

**From:** Swatisha Hirani  
**Sent:** 22 May 2018 10:34  
**To:** Gary.L.R.Norton@met.police.uk; Business Licence  
**Cc:** Patel, Yogini; Legister, Linda  
**Subject:** Re: Oakington Manor TEN Wedding Party 17 08 18

Dear Mr Norton,

Thank you for the quick response. I'd like to know how we can resolve this issue with Brent Council. I have phoned the school lettings manager, Adriana, and she has confirmed the school has no objection to allow music/entertainment and provision of light snacks and non-alcoholic drinks to be on till 12:00 midnight as long as has been approved by Brent Council.

Many thanks for your help,  
Swatisha

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**From:** [Gary.L.R.Norton@met.police.uk](mailto:Gary.L.R.Norton@met.police.uk)  
**Sent:** Tuesday, May 22, 2018 12:12:25 PM  
**To:** [business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)  
**Cc:** [Yogini.Patel@brent.gov.uk](mailto:Yogini.Patel@brent.gov.uk); [linda.legister@brent.gov.uk](mailto:linda.legister@brent.gov.uk)  
**Subject:** Oakington Manor TEN Wedding Party 17 08 18

Dear All,

Based on the information received back from Ms Hirani, I withdraw Brent Police Licensing representations.

However, the issue of the exact finishing time for late night refreshments and regulated entertainment still needs to be resolved between the school, Brent Council and the applicant.

Kind Regards

PC Gary Norton 965QK  
Brent Licensing Team  
Wembley Police Station  
603 Harrow Road  
Middlesex  
HA0 2HH  
[Gary.L.R.Norton@met.pnn.police.uk](mailto:Gary.L.R.Norton@met.pnn.police.uk)

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**From:** Swatisha Hirani  
**Sent:** 22 May 2018 10:01  
**To:** Norton Gary L.R - QK  
**Subject:** Re: Oakington Manor TEN Wedding Party 17 08 18

Dear Mr Norton,

Thank you for getting back so quick. Please find the requested form attached to this email. I'd like to emphasise that this is a family event and all guests present will be personally known to us. I'd also like to encourage you to contact me for any further information you'd like in regard to this application and feel free to contact me on 07936356814 or by email.

In regard to having a risk assessment done: The hired decorators will ensure that risk is minimised in regard to the set-up, and family members will ensure other risks such as crowding will be kept under control. I have been to the venue several times recently and have seen that it is safe to hold this event. However, if you'd still like us to carry out a formal risk assessment please do let us know how to go about this.

Oakington Manor have provided us the venue up to 01:00. The reason for this application is as follows:

When the venue was booked, the terms and conditions were that music shall be stopped at 12:00 midnight. However, recently Oakington Manor has acknowledged us that this has since changed to 23:00, due to restrictions in place by Brent council. We would like to request Brent Council to allow us to continue with music up to 12:00 midnight. We will ensure all measures are in place to avoid any disruption during the event and around the venue.

I hope I have provided adequate information that will assist you with this application process.

Thank you very much and looking forward to hearing from you soon.

Kind Regards,

Swatisha Hirani

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**From:** [Gary.L.R.Norton@met.police.uk](mailto:Gary.L.R.Norton@met.police.uk) <[Gary.L.R.Norton@met.police.uk](mailto:Gary.L.R.Norton@met.police.uk)>

**Sent:** Monday, May 21, 2018 4:55:15 PM

**To:** [business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)

**Cc:** [Yogini.Patel@brent.gov.uk](mailto:Yogini.Patel@brent.gov.uk); [linda.legister@brent.gov.uk](mailto:linda.legister@brent.gov.uk);

**Subject:** Oakington Manor TEN Wedding Party 17 08 18

To Whom It May Concern,

Please find enclosed Police Representations regarding concerns for the event based upon the limited information provided. Please disclose as much information as possible with regards to the safe running and management of the event, whether there is alcohol being made available and details of acts/DJ etc.

The final box on the form allows for further information that pertains to the event to be included. Please read carefully and then complete the information requested on the form and return it to my e-mail.

I look forward to hearing back from you soon,

Kind Regards

PC Gary Norton 965QK

Brent Licensing Team

Wembley Police Station

603 Harrow Road

Middlesex

HA0 2HH

[Gary.L.R.Norton@met.pnn.police.uk](mailto:Gary.L.R.Norton@met.pnn.police.uk)