

From: Ewen Macgregor
Sent: Wednesday, February 14, 2024 8:05 AM
To: Serdouk, Mohammed
Cc: Esther, Chan; White, Christine; Legister, Linda; nwmailbox.licensingbrent@met.police.uk; Susana, Figueiredo; Neville, Dean; Matthew May
Subject: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Good morning Mohammed

Thank you for your email

- Fire risk assessment

Please find attached a copy of the FRA

In so far as capacities are concerned these are detailed on page 13 of the attached pdf.

This gives a maximum capacity, from an FRA perspective, of 453.

However, as a provisional guide, my client has suggested more modest working capacity figures as set out below:

- NON EVENT DAYS - 300
- EVENT DAYS NON-FOOTBALL

To be risk assessed depending on the event. Low-mid risk (as set up by the police) 350pax

High risk numbers to be dropped as per football event days

- EVENT DAYS FOOTBALL - 275

- Planning

As indicated, my client has submitted an application for planning permission.

The absence of planning permission is of course not, in and of itself, a bar to progressing with the licensing application.

- Conditions

My client has offered a comprehensive set of conditions with the application.

We have offered a further condition as set out below

- *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: -*

a. *Site plan*

- b. *Premises licence*
- c. *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.*

My client is on holiday this week (half term) but I will be speaking to him next week.

If it would be helpful I am happy to set up a call with him and any of the other RAs who are copied in on this email so that we can discuss this application

I believe that all of the other questions that you asked to have been answered. I appreciate that you have requested a crowd management plan and I will pick his up with my client on his return.

If I can be of any further assistance, please do not hesitate to let me know.

I look forward to hearing from you.

Ewen Macgregor
Partner
Leisure and Retail

From: Serdouk, Mohammed
Sent: Tuesday, February 13, 2024 8:44 AM
To: Ewen Macgregor
Cc: Esther, Chan; White, Christine; Legister, Linda; nwmailbox.licensingbrent@met.police.uk; Susana, Figueiredo; Neville, Dean; Matthew May
Subject: RE: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Dear Mr Mac Gregor

With regard to the premise licence application of above named subject reference and my previous communication, I am still awaiting your response with the required outstanding information. Please be informed that without the requested information I cannot fully assess the application or agree conditions.

- **Can you please provide me with the outstanding information by Wednesday 14th Feb 24.**

Regards

Mohammed Serdouk
Licensing Enforcement Officer
Regulatory Services
Brent Council

From: Serdouk, Mohammed
Sent: Monday, February 5, 2024 10:29 AM
To: Ewen Macgregor
Cc: Esther, Chan; White, Christine; Legister, Linda; nwmailbox.licensingbrent@met.police.uk;
Susana, Figueiredo; Neville, Dean; Matthew May
Subject: RE: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Dear Mr Mac Gregor

Thank you for your email regarding 3 Olympic Way HA9 0DL.

- You have stated that your client is submitting a planning application in order to be able to sell alcohol as opposed to the current existing planning restriction prohibiting the sale of Alcohol. I have found the current planning application reference as per below:

21/2130 | Demolition of existing building at 3 Olympic Way and erection of 3 buildings of basement, ground and 9, 22 and 25 storeys (excluding rooftop plant) to provide 172 residential units (Use Class C3), new hotel accommodation comprising 260 rooms (Use Class C1) **and retail food stores (Use Class E)**. 6-storey extension to existing hotel at 5 Olympic Way to provide 95 additional hotel rooms (Use Class C1) and amenities, extension of ground floor to create new colonnade and public realm improvements to Olympic Way. Other works associated with development include new access from North End Road, disabled car parking, cycle parking, private and communal amenity spaces, public realm works and other associated works. | Olympic House, 3 and Novotel, 5 Olympic Way, Wembley, HA9.

- Upon reviewing the legislation for **the USE OF CLASS E**: "SCHEDULE 2 PART A, Commercial, Business and Service. Class E. Commercial, Business and Service. Use, or part use, for all or any of the following purposes—
- (a) **for the display or retail sale of goods, other than hot food,** principally to visiting members of the public,

This is an extract from Schedule 2 Part A of the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 - Made 20 July 2020 - Laid before Parliament 21 July 2020 - Coming into force 1st September 2020.

Mr Mac Gregor, in view of your client's communication and the aforementioned planning issues, and after careful consideration of the application related to above named subject I

wish to make a holding representation that the likely effect of the grant of the application is detrimental to the Licensing objectives.

I am unable to fully assess your client's application for a new premises licence for the below reasons:

- No risk assessment provided.
- No Planning permission in place

Can you please inform your client that In order for the Licensing Authority to withdraw this holding representation, it will be necessary for your client to respond with the information in time for me to propose suitable conditions.

Regards

Mohammed Serdouk
Licensing Enforcement Officer
Regulatory Services
Brent Council

From: Ewen Macgregor
Sent: Monday, February 5, 2024 8:18 AM
To: Serdouk, Mohammed
Cc: Esther, Chan; White, Christine; Legister, Linda; nwmailbox.licensingbrent@met.police.uk;
Susana, Figueiredo; Neville, Dean; Matthew May
Subject: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Good morning Mohammed

Thank you for your emails.

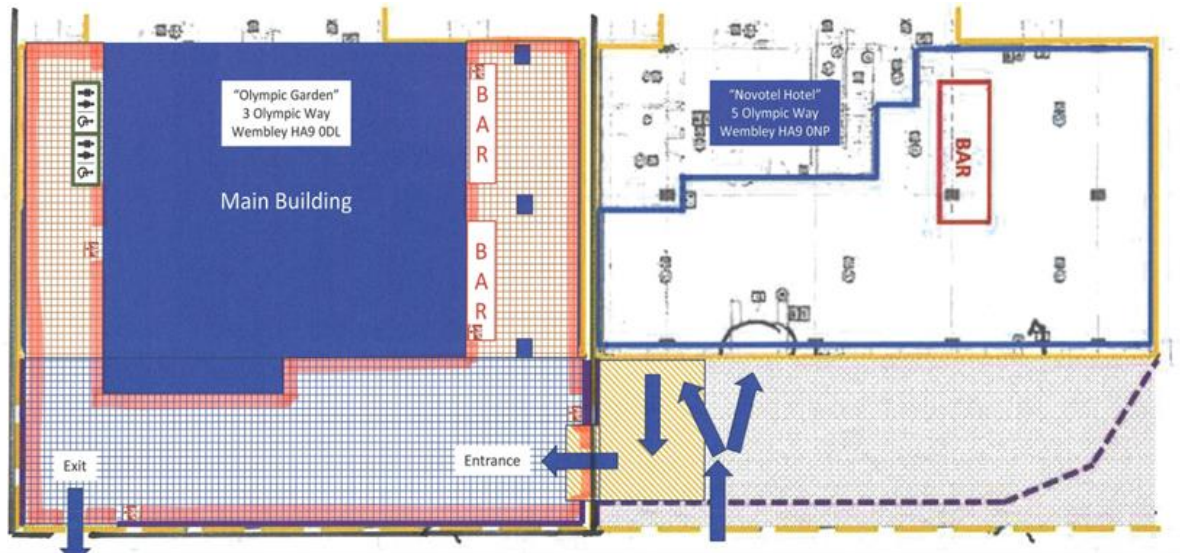
I have now had an opportunity to take my clients instructions.

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.

- **Planning**

In so far as planning is concerned my client is submitting a planning application which, amongst other things, will attend to the issue you have raised in one of your emails.

Dealing with the specific questions that you have asked:



1. Your client has included the Bar highlighted in red related to the Hotel Building at 5 Olympic Way. Does that mean patrons will be able to purchase Alcohol from the hotel bar and access 3 Olympic Way for consumption?

The proposed licensed area for the current application is outlined in pink – see above

The bar, highlighted red on the attached, forms no part of the current application. This bar is within the hotel which, as you know, has its own premises licence

Patrons of the hotel will NOT be able to purchase alcohol from the hotel bar and access 3 Olympic Way

2. On football event days Moveable furniture in designated external areas shall be removed. Can you please provide information as to where the movable furniture are located on non-football event days?

On football event days, any moveable furniture will be stored in the building at 3 Olympic Way (which, as stated above my client owns)

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.

3. Can you please provide me with the premises capacity number?

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

This will, amongst other things, set out the proposed capacity.

4. The requirement for SIA. Can you please provide me with a crowd management plan for the premises?

We will forward to you as crowd management plan in due course

In light of the questions raised by you, and Neville Dean (copied in to this email) my client is willing to offer the following condition to the licence:

- *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: -*
 - a. *Site plan*
 - b. *Premises licence*
 - c. *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.*

You, and the other responsible authorities will then have oversight, and input in to the SMP.

5. Bars and a food offering. Can you please confirm if your client intend to sell Hot food or Cold food or both?

It is my clients intention to sell both hotel and cold food

A similar question has been raised by the Public Safety Officer and I have set out below my response to him for the sake of consistency.

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 into 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, for example, pizzas) can be prepared in the hotel and then carried by staff from the hotel into the licensed premises.

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

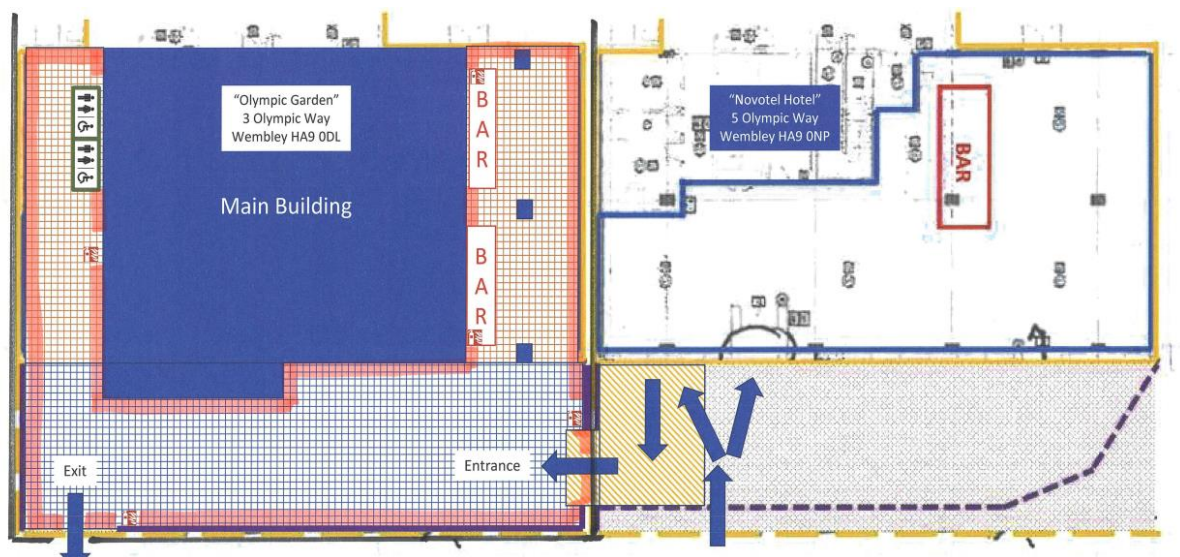
I look forward to hearing from you.

Ewen Macgregor
Partner
Leisure and Retail

From: Serdouk, Mohammed
Sent: Thursday, February 1, 2024 10:33 AM
To: Matthew May
Cc: Esther, Chan; White, Christine; Legister, Linda; nwmailbox.licensingbrent@met.police.uk; Susana, Figueiredo; Neville, Dean
Subject: New Premises - Olympic Garden, 3 Olympic Way, HA9 0DL - 30611

Dear Sir,

In relation to above named subject premises licence application, can you please provide me the below information:



1. Your client has included the Bar highlighted in red related to the Hotel Building at 5 Olympic Way. Does that mean patrons will be able to purchase Alcohol from the hotel bar and access 3 Olympic Way for consumption?
2. On football event days Moveable furniture in designated external areas shall be removed. Can you please provide information as to where the movable furniture are located on non-football event days?
3. Can you please provide me with the premises capacity number?
4. The requirement for SIA. Can you please provide me with a crowd management plan for the premises?

5. Bars and a food offering. Can you please confirm if your client intend to sell Hot food or Cold food or both?

Looking forward to hearing from you

Regards

Mohammed Serdouk
Licensing Enforcement Officer
Regulatory Services
Brent Council