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TERRITORIAL POLICING

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

Your ref: 223724255

## Brent Borough Licensing Department

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Date 27th June 2017

### Police representation to the application for a Premises Licence at **SSE Arena, Arena Square, Engineers Way, HA9 0AA**

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 Council's Licensing Objectives for the reasons indicated below.

I am of the opinion that the risk to the Council's objectives can be mitigated by removing the requested variations or attaching conditions to the Licence as shown below.

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

Officer: Michelle Heath  
Licensing Constable PC 928QK

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 premises licence under section 17 of the act.

The Police representations are primarily concerned with crime and disorder.

#### **Closed Circuit Television (CCTV)**

Good quality CCTV is essential as a deterrent for the prevention of crime and the detection of offenders. It allows for both covert and overt monitoring of the premises. With proper signage, this reassures both staff and clientele, that this is a safe environment where illegal activities are not tolerated. Closed circuit television cameras and recorders of an agreed image standard will be installed at locations on the premises and in accordance with advice from the Police.

All cameras and recording equipment will be installed and maintained in accordance with Home Office Guidance and the manufacturers instructions and will be fully operational when the premises are open to the public.

Notices shall be displayed at the entrance to the premises, and in prominent positions throughout the premises, advising that CCTV is in operation.

**Operating Hours to be displayed on Premises**

A notice displaying the opening hours, the type of licensing activity and licence conditions should be clearly displayed and visible to anyone outside the premises. This may be incorporated in the summary of the licence, which must be displayed, or take the form of a separate item.

This will allow the Police and other responsible authorities to readily identify the licence details. Clearly displayed opening hours will also reduce any confusion for customers prior to entering the premises and possible conflict when the premises close.

A Summary of the Premises Licence will be displayed at the public entrance to the premises.

***Police require the following points should be added as conditions on the premises licence as below.***

- 1) CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council
- 2) CCTV cameras shall be installed to cover the entrance of the premises.
- 3) A “Challenge 25” policy shall be adopted and adhered to at all times
- 4.) Any staff directly involved in selling alcohol for retail to consumers and staff who provide training including managers shall undergo regular training of the Licensing Act 2003 legislation (at least every 12 months). The training shall be documented and signed off 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.
- 5.) A personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.
- 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:
  - all crimes reported to the venue
  - any complaints received
  - any faults in the CCTV system or searching equipment or scanning equipment
  - any visit by a relevant authority or emergency service
- 7.) There shall be a minimum of 2 SIA door supervisors for the first 100 customers and an additional door supervisor for each additional 50 persons or part thereof, on any day when the premises are open. Further SIA door supervisors will be employed if necessary.
- 8.) SIA Security shall wear clothing that can be clearly and easily identified on CCTV
- 9.) 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.
- 10.) Notices explaining the licensee’s policy on admission and searching shall be placed at each entrance.
- 11.) Notices clearly explaining the licensee’s drugs and weapons policy shall be displayed at the entrance and at suitable places throughout the premises.
- 12.) Toilets shall be checked every one hour for the use of drugs and other illegal activities.

- 13.) A toilet check list shall be displayed on the wall in all toilets. Staff shall use these checklists to record their name and certify the time of the check. Checklists are to be replaced daily and old checklists must be retained and made available for inspection by the Police and authorised officers from Brent Council.
- 14.) Customers shall not be permitted to take open glass containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.
- 15.) The locks and flush latches on the exit doors shall be unlocked and kept free from fastenings other than push bars or pads whilst the public are on the premises.
- 16.) A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises.
- 17.) Notices asking customers to leave quietly shall be conspicuously displayed at all exits.

If you are happy with these conditions and are in a position to acknowledge by email I will be in a position to inform the council that the Police have no representation to make with regards to the application

Yours Faithfully

Michelle Heath PC 928QK  
Licensing Constable Brent Police