7. There will be a comprehensive bookings policy in place with respect of venue hire. Any person wishing to book the venue for a private function should provide a signed agreement to the venues terms and conditions of venue hire.
8. Food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
9. There shall be no sales of alcohol for consumption off the premises, with the exception of alcohol sold (a) for consumption in other non-licensed areas of the building, or (b) to residents of the building and their bona fide guests.
10. A sign stating "No proof of age – No sale" shall be displayed at the point of sale.
11. A "Challenge 25" policy shall be adopted and adhered to at all times.
12. A refusal book detailing date and time of the refused sale and the name of the person refusing the sale shall be kept and maintained and made available for inspection at the premises.
13. 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.
14. When SIA Security are deployed, they 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.
15. No noise or vibration shall be detectable at any neighbouring noise sensitive premises.
16. Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
17. All deliveries shall take place during the normal working day (i.e. 07:00 to 18:00 daily).
18. Alcohol shall not be available for any customer when the premises are primarily for use by persons under the age of 18 unless accompanied by a responsible adult.
19. Any locks or flush latches on exit doors shall be unlocked and kept free from fastenings other than push bars whilst the public are on the premises.
20. Exits shall not be obstructed (including by curtains, hangings or temporary decorations), and accessible via non-slippery and even surfaces, free of trip hazards and shall be clearly identified.
21. Any 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).

22. Where chairs and tables are provided, internal gangways are kept unobstructed.
23. A capacity specific risk assessment shall be conducted by a competent person and approved by the Licensing Authority. This assessment shall show all calculations used to reach the final capacity and reference the guidance used to achieve this figure.

MATCH DAY CONDITIONS

The following conditions will apply on major football event days at all times unless agreed in advance in writing with the Metropolitan Police and subject to the premises conducting an appropriate risk assessment:

[Final match-day conditions to be agreed with the police]

24. SIA registered door supervisors of suitable gender mix shall be on duty until 30 minutes after the premises is closed for licensable activities.
25. 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.
26. SIA supervisors shall wear clothing that can be clearly and easily identified on CCTV.
27. 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.
28. The premises will not show live domestic televised football matches on football event days save for residents and their bona fide guests.
29. A personal licence holder shall be present on the premises to supervise the sale of alcohol.
30. No children shall be admitted unless accompanied by a responsible adult.
31. The premises shall 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.
32. A risk assessment shall be undertaken based on the proposed event and will be provided to police or authorised council officers on request.