



**METROPOLITAN  
POLICE**

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**TERRITORIAL POLICING  
Brent Police Licensing Unit**

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

**Your ref: N/A**

**Our ref:**

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

**Tel:** 020 8733 3206

**Email:** [REDACTED]

**Web:** [www.met.police.uk](http://www.met.police.uk)

**Date:** 14<sup>th</sup> January 2019

**Police representation for a New Premises Licence at – Elm Hotel, 1-11 Elm Road, Wembley, HA9 7JA**

**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 Act 2003 Objectives for the reasons indicated below.**

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

Officer: [REDACTED]  
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 Licensing act 2003.

The Police representations are primarily concerned with **The Prevention of Crime and Disorder, Prevention of Public Nuisance, and the Protection of Children from Harm.**

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

Alcohol will only be sold between the hours of:

Monday: 1200HRs – 2300HRS

Tuesday: 1200HRs – 2300HRS

Wednesday: 1200HRs – 2300HRS

Thursday: 1200HRs – 2300HRS

Friday: 1200HRs – 2300HRS

Saturday: 1200HRs – 2300HRS

Sunday: 1200HRs – 2300HRS

1.
  - a) CCTV shall be installed to Home Office Guidance standards
  - b) If the head unit (recorder) is kept on the premises it must be located in a secure cabinet or other secure area, preferably out of the sight and reach of the public.
  - c) A CD, DVD burner or USB type device will also form part of the system to facilitate making copies of the footage
  - d) The quality of the images must be of a sufficiently high standard to allow identification of the subject matter
  - e) Cameras will cover key areas identified by the operator and Police. These will include clear headshots of persons entering the hotel area, the till area and areas where alcohol are displayed for sale, all outside seating areas.
  - f) Images must be retained for a minimum period of 31 days before overwriting
  - g) The images will be made available in reasonable time on demand by the Police and authorised officers of the London Borough of Brent.
  - h) At all times when the premises are open there shall be at least one person who is capable of operating the CCTV system if required to do so by the Police or authorised officers of the London Borough of Brent
  - i) This system will be fully maintained at all times to ensure correct operation

2. A minimum of two SIA registered members of door security will be present on the premises from 1200HRS until 0100HRS every day.

3. 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.

4. Customers shall not be permitted to take open glass containers outside.

5. The premises shall operate a challenge 25 policy. Anyone attempting to purchase alcohol who appears under the age of 25

years shall be required to produce valid photo ID (such as a photo card driving licence, passport or PASS accredited age verification card) to prove they are 18 years or older. Failure to produce acceptable ID shall result in a refusal of the sale. This refusal shall be documented in the refusals / incident log.

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

7. Any staff, will undergo 6 monthly training on the Licensing Act 2003 legislation and sexual Exploitation. 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.

Posters detailing what to look for in relation to CSE will be placed in staff areas to remind them of their role in helping to protect children from Sexual Exploitation.

8. The Main entrance and exit doors shall remain closed.

9. Customers shall not be allowed to congregate outside the premises on the pavement or sit on the wall outside.

10. A 'please leave the premises quietly' notice will be displayed at the premises on every exit.

11. There will be no sales of beers, ales, lagers or ciders or anything similar of 6.5% ABV or above.

12. cans of alcohol will not be sold.

13. Photographic ID to be checked and details recorded of an adult booking a room in the company of a child. (This should also be advertised on the website for the hotel)

**On Event days at Wembley Stadium the following shall apply:**

1. No glass bottles shall be sold they will be decanted into plastic or polycarbonate vessels.

2. 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.

3. The bar area shall close 1 hour before event starts and will not open up until 15 minutes after the event has started. This does not apply to hotel guests receiving room service.

4. A minimum of three SIA registered member of door security will be present on the premises from 1200HRS until 0100HRS.

Yours Sincerely,

A solid black rectangular box used to redact the signature of the sender.