



**Brent**



## **NEW PREMISES LICENCE APPLICATION FORM**

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in **block capitals**. In all cases ensure that your answers are inside the boxes and written in **black ink**. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

**I/We**.....**Delipod Ltd**.....

.....**apply for a premises licence under  
section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the  
premises) and I/we are making this application to you as the relevant licensing authority in  
accordance with section 12 of the Licensing Act 2003**

### **Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>  Delipod Hub (The cafe only) The Library at Willesden Green 95 High Road	
<b>Post town</b> London	<b>Post code</b> NW10 2SF

**Telephone number of premises (if any)**

**Non-domestic rateable value of premises**

## Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- |   | Please tick ✓ Yes                   |                             |
|---|-------------------------------------|-----------------------------|
| a) An individual or individuals*  | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual*   |                                     |                             |
| i. as a limited company/limited liability partnership   | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
| iii. as an unincorporated association or  | <input type="checkbox"/>            | please complete section (B) |
| iv. other (for example a statutory corporation)   | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club  | <input type="checkbox"/>            | please complete section (B) |
| d) a charity  | <input type="checkbox"/>            | please complete section (B) |
| e) the proprietor of an educational establishment   | <input type="checkbox"/>            | please complete section (B) |
| f) a health service body  | <input type="checkbox"/>            | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  | <input type="checkbox"/>            | please complete section (B) |
| ga) A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | <input type="checkbox"/>            | please complete section (B) |
| h) the chief officer of police of a police force in England and Wales   | <input type="checkbox"/>            | please complete section (B) |

\* If you are applying as a person described in (a) or (b) please confirm:

- |   | Please tick ✓ Yes        |
|---|--------------------------|
| - I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or | <input type="checkbox"/> |
| - I am making the application pursuant to a   |                          |
| o Statutory function or   | <input type="checkbox"/> |
| o A function discharged by virtue of Her Majesty's prerogative  | <input type="checkbox"/> |

### (A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐      Mrs ☐      Miss ☐      Ms ☐      Other title ☐  
(for example, Rev)

Surname

First names



Date of Birth	I am 18 years old or over <input type="checkbox"/> (Please tick yes)
Nationality	

Current postal address  
if different from premises address

Post Town

Postcode

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Daytime contact telephone number

E-mail address (optional)

**SECOND INDIVIDUAL APPLICANT (if applicable)**Mr ☐Mrs ☐Miss ☐Ms ☐Other title  
(for example, Rev) ☐

Surname

First names

Date of Birth

I am 18 years old or over ☐ (Please tick yes)

Nationality

Current postal  
address  
if different from  
premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address  
(optional)**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	Delipod Ltd
Address	<div>██████████</div> <div>██████████</div> <div>██████████</div>
Registered number (where applicable)	Company registration number: <div>██████████</div>
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited company
Telephone number (if any)	<div>██████████</div>
E-mail address (optional)	<div>██████████</div>

### Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
1	5	0	2	2	0	1	8

If you wish the licence to be valid only for a limited period, when do you want it to end?

--	--	--	--	--	--	--	--

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

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Please give a general description of the premises (please read guidance note 1)

The premise is a purpose-built café in the corner of The Library at Willesden Green, 95 High Road. However, the external door to the café is on Brondesbury Road. There is also a second entrance to the café from the library which is open only when both the café and the library are open. There is a kitchen which is not accessible to the general public.

The café has its own toilet with disabled access. This is used for staff during the day and for customer and staff in the evening and when the café is open and the library is shut.

There is an outside area as part of the café lease. This is shown in the plan view of the lease attached/enclosed. We would like the outside area to be considered as part of this application for the purposes of consuming alcohol.

The library is new and built to a high specification. We have had a number of live music events with Temporary Event Notices prior to Christmas. Little sound escaped mainly when opening and closing the door.

This application is being submitted with the full consent and support of the library centre management. The contact e-mail for the Culture Operations Manager is [zerritha.brown@brent.gov.uk](mailto:zerritha.brown@brent.gov.uk).

Please tick ✓ Yes

**What licensable activities do you intend to carry on from the premises?**  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☒

**Provision of late night refreshment** (if ticking yes, fill in box I) ☒

**Sale of alcohol** (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here</b> (please read guidance note 4)	Both	
Tue					
Wed					
Thur			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Fri					
Sat					
Sun			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here (please read guidance note 4)</b>	Both	
Tue					
Wed					
Thur			<b>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)</b>		
Fn					
Sat					
Sun			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)</b>		

# E

<b>Live Music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick [✓] (please read guidance note 3)</b>	Indoors	✓
Day	Start	Finish		Outdoors	
Mon	18:00	23:45	<b>Please give further details here (please read guidance note 4)</b> The genre of the music will vary, and will be amplified or unamplified dependent on the musicians. The aim is to make the café a live music venue with an emphasis on local musicians. While we have indicated live music each night, this is just for flexibility. The intention is to have live music only some nights. Some of the live music nights will complement and support cultural activities promoted by the library. Additionally, while we have specified a start of 6pm again this is just for flexibility as we plan to start later, approximately 7.30pm.	Both	
Tue	18:00	23:45			
Wed	18:00	23:45			
Thur	18:00	23:45	<b>State any seasonal variations for the performance of live music (please read guidance note 5)</b>		
Fri	18:00	23:45			
Sat	18:00	23:45			
Sun	18:00	23:45	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)</b>  Again, this may not be used but it is for flexibility in case needed. 23rd December - 18:00 to 00:30 24th December - 18:00 to 00:30 30th December - 18:00 to 00:30 31st December - 18:00 to 00:30		



**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick [✓] (please read guidance note 3)</b>	Indoors	✓
Day	Start	Finish		Outdoors	
Mon	18:00	23:45	<b>Please give further details here (please read guidance note 4)</b>  While we have indicated recorded music each night, this is just for flexibility. The intention is to not open every night but just for specific music nights and other events.	Both	
Tue	18:00	23:45			
Wed	18:00	23:45	<b>State any seasonal variations for playing recorded music (please read guidance note 5)</b>		
Thur	18:00	23:45			
Fri	18:00	23:45	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)</b>  Again this may not be used but is for flexibility in case needed. 23rd December -18:00 – 01:00 24th December -18:00 – 01:00 30th December -18:00 – 01:00 31st December -18:00 – 01:00		
Sat	18:00	23:45			
Sun	18:00	23:45			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here (please read guidance note 4)</b>	Both	
Tue					
Wed			<b>State any seasonal variations for the performance of dance (please read guidance note 5)</b>		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)</b>		
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</b>			<b>Please give a description of the type of entertainment you will be providing</b>  We might want to hold other live type events such as a comedy night or spoken word	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	Indoors <input checked="" type="checkbox"/>
<b>Mon</b>	18:00	23:45		Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
<b>Tue</b>	18:00	23:45	<b>Please give further details here (please read guidance note 4)</b>	
<b>Wed</b>	18:00	23:45		
			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</b>	
<b>Thur</b>	18:00	23:45		
<b>Fri</b>	18:00	23:45	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)</b>	
<b>Sat</b>	18:00	23:45		
<b>Sun</b>	18:00	23:45		



I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 3).	Indoors	✓
Day	Start	Finish		Outdoors	
				Both	
Mon	23 00	23 45	<b>Please give further details here</b> (please read guidance note 4)  We sell food, snacks and hot drinks in the café and would continue selling this food if we opened in the evening until 23.45.		
Tue	23 00	23 45			
Wed	23 00	23 45	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)		
Thur	23 00	23 45			
Fri	23 00	23 45	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 6)  Again this may not be used but is for flexibility in case needed. 23rd December 18:00 – 01 00 24th December 18:00 – 01 00 30th December 18:00 – 01 00 31st December 18:00 – 01 00		
Sat	23 00	23 45			
Sun	23 00	23 45			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption (Please tick box ✓) (please read guidance note 8)	On the premises	✓
Day	Start	Finish		Off the premises	
				Both	
Mon	18:00	23:45	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)		
Tue	18:00	23:45			
Wed	18:00	23:45	<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)  Events to complement cultural activities in the library Private events  This may not be used but is for flexibility in case needed. 23rd December 18:00 – 00:45 24th December 18:00 – 00:45 30th December 18:00 – 00:45 31st December 18:00 – 00:45		
Thur	18:00	23:45			
Fri	18:00	23:45			
Sat	18:00	23:45			
Sun	18:00	23:45			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name..... Peter Anthony Christopher Howson .....

Date of Birth..... [REDACTED] .....

Address..... [REDACTED] .....

Postcode..... [REDACTED] .....

Personal Licence number(if known) .....

Issuing licensing authority (if known)..... [REDACTED] .....

## K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)**

None

## L

**Hours premises are open to the public**

Standard days and timings  
(please read guidance note 7)

Day	Start	Finish
Mon	18:00	00:00
Tue	18:00	00:00
Wed	18:00	00:00
Thur	18:00	00:00
Fri	18:00	00:00
Sat	18:00	00:00
Sun	18:00	00:00

**State any seasonal variation (please read guidance note 5)**

**Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 6)**

As previously stated the aim is to open for specific events rather than every day, to be able to have regular music nights, support the activities of the library or host private events such as a birthday celebration.

We would like to be able to hold these events any day of the week without needing further licensing authority.

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d, e) (please read guidance note 10)**

The Designated premises supervisor will be in day-to-day control of the premises and provide training for staff on the Licensing Act.

We will have management controls and training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

- 1 not selling of alcohol to underage people
- 2 the orderly conduct of patrons in the premises area, when leaving
- 3 not serving alcohol to those who are drunk and disorderly
- 4 discouraging violent and anti-social behaviour
- 5 Keeping children safe

We will implement 'Challenge 25' to prevent the supply of alcohol to under-age drinkers.

As a licensed premises we will promote these objectives, with staff training, policies and partnerships with other agencies as required.

**b) The prevention of crime and disorder**

Staff will be trained to:

1. ask customers to use the premises in an orderly and respectful manner and as they leave the premises
2. be vigilant for criminal activity such as theft, illegal drug use
3. not sell alcohol to drunk or intoxicated customers

The management will ensure that if any issues arise that these will be addressed by liaising with the local police (who use the cafe to meet local residents from January 2018), by raising customer awareness through notices and through additional support & training to staff.

**c) Public safety**

The management will ensure that:

1. the premises are a safe & healthy environment, reviewing & updating the building risk assessment as necessary
2. staff will be trained to ensure that they adhere to environmental health requirements.
3. 'Challenge 25' is implemented
4. records are kept including health & safety, risk assessments and any needed if any conditions were to be attached to the licence.

**d) The prevention of public nuisance**

The management will ensure that:

1. deliveries of goods necessary for the operation of the business are delivered as to prevent nuisance and disturbance to nearby residents.
2. we use the waste management of the library, so the movement of our bins and rubbish is internal to the building.
3. any staff departing late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
4. the noise nuisance is minimised by ensuring that the external door is kept closed after 8pm, other than when being used. Due to the high specification of the building this will minimise any noise nuisance.
5. customers will be advised to be mindful of the surrounding area in terms of noise levels
6. if any issues arise these will be addressed through raising customer awareness through notices & staff training.

**e) The protection of children from harm**

The management will adopt 'Challenge 25' signage whereby anyone who is over 18 but looks under 25 is encouraged to carry acceptable ID.

The management will ensure that staff are trained in the requirements for asking for a person to be able to verify their age.

Due to the nature of the premises being attached to the library, alcohol will not be available for sale or even visible during the cafe's core hours before 6pm. It will be brought out only for the evenings and specific events.

## Checklist

Please tick ✓ Yes

- I have made or enclosed payment of the fee ☒
- I have enclosed the plan of the premises ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable ☒
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable ☒
- I understand that I must now advertise my application ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒
- (Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships) I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☐

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

## Part 4 – Signatures (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent. (Please read guidance note 12). If signing on behalf of the applicant please state in what capacity.**

### Declaration

- (Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership) I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Signature ..... Peter Hawson .....

Date ..... 04/01/2018 .....

Capacity ..... Managing Director (Delipod Ltd) .....