



REGENERATION AND GROWTH  
REGULATORY SERVICES  
BRENT CIVIC CENTRE  
ENGINEERS WAY  
WEMBLEY  
HA9 0FJ

TEL: 020 8937 5359  
EMAIL: [business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)

# London Borough of Brent

## Premises Licence

### PART A

*This Premises Licence was granted by Brent Council, Licensing Authority for the area of the Borough of Brent under the **Licensing Act 2003**.*

Signed.....  
Head of Regulatory Services

*Date: 6 September 2016*

**Licence number 223630357**

**Licence start date: 28/06/2016**

<b>Part 1 - Premises Details</b>
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Sudbury Primary School, Watford Road, Wembley, HA0 3EY  
Telephone: ???

*Licensable activities and the times authorised by this licence*

**Plays:**

Day	Start Time	End Time
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	00:30

Saturday	10:00	00:30
Sunday	10:00	23:00

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

**Films:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	23:00

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

**Live Music:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	23:00

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

**Recorded Music:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	00:30
Saturday	10:00	00:30

Sunday 10:00 23:00

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

**Performances of Dance:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	23:00

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

**Anything Similar to Performance of Live/Recorded Music or Dance:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	23:00

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

**Provision of Late Night Refreshment:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	23:00	00:30
Tuesday	23:00	00:30
Wednesday	23:00	00:30
Thursday	23:00	00:30
Friday	23:00	00:30
Saturday	23:00	00:30

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

**Supply of Alcohol:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	23:00

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

Whether alcohol is authorised to be supplied on or off the premises: **On**

<b>The Opening Hours of the Premises:</b>
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<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:30
Tuesday	10:00	23:30
Wednesday	10:00	23:30
Thursday	10:00	23:30
Friday	10:00	01:00
Saturday	10:00	01:00
Sunday	10:00	23:30

Non standard timings: Christmas Eve, New Years' Eve and Bank Holidays: + 1hrs to standards timing closing hours

## Part 2

### Details of Holder of Premises Licence:

Name: Sudbury Primary School Ltd

Address: Sudbury Primary School, Watford Road, Wembley, HA0 3EY

Registered Address: Sudbury Primary School, Watford Road, Wembley, HA0 3EY

Registered Number: 08147330

### Details of Designated Premises Supervisor:

Name: Judith Roach

Address: [REDACTED]

Personal Licence Number: [REDACTED]

Issuing authority: London Borough of Brent

### Annexe 1 - Mandatory Conditions

#### No Irresponsible Drinks Promotions

(1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises;

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
  - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

#### Free Water

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

#### Age Verification Policy

(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either;

(a) a holographic mark, or

(b) an ultraviolet feature.

Small Measures to be Available

The responsible person must ensure that;

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures;

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available

## **Embedded Conditions**

Minimum Price of Alcohol

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1;

(a) —duty is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) —permitted price is the price found by applying the formula;

$$P = D + (D \times V)$$

where;

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) —relevant person means, in relation to premises in respect of which there is in force a premises licence;

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) —relevant person means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) —value added tax means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall

be taken to be the price actually given by that sub- paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (—the first day) would be different from the permitted price on the next day (—the second day) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Requirement for a DPS

(1) No supply of alcohol may be made under the premises licence-

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or their personal licence is suspended.

(2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Door Supervisors and Security Staff to be Licensed by the SIA (when required)

Where the licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority, with the following exceptions:

a) premises where the premises licence authorises plays or films

b) any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 to the Private Security Industry Act 2001 (premises being used exclusively by a club with a club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

c) any occasion within paragraph 8(3)(d) of Schedule 2 to the Private Security Industry Act 2001

Film Classification When required

(i) The admission of children to the exhibition of any film must be restricted in accordance with the recommendation of the designated film classification body unless section (ii) applies.

(ii) Where the licensing authority notifies the holder of the licence that this subsection applies the admission of children must be restricted in accordance with any recommendation made by the licensing authority.

In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).

## **Annexe 2 - Conditions Consistent With the Operating Schedule**

1 CCTV shall be installed, operated and maintained in agreement with the Police. The system shall enable frontal identification of every person entering the premises. The system shall record in real time and operate whilst the premises are open for licensable activities. The recordings shall be kept available for a minimum of 31 days.

- 2 CCTV recordings shall be made available on request to an Authorised Officer or a Police Officer (subject to Data Protection Act 1998) throughout the preceding 31 day period following any incident.
- 3 Nominated members of staff with knowledge of the CCTV shall be contactable whilst the premises are open to the public to aid any enquiry from a Police Officer or Authorised officer requiring recent CCTV recordings upon request.
- 4 Any security guards used that are either contracted to or employed directly by the premises shall hold a current licence issued by SIA.
- 5 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.
- 6 All highway and public spaces in the vicinity of the premises shall be kept free from litter.
- 7 Refuse such as bottles shall be placed in receptacles outside the premises at times that will minimise the disturbance to nearby properties.
- 8 No deliveries shall take place between 21:00 and 06:00 hours
- 9 After 23:00 hours all entrance doors and windows shall be kept closed except to allow for immediate access and egress to the premises
- 10 Notices shall be prominently displayed at all exits requesting patrons to leave the premises quietly.
- 11 A 'Challenge 25' policy shall be adopted
- 12 Any outside caterers shall be given a copy of 'Challenge 25' policy prior to commencement of events and will be required to sign declaration of understanding of the policy.
- 13 Patrons shall only use the school parking facilities. Any overflow of vehicles must be directed by stewards to the Vale Farm car park and surrounding residential roads.
- 14 Parking facilities on school grounds must be monitored by stewards at all times during operational hours.
- 15 Stewards shall monitor the perimeter of the premises to ensure patrons are not loitering.
- 16 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
- 17 Toilets shall be monitored and logged at regular intervals
- 18 The playground shall not be used by patrons. In the event of summer fairs, the licence holder must ensure that appropriate licences are in place.
- 19 Door supervisors shall wear clothing that can be clearly and easily be identified on CCTV



20 No licensable activities shall be conducted in the school during school hours.

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 Any locks or flush latches on the exit doors shall be unlocked and kept free from fastenings other than push bars whilst the public are on the premises.

### **Annexe 3 - Conditions Attached After a Hearing by the Licensing Authority**

1 Two (2) door supervisors of suitable gender mix shall be employed from 21:00 on any day when the premises are open past midnight

2 The school shall provide a contact number to local residents for the purpose of reporting issues whilst licensable activities are taking place.

### **Annexe 4 - Plans**

See attached sheet.