



# Brent

Planning, Transportation & Licensing  
Brent Civic Centre  
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## 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*

Original grant date: 09 October 2018  
Current issue date: 27 November 2018

.....*Akter. Choudhury*.....  
Authorised signatory

Premises licence number: 13063

### Part 1 – premises details

Postal address of premises, or if none, ordinance survey map reference or description

Atrium Communal Space  
Boxpark Wembley, 18, Olympic Way, Wembley, Brent, HA9 0JT

Where the licence is time limited the dates

Licensable activities authorised by the licence

**Section Films:(Indoors)**  
**Section Live Music:(Indoors)**  
**Section Recorded Music:(Indoors)**  
**Section I: Provision of Late Night Refreshments:(Indoor)**  
**Section J: Sale or Supply of Alcohol:(On the premises)**

The times the licence authorises the carrying out of licensable activities

**Section Films:(Indoors)**

<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	23:00
Saturday	10:00	23:00
Sunday	10:00	23:00

**Section Live Music:(Indoors)**

<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	23:00
Saturday	10:00	23:00
Sunday	10:00	23:00

**Section Recorded Music:(Indoors)**

<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	23:00
Saturday	10:00	23:00
Sunday	10:00	23:00

**Section I: Provision of Late Night Refreshments:(Indoor)**

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

<b>Section J: Sale or Supply of Alcohol:(For consumption on the premises)</b>		
<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	23:00
Saturday	10:00	23:00
Sunday	10:00	23:00

The opening hours of the premises

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	07:00	23:30
Tuesday	07:00	23:30
Wednesday	07:00	23:30
Thursday	07:00	23:30
Friday	07:00	23:30
Saturday	07:00	23:30
Sunday	07:00	23:30

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

**For consumption on the premises**

## **Part 2**

Name, (registered) address, telephone number and email (where relevant) of holder of the premises licence

**Boxpark Trading Ltd**  
 [REDACTED]  
 [REDACTED]

Registered number of holder, for example company number, charity number (where applicable)

[REDACTED]

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

**Peter Cro**  
 [REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

Licence Number: [REDACTED]  
Issuing authority: [REDACTED]

## Annex 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—

1. (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

### **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<sup>ll</sup> is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b)—permitted price<sup>ll</sup> 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<sup>ll</sup> 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<sup>ll</sup> 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)—valued added tax<sup>ll</sup> 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).

## **Annex 2 – Conditions consistent with the operating schedule**

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

- 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 A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 3 The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.
- 4 The CCTV images shall be kept in an easily downloadable format.
- 5 Door supervisors of a suitable gender mix, shall be employed on any day when the Boxpark venue is open for the sale of alcohol.
- 6 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.
- 7 Customers will not take open drink containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.
- 8 No drinks shall be served other than in plastic/polycarbonate/cardboard or toughened glasses.

9 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:

- (a) All crimes reported to the venue
- (b) All ejections of patrons
- (c) Any complaints received
- (d) Any incidents of disorder
- (e) All seizures of drugs or offensive weapons
- (f) Any faults in the CCTV system or searching equipment or scanning equipment
- (g) Any refusal of the sale of alcohol
- (h) Any visit by a relevant authority or emergency service.

10 A personal licence holder shall be present on the premises and supervise the sale of alcohol for all promoted ticketed events.

11 A "Challenge 25" policy shall be adopted and adhered to.

12 A sign stating "No proof of age -- No sale" shall be displayed at the point of sale.

13 No children under the age of 18 shall be allowed on the premises after 21.00 hours unless accompanied by an adult.

14 Notices asking customers to leave quietly shall be conspicuously displayed at all exits.

15 SIA Security shall wear clothing that can be clearly and easily identified on CCTV.

16 Substantial snacks and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.

17 The premises shall provide chairs and tables for customer use.

18 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.



- 19 A clear and unobstructed view into the premises shall be maintained at all times.
- 20 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 centrally and made available for inspection by police and relevant authorities upon request.
- 21 No noise or vibration shall be detectable at any neighbouring noise sensitive premises. The level of music shall be arranged so as not to cause a nuisance to local residents.
- 22 The placing of bottles into receptacles outside the building shall not be permitted between 23.00hrs hours and 07.00 hours the following morning.
- 23 There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority. The premises dispersal policy shall be kept and made available to police and authorised officers from Brent Council.
- 24 There shall be no more than one mobile bar and one static bar on each floor of the atrium communal space.
- 25 No person shall be permitted to sit on the floor, on stairs or in gangways and passageways.
- 26 Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
- 27 Suitable receptacles for rubbish shall be made available inside the premises for customers to use and they shall be emptied regularly to prevent overflow or odours.
- 28 The licensee shall ensure all public areas within 3 metres of the premises are cleared of litter arising from the premises daily.
- 29 The number of persons permitted to use the smoking area shall be risk assessed. A copy of the risk assessment shall be kept on the premises made available to the police and other responsible authorities on request.
- 30 On non-event days the no of persons permitted to use the smoking area (first floor front & rear balconies) shall be risk-assessed. A copy of the risk assessment shall be kept on the premises

made available to police and other responsible authorities on request.

31 On non-event days the use of the smoking area (first floor front & rear balconies) shall be checked hourly by SIA, and on event days a member of SIA shall be positioned in the smoking area (rear balcony and external ground floor area only).

32 On Wembley Stadium event days, SIA door supervisors of a suitable number and gender and other suitable measures shall be put in place after undertaking a sufficient and suitable risk assessment based on the proposed event at the Stadium, which promotes all four licensing objectives. This risk assessment shall be provided to the Licensing Police and authorised Council officers at least 7 days before the event.

33 On Wembley Stadium event days there shall be suitable measures in place to ensure there is a free flow of access and egress for customers. As such, the area between the exit doors from the premises to the external part of the building out on the public highway shall be free from any obstruction including persons.

34 On Wembley Stadium event days, a risk assessment shall be undertaken based on the proposed event and will be provided to police or authorised council officers at least 7 days before the event.

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

36 The 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).

37 Exits must not be obstructed (including by curtains, hangings or temporary decorations), and shall be accessible via non-slippery and even surfaces, free of trip hazards and clearly identified.

38 Where chairs and tables are provided, internal gangways shall be kept unobstructed.

39 Temporary electrical wiring and distribution systems shall not be provided without notification to the licensing authority at least ten days before commencement of the work and/or prior inspection by a suitable qualified electrician.

40 The maximum capacity for box park as a whole to include each individual unit will be set when the building work is nearing completion.

41 Save for access and egress to and from the premises, and in the event of an emergency, or power failure when sliding doors will default to the open position, all doors shall remain closed during licensed activities.

42 Music is not to be played outdoors at any time.

43 Signs shall be displayed in prominent areas informing patrons of residential nature of the area and to conduct their behaviour accordingly.

44 When the premises turn out, a door supervisor shall supervise patrons and ensure that they leave in a prompt and courteous manner, respecting local residents.

#### Wembley Stadium Football Event Day Conditions:

45 Customers shall not be allowed to congregate outside the premises.

46 No drinks shall be served in glass containers.

47 The DPS or deputy shall work in partnership with the Police and if necessary comply with any direction given by a senior Police Officer on duty at the event.

48 A personal licence holder shall be present on the premises and supervise the sale of alcohol.

49 On football event days at Wembley the premises shall stop the sale of alcohol (1) one hour before the advertised kick off time, and shall not resume the sales of alcohol until (15) fifteen minutes after the kick off time.

50 On Football event days at Wembley stadium the venue shall only take one set of supporters (Fan Zone) on the production of a valid ticket for the game, the designated team shall be allocated by the Metropolitan Police after a risk assessment have been undertaken.

51 The venue shall not show televised football matches on football event days.

52 On football event days, the designated smoking areas shall be the first floor rear balcony and the area behind the hoarding on Olympic Way. No alcohol shall be allowed in the smoking area. The

smoking area shall be supervised by SIA staff.

Annex 4 – Plans

See attached