

Lo, Wai-yee

From: Armstrong, Antonia
Sent: 05 April 2013 11:16
To: Lo, Wai-yee
Subject: RE: Premises licence - Gladstone Park
Attachments: A3 Blue Notice.doc

Hi Wai- Yee,

please find the attached Blue notice we will display. I will let you know when these have been posted.

Please note that I have completed the M. Supply of Alcohol with standard times as follows.

Monday 11:00-23:00
Tuesday 11:00-23:00
Wednesday 11:00-23:00
Thursday 11:00-23:00
Friday 11:00-23:00
Saturday 11:00-23:00
Sunday 11:00-23:00

With None Seasonal Variations

On/off sales- On the Premises

Premises Supervisor

Antonia Armstrong
169 Dollis Hill Lane
London
NW2 6HP

Phone 020 8208 2958
antonia@alternation.plus.com
Licence Number 160799
Issuing Licensing Authority-Brent Council

As discussed for some reason although Sale of alcohol is checked as yes on the application ref.1486598 although none of the above standard times were included.

Although the sale of alcohol is included in the licence application we would be looking to partner with a third party to supply and serve alcohol at events therefore additional Licenced supervisors will identified to the consuler in advance of any event.

Kind regards

Antonia

Antonia Armstrong

Events and Marketing Manager
Communications and Marketing
Customer and Community Engagement
Brent Council

Tel: 020 8937 1067
Mob: 077537 46600
www.brent.gov.uk

From: Lo, Wai-yee
Sent: 05 April 2013 09:52
To: Armstrong, Antonia
Subject: RE: Premises licence - Gladstone Park

Dear Antonia

Please find attached a blank copy of the notice in Word. I understand my colleagues had assisted you in the past in the completion of the notice as a favour. The applicant must complete the notice. If you do not have any blue A3 paper, you can either collect it from this office or I can send it through the internal post.

The consultation period of 28 days will not start until the blue notices have been put up. Please advise me when this has been done.

Regards

Wai-Yee Lo
Business Support Officer
Environment and Protection

Tel: (020) 8937 5251

From: Armstrong, Antonia
Sent: 05 April 2013 09:25
To: Lo, Wai-yee
Subject: RE: Premises licence - Gladstone Park

Dear Wai-Yee,
Please could you send me the completed form on the blue paper and we will laminate and put up around the park. We do not stock the paper and have collected the notices from your office in the past. Let me know when these are ready for collection and a colleague will collect them.
I will get the newspaper ad copy sent over to you.
Many thanks

Antonia

Antonia Armstrong

Events and Marketing Manager
Communications and Marketing
Customer and Community Engagement
Brent Council

Tel: 020 8937 1067
Mob: 077537 46600
www.brent.gov.uk

From: Lo, Wai-yee
Sent: 05 April 2013 08:30

To: Armstrong, Antonia

Subject: Premises licence - Gladstone Park

Dear Antonia

For your information, a notice check will be carried out by a licensing officer anytime within the consultation period (ending midnight 2/5/2013). Please ensure the notices can be easily seen by the public and legible.

Please note, the applicant must display a notice for a period of no less than 28 consecutive days, and must comply with the following:

- **of a size equal or larger than A4**
- **of a pale blue colour**
- **printed legibly in black ink or typed in black in a font of a size equal to or larger than 16**
- **prominently at or on the premises to which the application related, where it can be conveniently read from the exterior of the premises. If the premises covers an area more than 50 square metres, further notices should be displayed every 50m along the external perimeter of the premises abutting any highway.**

Please can you also send me a copy of the newspaper advert from the local paper.

If you have any queries, please do not hesitate to contact me.

Regards

Wai-Yee Lo

Business Support Officer

Environment and Protection

Tel: (020) 8937 5251