

**From:** Neville, Dean

**Sent:** Thursday, February 15, 2024 2:32 PM

**To:** Ewen Macgregor; Matthew May

**Cc:** Legister, Linda; Business Licence; Islam, Shamsul

**Subject:** RE: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Hi Ewen

Thank you for your response below and the FRA including capacity calculations.

I am happy for you to arrange a call next week to discuss however I will need the safety plans sent in advance.

In the original application you have applied for the premise to be open 7 days a week 10:00-22:00hrs, from a public safety perspective, we will require your safety plans to be separated with Wembley stadium event day and non-event day.

This should include but not limited to;

- Risk assessments
- Safety management plan
  - Medical Emergencies
  - SOPs
  - Evacuation Procedures
  - Operational plans.
  - Food Safety
  - Communication Protocols

Also documentation previously requested.

Can you please clarify on your opening times for Wembley stadium event days?

I hold the same stance as my previous email as the FRA/capacity calculations is the only new submission.

After carefully reading through your answers, and regarding the requested documentation you have stated "*these will be provided to you in due course*" without the safety plans I cannot make any further representations from a public safety perspective, therefore I will be objecting the new premise application at this time.

Kind regards,

Dean Neville  
Public Safety Officer  
Regulatory Services  
Brent Council

**From:** Ewen Macgregor  
**Sent:** Wednesday, February 14, 2024 8:10 AM  
**To:** Neville, Dean; Matthew May  
**Cc:** Legister, Linda; Business Licence; Islam, Shamsul  
**Subject:** New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Good morning Dean

Please see attached an email that I have just sent to Mohammed Serdouk

Attached to the email is the FRA with capacity calculations.

My client is on holiday this week – half term – but I am happy to set up a call next week with you – and any of the other RAs – to talk this through.

I have passed on your comments in relation to the provision of food to my client and will pick this up with him on his return.

Please let me know if you would like me to set up a call

Ewen Macgregor  
Partner  
Leisure and Retail

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**From:** Neville, Dean  
**Sent:** Monday, February 12, 2024 2:50 PM  
**To:** Ewen Macgregor; Matthew May  
**Cc:** Legister, Linda; Business Licence; Islam, Shamsul  
**Subject:** RE: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Hello Ewen

Thank you for your response.

Re the transportation for the food, The Food business owner of Novotel will need to review their **Food Safety Management system** to reflect this new activity at 3 Olympic Way.

This will include

- Transport of food from the hotel kitchen to the new location at 3 Olympic Way- including temperature control and risk of contamination from the environment (coverings?)
- Storage of food and drink at 3 Olympic Way. (Management and temperature control of hot and cold storage)
- Training of staff
- Foods must be labelled (allergens and additives)- Please refer to foods "Prepacked for Direct Sale" (PPDS), See [Food Allergens | Brent Council](#)

Transportation of food (Health & Safety)

- Safe systems of work
- Manual handling and training records

After carefully reading through your answers, and regarding the requested documentation you have stated “*these will be provided to you in due course*” without the safety plans and capacity calculations I cannot make any further representations from a public safety perspective, therefore I will be objecting the new premise application at this time.

Kind regards,

Dean Neville  
Public Safety Officer  
Regulatory Services  
Brent Council

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**From:** Ewen Macgregor  
**Sent:** Monday, February 5, 2024 8:08 AM  
**To:** Matthew May; Neville, Dean  
**Cc:** Legister, Linda; Business Licence  
**Subject:** New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Dean

Thank you for your email.

I have now had the opportunity of taking my clients instructions.

By way of background my client owns the space, and building, that sits on 3 Olympic Way. They have full control of the site and the building, which is secure and subject to regular health and safety as well as security checks.

- **Public safety will need to see a comprehensive set of safety plans for both Wembley stadium event days and non-event days, and the management of the premises including SOPs, RAs, emergency exit plan and operational plans.**

**These will be provided to you in due course**

**My client is willing to agree to the addition of the following on the operating schedule which will read as follows:**

- *The premises shall maintain a live Safety Management Plan (“SMP”) that shall contain all the document that is required and necessary to operate a safe premises.*
- *This shall be risk assessed, reviewed and revised as is necessary, and shared with the licensing authority and responsible authorities on request.*
- *This shall include, but not limited to, policies relating to the following: -*
  - Site plan*
  - Premises licence*
  - Health and Safety Responsibilities*

- d. *Fire Risk Assessment*
- e. *Crowd Management*
- f. *Barriers*
- g. *Electrical Installations and Lighting*
- h. *Provision of SIA*
- i. *Food and Alcohol*
- j. *Sanitary Facilities*
- k. *Waste Management*
- l. *Sound: Noise and Vibration*
- m. *Facilities for People with disabilities*

- *The premises licence holder shall comply with the SMP.*
- *A copy of the SMP will be provided to the responsible authorities on request in advance of the Premises opening.*

- **What is your plan in mitigating the risk of broken glass falling into the public from the unused building.**

**As stated above my client owns the unused building, has full access to it and makes regular Health and Safety, and security checks of the premises.**

- **Detailed plans for the queuing systems and the management of queues taking into consideration the close proximity of the already in use entrance into the hotel**

**This will be included in the SMP as stated above**

- **Bar and food offering-**

- **Will you be serving hot food? If yes**

**Yes**

- **Will the hot food be transported to the sales area?**

**Yes**

- **Where will the transport route from / to and how will this be managed?**

**Any food will be prepared in the adjacent kitchen (owned and operated by my client)**

**On events days food stations may be set up within the proposed licensed area with food being taken from the hotel in to the licensed area.**

**This can be done via a side exit from the hotel and then through a rear access point to the proposed licensed area without having to come through the site via Olympic Way**

**Attached is a plan showing the proposed route**

**The same procedure may be adopted non event days or, where possible, food (which may be limited to things like pizzas) can be prepared in the hotel and then carried by staff from the hotel into the licensed premises.**

- We will require the capacity and the calculations.

**My client is in the process of having a Fire Risk Assessment produced and this will be shared with you in due course**

- Please elaborate on “moveable furniture in designated external areas shall be removed”

**My client proposes to instal some benches – see below**

**These will remain in situ and, if necessary, can be secured to the ground**



**Moveable furniture would include, for example, deck chairs, parasols**

**Images of the type and style of furniture proposed are shown below**



**On event days these will be removed and can be securely stored in either the hotel or in the vacant building on the site.**

If you require any further information, please do not hesitate to contact me.

I look forward to hearing from you.

Ewen Macgregor  
Partner  
Leisure and Retail

**From:** Matthew May  
**Sent:** Thursday, February 1, 2024 3:30 PM  
**To:** Neville, Dean  
**Cc:** Legister, Linda; Business Licence; Ewen Macgregor  
**Subject:** RE: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Good afternoon Dean

Thank you for your below email. We are currently taking instructions from our client and shall revert back with answers to your questions as soon as possible.

In the meantime, any further questions please reach out to myself or my colleague Ewen (cc'd).

Kind Regards

Matthew May  
Paralegal  
for TLT LLP

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**From:** Neville, Dean  
**Sent:** Thursday, February 1, 2024 1:55 PM  
**To:** Matthew May  
**Cc:** Legister, Linda; Business Licence  
**Subject:** New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Dear Matthew

Please allow me to introduce myself, I am the public safety officer for Brent Council and I have been reviewing the above named premises application, I have a few question in regards to the safety plans listed below

- Public safety will need to see a comprehensive set of safety plans for both Wembley stadium event days and non-event days, and the management of the premises including SOPs, RAs, emergency exit plan and operational plans.
- What is your plan in mitigating the risk of broken glass falling into the public from the unused building.
- Detailed plans for the queuing systems and the management of queues taking into consideration the close proximity of the already in use entrance into the hotel
- Bar and food offering-
  - Will you be serving hot food? If yes
  - Will the hot food be transported to the sales area?
  - Where will the transport route from / to and how will this be managed?
- We will require the capacity and the calculations.
- Please elaborate on “moveable furniture in designated external areas shall be removed”

If you have any further questions please don't hesitate in contacting me back

Kind regards,  
Dean Neville  
Public Safety Officer