



Alcohol and Entertainment Licensing Sub-Committee

Wednesday 25 February 2026 at 10.00 am

This will be undertaken as a virtual online meeting

The meeting will be open for the press and public to follow via the live webcast available [HERE](#)

Membership:

Members

Councillors

Ahmed (Chair)
Akram
Clinton

Substitute Members:

Councillors:

Chohan, Ethapemi, Hylton, Long, Mahmood,
Maurice, L.Smith.

For further information contact: Devbai Bhanji, Governance Assistant
Tel: 020 8937 6841; Email: devbai.bhanji@brent.gov.uk

For electronic copies of minutes and agendas please visit:
[Council meetings and decision making | Brent Council](#)

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect of expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences** - Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
 - To which you are appointed by the council;
 - which exercises functions of a public nature;
 - which is directed to charitable purposes;
 - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).
- (b) The interests of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who is the subject of a registrable personal interest.

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for absence and clarification of alternate members	
2 Declarations of Interests	
Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Application for a new premises licence by Jaz Walia - Asian Events Media for the premises known as Roe Green Park Kingsbury Road NW9, pursuant to the provisions of the Licensing Act 2003	1 - 84

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LICENSING ACT 2003

Application for a New Premises Licence

Name of Applicant:	Jaz Walia – Asian Events Media
Name & Address of Premises:	Roe Green Park Kingsbury Road NW9
Applicants Agent:	

1. Application

The application is for a new premises licence for a Holi Festival on 7 & 8 March 2026 to allow regulated entertainment and the sale of alcohol from 12 noon to 7.00pm for 2500 people.

2. Background

N/A

3. Promotion of the Licensing Objectives

See page 13 of the attached application and the Event Management Plan.

4. Relevant Representations

Representations have been received and conditions agreed with the Police & Licensing Officers, their representations have been withdrawn. Representations remain outstanding from 2 local residents.

5. Interested Parties

None

6. Policy Considerations

Policy 1 – Process for Applications

Conditions on the licence, additional to those voluntarily sought/agreed by the applicant, may be considered. Conditions will focus on matters which are within the control of individual licensee and which relate to the premises or areas being used for licensable activities, the potential impact of the resulting activities in the vicinity. If situations arise where the licensing objectives may be undermined but cannot be dealt with by the use of appropriate conditions the Licensing Authority will consider whether it is appropriate for a licence to be granted or continue to operate.

7. Associated Papers

- A. Application Form
- B. Plan
- C. Event Management Plan
- D. Resident 1 Rep
- E. Resident 1 Correspondence
- F. Resident 2 Rep
- G. Licensing Rep
- H. Licensing Withdrawal
- I. Police Rep
- J. Police Withdrawal
- K. Agreed Police & Licensing Reps



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 .. JAZ WALIA Holi Festival

..... 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

Postal address of premises or, if none, ordnance survey map reference or description
Roe Green Park HA7 3PP

Post town

Post code HA7 3PP

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"/> yes	please complete section (A)
b) a person other than an individual*	<input type="checkbox"/>	please complete section (B)
i. as a limited company/limited liability partnership	<input 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 checked="" type="checkbox"/> yes
- I am making the application pursuant to a	<input type="checkbox"/>
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

JAZ

WALIA

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

Current postal address
if different from premises address

[REDACTED]

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

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 <input type="checkbox"/> (Please tick yes)
---------------	--

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

Nationality	
-------------	--

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

**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
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)

Telephone number (if any)

E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
0	7	0 3 2 0 2 6

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

0	8	0	3	2	0	2	6
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

2500

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

Type There will be a stage with live performers, dancers throughout the day with food & non food stalls and activities for kids as this will be an event for the local community to come and enjoy the festival

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) yes**In all cases complete boxes K, L and M****A**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Tue			Please give further details here (please read guidance note 4)		
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			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 (please read guidance note 6)		
Sat			just for a stage with live performers		
Sun					

B

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

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)		
Day	Start	Finish			
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)		
Tue					
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).	
Day	Start	Finish	Indoors	
Mon			Outdoors	
Tue			Both	
Wed			<u>Please give further details here</u> (please read guidance note 4)	
Thur				
Fri			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)	
Sat				
Sun				

E

Live Music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick [✓] (please read guidance note 3)	
Day	Start	Finish	Indoors	yes
Mon			Outdoors	
Tue			Both	
Wed			<u>Please give further details here</u> (please read guidance note 4)	
Thur				
Fri			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)	
Sat	12pm	7pm	stage with live performers	
Sun	12pm	7pm		

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick [✓] (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for playing recorded music (please read guidance note 5)</u>		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick [✓] (please read guidance note 3)	Indoors	yes
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance (please read guidance note 5)</u>		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat	12pm	7pm	stage with dancers and performers		
Sun	12pm	7pm			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	
Mon			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
Tue			Both	<input type="checkbox"/>
			Please give further details here (please read guidance note 4)	
Wed				
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)	
Fri				
Sat			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)	
Sun				

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	
Mon				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

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	yes
Day	Start	Finish		Off the premises	
Mon				Both	
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Wed			<u>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</u> (please read guidance note 6)		
Thur					
Fri					
Sat	12pm	7pm			
Sun	12pm	7pm	text here		

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.....Ishan Harishkumar
Patel.....

Date _____ of _____

Birth..... [REDACTED]

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)	<u>State any seasonal variation (please read guidance note 5)</u>																																													
<table border="1"><thead><tr><th>Day</th><th>Start</th><th>Finish</th></tr></thead><tbody><tr><td>Mon</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Tue</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Wed</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Thur</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Fri</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Sat</td><td>12pm</td><td>7pm</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Sun</td><td>12pm</td><td>7pm</td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Day	Start	Finish	Mon						Tue						Wed						Thur						Fri						Sat	12pm	7pm				Sun	12pm	7pm				<u>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)</u>
Day	Start	Finish																																												
Mon																																														
Tue																																														
Wed																																														
Thur																																														
Fri																																														
Sat	12pm	7pm																																												
Sun	12pm	7pm																																												

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)

b) The prevention of crime and disorder

We will be having 15 x SIA Badged Licensed Security on site at all times

c) Public safety

We will always make sure that public safety is adhered to throughout the event as there will be loads of families that will be attending. We will have a total of 15 SIA badged security looking out for people's safety at all time and will remove such individuals if necessary, from the event

d) The prevention of public nuisance

Again, the same will apply if there is any nuisance from anyone on the day they will be escorted out of the event completely

e) The protection of children from harm

There will be security on site at all times looking out for any harm that may occur to any one on the day of the event. Also there will be no bottles allowed on site and no bottle drinks etc available and sold on the day by any vendor nor at the beer tent

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 or my share code issued by the Home Office online right to work checking service (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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)

Signature j . a z . w . a . l ia

Date

22nd

December

2025

Capacity Organiser

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (Please read guidance note 13). **If signing on behalf of the applicant please state in what capacity.**

Signature j a z w a l i a

Date... 22nd December 2025

Capacity Organiser

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Post town

Post code

Telephone number

E-mail address (optional)

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.

- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the

person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above

Data Protection: The London Borough of Brent will use this information for the purposes of The Licensing Act 2003 and related purposes. Any member of the public may examine the application form on request. Further information can be found at www.brent.gov.uk/privacy

You are providing your information to Brent Council, contact details business.licence@brent.gov.uk. The Council's Data Protection Officer can be contacted via dpo@brent.gov.uk, or 020 8937 1402.

Your information is collected for the purpose of processing your licence application as required to fulfil the council's duties under the following legislation, statutory or contractual requirement or obligation.

Legislation
Licensing Act 2003

Context
For the processing of licensing applications and the prevention of fraud

The information may be shared with the Metropolitan Police, London Fire Brigade and teams within Brent Council, as statutory consultees, the Home Office to ascertain the right to work and HM Revenue and Customs, at their request, to identify potential fraud. The information shall be retained until the licence is surrendered and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk)

Please return the completed form and accompanying documents listed in the checklist to:-

Licensing Department
Brent Council
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

020 8937 5359

Email: business.licence@brent.gov.uk

Cheques should be crossed and made payable to London Borough of Brent.

Please follow the instructions in the checklist to submit the relevant copies to the responsible authorities. Contact details shown below:

Chief Officer of Police
Brent Licensing Department
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8733 3206

North West Area 1
London Fire Brigade
169 Union Street
London
SE1 0LL

Tel: 020 8555 1200 x38778

Trading Standards
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5555

Environmental Health
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5252

Children's Services
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Licensing Authority
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5359

Area Planning Service
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5210

Public Safety Team
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5359

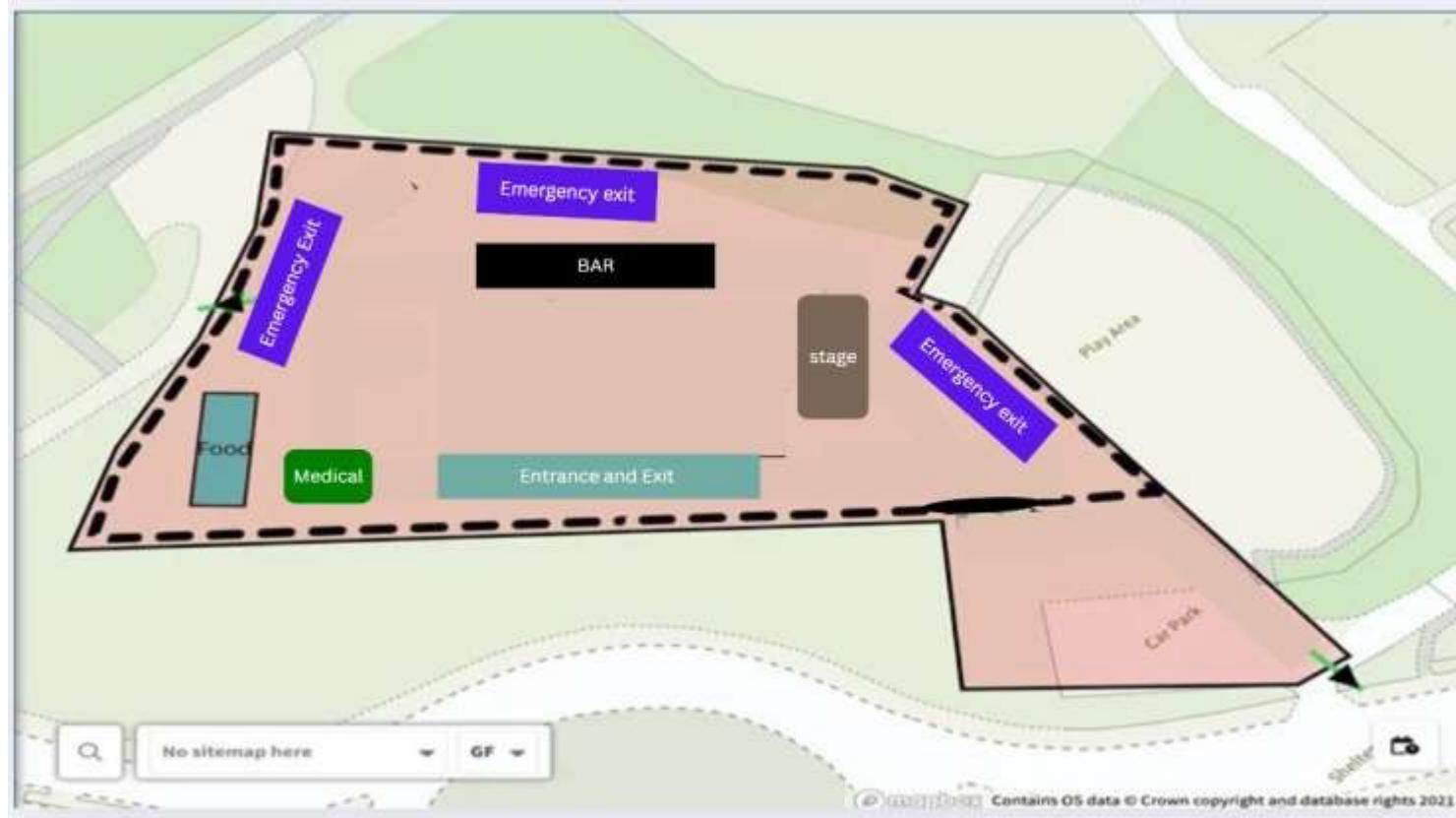
DAAT
Public Health Directorate
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Home Office Immigration Enforcement
Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

alcohol@homeoffice.gsi.gov.uk

<u>Official Use Only</u>	<i>Fee</i> <input type="checkbox"/>	<i>Plan x 2</i> <input type="checkbox"/>	<i>DPS Consent (if applicable)</i> <input type="checkbox"/>
	<i>Advertising</i> <input type="checkbox"/>		

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Event Management Plan

Holi Festival

Roe Green Park

HA9 9HA

7th & 8th March 2026

12:00 to 19:00

Event Management Plan

This is a controlled document and is not for general circulation.

Version Control and Amendments

Version Number	Updated By	Updated On	Checked By	Date
1	Jaz (AEM)	22/12/2025		

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1. Introduction

This event management plan for the Holi Festival is designed to provide information to all organizations and staff on the operation of the site and how the operations team will work to provide support and services to the public on event day. The plan is designed to bring all the operational information together in one document. It is noted that staffing requirements will vary during the day and the operations manager will review this plan continually during the event and make changes as needed to best provide our services.

1.1 Associated Reference Documents

A number of key documents are referenced throughout the Event Management Plan:

- Event Briefing Document (Available on the event day)
- Event Specific Risk Assessment.

1.2 Legal Disclaimer

This document contains information which is confidential, which may be privileged, and which is for the exclusive use of the intended recipient(s). Please note that any distribution, use or copying of any part of this document is strictly prohibited. If you have received this document in error, please notify The Event Operations Manager and destroy any copies.

2. Event Overview

The Holi Festival on the 7th March will be a local community-based event. Activities at the event will include a stage with dancers, religious music and food. It is a ticketed event with around 2000 people expected in attendance and on the 8th March celebrating International Woman's Day with the exact same lay out / operation and no changes .

2.1 Event Summary

Event Title:	Holi Festival
Event Date:	7 th & 8 th March 2026
Event Owner:	Asian Events Media
Police Attendance:	<ul style="list-style-type: none"> • Internally: N/A • External: N/A
Security Threat Level:	There is no specific intelligence to suggest that there is any particular threat to this event – current threat level substantial
Event Attendance:	2500. Ticketed event.
Ticket Sales on the Day:	£5 per ticket.
Crowd Profile:	<ul style="list-style-type: none"> • Mainly local residents • Family orientated crowd
Search Protocol:	<ul style="list-style-type: none"> • 100% Bag Search • Random & Targeted wand person search (if required)
Transport Arrangement:	<ul style="list-style-type: none"> • Local transport via Bus & Train • Limited onsite parking • Local parking.
Alcohol Policy:	<ul style="list-style-type: none"> • Sale of alcohol beer only
	<ul style="list-style-type: none"> •

2.2 Supplier management:

Community/ Religious Suppliers Management	
Event Owner	
Name	Jaz Walia
Organisation	Asian Events Media
Contact	[REDACTED]
Event Organiser	
Name	Jaz Walia
Organisation	Asian Event Media
Contact	[REDACTED]
Security Company	
Name	Arsalan Khan
Organisation	K4 Group- Security
Contact	[REDACTED]
Medical company	
Name	Ryan O'Neil
Organisation	R.J.O Medical
Contact	[REDACTED]

License / Designated Premises Supervisor	
Name	Ishan Harishkumar Patel
Organisation	Licensed Beer Tent operator – License number – [REDACTED]
Contact	[REDACTED] -

2.3 Event Planning Arrangements



- There is no intelligence to suggest any pre-planned disorder at this event. There is a risk of spontaneous disorder as is always the case.
- Asian Events Media will provide suitably trained Security Staff.
- The Event will open at 12:00pm with the event ending at 19:00pm.
- Due to its location in a public park, the event area will be enclosed with Heras fence, with a single point of entry for guests.
- At the entry point tickets will be checked, attendee's wrist banded and bags searched.

2.4 Safety Management Arrangements

The aim of Safety Management at Asian Media Events is to deliver healthy, safe and enjoyable events in accordance with the relevant policies. Competent personnel will be appointed to undertake key management and safety responsibilities.

2.5 Responsibilities – Event Operations Manager

The following identifies some of the responsibilities of the Event Operations Manager:

- Having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner
- Being involved in the planning meetings with relevant statutory agencies that Fis., Local Authority, Police, Transport and key local stakeholders
- Ensuring the provision of adequate personnel for the event including stewarding, first aid and medical staff
- Conducting a post event meeting and preparing a debrief report

2.6 Operations Timetable

The operations timetable for this event is recorded in the Event Briefing Document and details the days running order commencing with the Event Operations Managers Briefing through to the Debrief and return to non-event mode operations and arrangements.

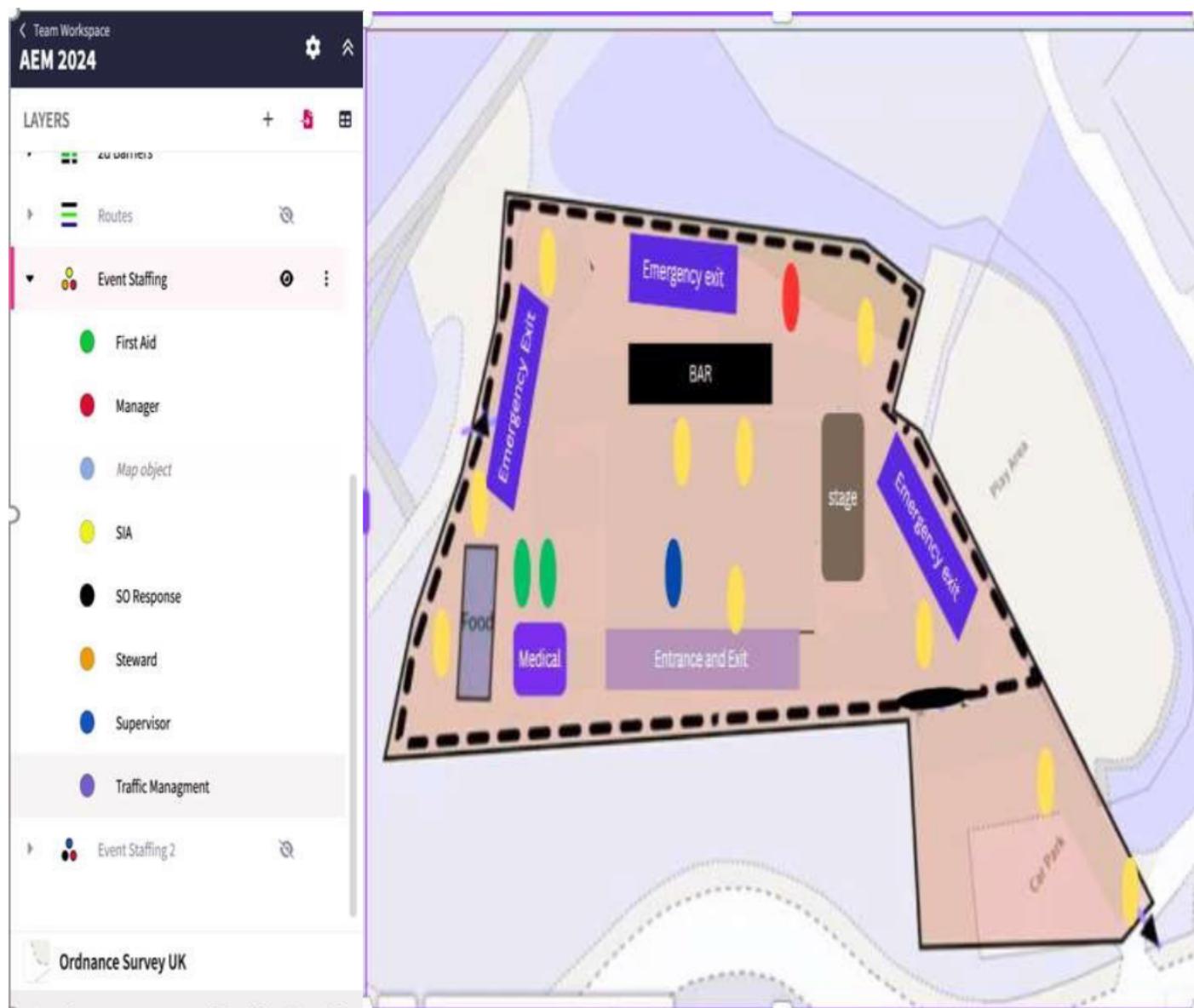
Key Timings for this Event are:

07:00	security and event prep.
09:00	Early Operation Team Arrives on Site
10:30	Event Staff Arrive
11:00	Event Briefing
11:30	Pre Event Checks Start
12:00	Public Entrance Opens
12:30	Festival Activities Officially Commence (Stage, Food, Bar)
18.00	Final Announcement/ Closing Act Begin
17:00	Event Closure
20:00-22:00	Event Dereg and Vendor Pack Down
22:00	Site closed and handed to of.

2.7 Security/Stewarding Arrangements

A suitable security and stewarding plan has been created for this event. The arrangements are:

- 2 x Manager
- 4 x Supervisor
- 15 x SIA
- 12 x Stewards



2.8 Security/Stewarding Priorities

In addition of the standard stewarding duties as set out in the Green Guide, close attention is requested, and early intervention is required to reduce opportunities for:

- Hate crimes, Racist homophobic behaviour
- Anti-social Behaviours
- Attention to drug use in any part of the event.

2.9 Search & Screen Stance

100% bag search will be in place for all guests and staff attending the event. Prohibited and restricted items are set out further in this document, and adequate signage will be on display at the entrance point.

The Security Manager and event Owner will retain the right to implement Person searches using wands for all guests, if required. This will be continually reviewed by the Event Owner, and should specific intelligence suggest there is a need to implement a person search, then this will be carried out at the main entrance. The staff who conduct these searches will all hold valid SIA licenses and have been suitably trained to undertake the task.

2.10 Information/Organiser Contact Points

There is no dedicated point for this event, but the event organiser will be on radio and will be contactable by any of the security or medical staff working this event if required.

2.11 Event Toilet Facilities

15 Single toilet units with 1 disable toilet and this will be emptied right after the event. They will be adequately stocked with required resources throughout the event. Their installation will be recorded with documents retained by AEM.

3. Ticketing Arrangements

2.1 Ticketing Overview

This will be a ticketed event. Tickets are available for £5 brought in advance through ticketing platforms such as Eventbrite. Both digital tickets and print at home tickets will be in operation.

2.2 Re-entry

Re-entry will be permitted throughout the event hours for guests with wristbands.

2.3 Wrist banding

On first arrival tickets will be checked by volunteers and wristbands issued. The wristbands will permit guests to leave the event footprint and re-enter anytime during the event hours. Wristbands are issued on a one wristband per ticket ratio and a total of 2500 wristbands will be allocated. For the 2nd day the same operation will apply but with a different colour wrist band.

2.4 Age restrictions

It is expected that children of the age of 12 and over will be in attendance. Those under the age of 12 will be permitted in the event accompanied by an adult. Those under the age of 16 will not be permitted to enter the event without an accompanying adult.

2.5 Staff Wristbands

All staff working the event will require a wristband for identification purposes. They will be issued these on arrival. The wristband will grant them access in and out of both the main entrance and back of house gates.

2.6 Wristband Samples

Samples of wristbands in use on will be shown to security staff during their briefings on each individual event day.

4. Ingress & Egress Management Overview

3.1 Ingress & Egress Safety

All roads surrounding the event are open as per usual, with no specific measures in place for this event. Ingress and egress will occur on the paths as per normal due to the low crowd numbers in attendance. The maximum expected attendance of the event is 2500.

3.2 Road Closures

Road closures not required. The event space sits with a pedestrianized area, with adequate pedestrian space.

3.3 Temporary HVM

No HVM in use for this event.

3.4 Car Parking

There will be no guest car parking available on site or in the main car park. Staff will be in place to manage the car parking both on the access gate and for the parking of vehicles.

Those visiting by cars will need to find their own parking but the organizer will make sure that everyone knows that there is no parking on site and to use public transport when possible

We will make sure that there are no issues or inconveniences caused to the local residents on Bacon Lane and will have this manned from early morning and throughout the day without fail. We will be in touch with the church on Bacon Lane prior to the event and to work with them if they have an event / service as we will provide the church with permits in advance for them to display on their dashboard on arrival for their guests to be allowed in and park in the church car park so we can identify their guest against random people who may want to come in and park for our event which will not be allowed.

3.5 Ingress Access Arrangements

Guest access will be via a single entrance point to the south of event space. On arrival guests will need to produce a ticket for each person, at which point they will be given a wristband. Wristband numbers are limited to 2500 to help monitor the attendance numbers and the security staff at the entrance will also be using clickers to monitor the event out numbers. Should guests need to leave during the event they can leave through a single exit lane at the main entrance, at which point it will be confirmed they have a wristband to allow them to re-enter. Re-entry will be via the dedicated ticketing entry lanes.

Staff ingress will be via a back of house gate adjacent to the food preparation area. This gate will be staffed and wristbands for staff will be allocated and checked at this point. During the event staff will also be permitted to exit and re-enter through the main entrance when in possession of a wristband.



3.6 Ingress Searching Arrangements

100% bag search will be in place for all guests and staff attending the event. Prohibited and restricted items are set out below, and adequate signage will be on display at the entrance point.

The Security Manager and event Owner will retain the right to implement Person searches using wands for all guests, if required. This will be continually reviewed by the Event Owner, and should specific intelligence suggest there is a need to implement a person search, then this will be carried out at the main entrance. The staff who conduct these searches will all hold valid SIA licenses and have been suitably trained to undertake the task.

3.7 Permitted Items

The following items are permitted into the performance area:

- Bags that comply with the event Bag policy.
- Blankets.
- Plastic bottles.
- Umbrellas (small, compact, not city size or pointed)
- Cameras and binoculars - cameras & binoculars are permitted, however cameras with lenses in excess of three inches in size are not. Camcorders, binocular cases and camera bags are not permitted for these events. Kindly note that no lights, tripods, selfie-sticks, or monopods are permitted

Please note that the permitting of the above items will be subject to the discretion of the security team.

3.8 Prohibited Items

The following items are prohibited in all circumstance:

- Firearms
- Pellet guns
- Ammunition
- Knives (including pocketknives and Box Cutters)
- Instruments defined by the law as weapons (Machetes, chains, batons, knuckle dusters, and such like)
- Explosives
- Chemical or incendiary devices
- Spray paint
- Fireworks, pyrotechnics and flares
- Drugs, Narcotics, Illegal Substances
- Clothing containing vulgar language
- Pepper Spray, Mace

3.9 Restricted Items

Asian Events Media will not permit entry of any Restricted Items into the performance area. Owners of such items may dispose of the item themselves or surrender it to security. Surrendered items will not be returned to persons attempting to bring them into a Venue. The event will not provide a storage area for these items.

- Large Bags, Backpacks, Briefcases in excess of 30cmx20cmx20cm
- Glass Bottles, glass of any kind, or cans
- Vacuum Flasks
- Video Cameras/Recording Devices
- Professional cameras and tripods
- Pets (only assistance dogs are permitted)
- Aerosol Cans
- Hanging Banners/Signs/Sticks/Poles or flags (unless specifically permitted by exemplary exception).
- Laser Pointers
- Noise Makers, Whistles, Air Horns, Bull Horns, Cow Bells, Musical Instruments
- Alcoholic Beverages
- Drones
- Golf Umbrellas

In addition to the published list, Asian Event Media may determine any other item to be Restricted based on the safety and security requirements of the event.

Capacity Calculation

$$100m \text{ (length)} \times 60m \text{ (width)} = 6,000 \text{ square meters}$$

If you have actual dimensions, please provide them, and I'll recalculate.

Space per Person (Based on Use)

The amount of space each person needs depends on the activity:

Activity Type	Space per Person	Use Case
Dense standing crowd (e.g., concert)	0.5 m ²	High density, not recommended for family/community events
Comfortable standing/milling	0.7–1.0 m ²	Typical for festival crowds with light movement
Circulation areas (paths, food areas, Add toilets, etc.)	30–40% extra area	Must be accounted for separately

Calculate Crowd Capacity (Basic Estimate)

Assuming **moderate density (1 m²/person)** and **30% of the space used for stalls, circulation, toilets, etc.,** we calculate usable space like this:

- **Total Site Area** = 6,000 m²
- **Allow 30% for non-crowd use** → $6,000 \times 0.70 = 4,200 \text{ m}^2 \text{ usable for attendees}$
- **1 m²/person = Capacity ≈ 4200 people**

This aligns well with your **expected 3,000 ticketed guests.**

Key Safety Notes

- **multiple exits** are planned and wide enough (BS EN standards recommend 1 exit unit per 250 people – 1 unit = 600mm width). Please refer to the above Diagram above
- Capacity calculations are broken down into **zones**, the site is split into areas (e.g. stage, food court, toilets).

Evacuation Management Plan

This Evacuation Management Plan outlines the procedures to safely evacuate attendees, staff, and participants in the event of an emergency such as fire, crowd surge, suspicious package, or structural failure.

Evacuation Triggers

Evacuation may be triggered by any of the following:

- Fire or smoke within the site
- Terror threat or suspicious package
- Severe crowd management failure or crush risk
- Structural collapse
- Medical emergency requiring site clearance
- Adverse weather conditions

3. Evacuation Responsibilities

<u>Role</u>	<u>Responsibility</u>
-------------	-----------------------

Event Operations Manager Authorise evacuation, coordinate response, liaise with emergency services.

Safety Security Officer Oversee security deployment to assist evacuation and maintain order.

<u>Role</u>	<u>Responsibility</u>
Security Supervisors	Clear their assigned areas, manage safe movement to exits.
Stewards	Direct attendees to exits, assist vulnerable persons.
Medical Lead	Evacuate medical tent safely, coordinate patient care.

Evacuation Routes

- **Main Guest Exit:** South of event space (same as main entrance).
- **Staff & Performer Exit:** Back-of- stage area
- **Emergency Services Access:** Maintained via a side vehicle route (as per site plan).
- **Evacuation Muster Point:** Bacon Lane

All routes will be clearly signed, lit, and manned by SIA.

1. Evacuation Procedure

Alert & Activation

- Code Red (fire) or appropriate coded alert is issued by Event Ops Manager.
- DJ announcement issued if required:

"Attention Please. Due to unforeseen circumstances, it is not possible to continue with today's event. Please now make your way **QUICKLY** and **CALMLY** out of the site following all signage and the directions of staff."

Zone Clearance

- Stewards sweep designated zones, moving people to exits.
- SIA staff and volunteers support vulnerable attendees.
- Event radios switch to "emergency mode" – essential comms only.

Assembly & Reporting

- Attendees gather at **Muster Point (Bacon Lane)**.
- Zone Supervisors report area clearance to Security Manager.
- Event Ops liaises with Emergency Services for updates or further action.

Communications

- **Primary:** Event radio network

- **Secondary:** Public announcements via DJ PA system
- **Fallback:** Direct verbal

instructions by stewards/security Special

Considerations

- **Children/Vulnerable Adults:** Dedicated stewards assist. Safeguarding Lead present at muster point.
- **Mobility-Impaired Attendees:** Assigned evacuation assistants stationed at key points.
- **Performer Area:** Stage Manager coordinates artist evacuation via back gate.

Re-entry Protocol

Re-entry will only be permitted after a full site inspection and authorisation from the Event Operations Manager and Emergency Services. A follow-up announcement will be made if it is deemed safe.

Post-Evacuation

- Debriefing of all staff
- Incident documentation
- Feedback from emergency services

Crowd Management Strategy

- * Constant monitoring of crowd build-up
- * Designated escape and dispersal routes for use if required
- . Communications Protocols
- * Radios for security, medical, and traffic teams
- * WhatsApp backup communications group for supervisors
- * All communication logged digitally and manual
- * Public announcements used only for emergencies

5. Security Plan

5.1 24/7 Security

From the beginning of the build phase Security will be present on site for the protection of the premises and assets, due to the nature of the sites location in a public park. During the event day off hours a security officer will be present on site at all times.

The security officer will:

- Manage any visitors and vendors to site, allowing access to those authorized to be on site during build, break and off hours.
- Liaise with the Event Operations manager on any health and safety concerns during build and break.
- Conduct hourly patrols of the event footprint to ensure the integrity of the event perimeter.
- Deal with any accidents or injuries that may arise.
- Deal with any incident as they occur.
- Handover to event security at the pre-determined time.

5.2 Boundary Security

The Event footprint will be secured with the use of Heras fencing around the entire footprint, as shown in the plan below. 3 Dedicated access points will be created within the Heras fence line, comprising of double width Heras gates, one for vehicle access to the food marquee, one for staff entry and one main entrance for guest access (only used during event hours).

5.3 Security Patrols (Off Hours)

During off hours' security patrols will be undertaken every hour to ensure the integrity of the event perimeter and to monitor for any changes in conditions which may affect the event.

5.4 Security Checks (Pre event)

Prior to the event opening to the public a sweep of the venue will be conducted by the event security team. These checks will be recorded, and it will be confirmed by the Security Manager that the event is safe to open. Any issues found during the sweeps will be reported to the Event Operations Manager.

5.5 Searching Arrangements

100% bag search will be in place for all guests and staff attending the event. Prohibited and restricted items are set out below, and adequate signage will be on display at the entrance point.

The Security Manager and event Owner will retain the right to implement Person searches using wands for all guests, if required. This will be continually reviewed by the Event Owner, and should specific intelligence suggest there is a need to implement a person search, then this will be carried out at the main entrance. The staff who conduct these searches will all hold valid SIA licenses and have been suitably trained to undertake the task.

5.6 Permitted Items

The following items are permitted into the performance area:

- Bags that comply with the event Bag policy.
- Blankets.
- Plastic bottles.
- Umbrellas (small, compact, not city size or pointed)
- Cameras and binoculars - cameras & binoculars are permitted, however cameras with lenses in excess of three inches in size are not. Camcorders, binocular cases and camera bags are not permitted for these events. Kindly note that no lights, tripods, selfie-sticks, or monopods are permitted.

Please note that the permitting of the above items will be subject to the discretion of the security team.

5.7 Prohibited Items

The following items are prohibited in all circumstance:

- Firearms
- Pellet guns
- Ammunition
- Knives (including pocketknives and Box Cutters)
- Instruments defined by the law as weapons (Machetes, chains, batons, knuckle dusters, and such like)
- Explosives
- Chemical or incendiary devices
- Spray paint
- Fireworks, pyrotechnics and flares
- Drugs, Narcotics, Illegal Substances
- Clothing containing vulgar language
- Pepper Spray, Mace

5.8 Restricted Items

Asian Events Media will not permit entry of any Restricted Items into the performance area. Owners of such items may dispose of the item themselves or surrender it to security. Surrendered items will not be returned to persons attempting to bring them into a Venue. The event will not provide a storage area for these items.

- Large Bags, Backpacks, Briefcases in excess of 30cmx20cmx20cm
- Glass Bottles, glass of any kind, or cans
- Vacuum Flasks
- Video Cameras/Recording Devices
- Professional cameras and tripods
- Pets (only assistance dogs are permitted)

- Aerosol Cans
- Hanging Banners/Signs/Sticks/Poles or flags (unless specifically permitted by exemplary exception).
- Laser Pointers
- Noise Makers, Whistles, Air Horns, Bull Horns, Cow Bells, Musical Instruments
- Alcoholic Beverages
- Drones
- Golf Umbrellas

In addition to the published list, Asian Event Media may determine any other item to be Restricted based on the safety and security requirements of the event.

6. Fire Safety Overview

The Event Owner and Safety & Security personnel will be responsible for responding to any fire related incidents that occur within the event footprint.

All SIA Staff undergo basic fire training as part of their SIA licensing, and as such will form the initial response to any fire related incident.

Suitable firefighting equipment will be made available in both the food preparation areas and the main guest marquee. Primarily this will be water or foam-based extinguishers and fire blankets. Should the risk assessments for the caterers deem it necessary, further firefighting equipment will be arranged by the event owner.

The Event Owners Event Risk Assessment will contain specifics relating to any specific fire risks along with preventative measures in place. Please see the event risk assessment documentation for further details.

Pre-event checks will be undertaken to ensure all equipment on site does not pose a fire hazard.

All security staff have basic fire training and will respond initially to a code "RED" message. Should the fire be too large for event staff to deal with, the emergency services will be contacted via the Event Operations Manager.

Fire Management Processes

Small Fire

- The nearest Supervisor will clear the area of people using stewards
- A cordon will be established, to restrict access to the affected area.
- The nearest SIA will obtain a fire-extinguisher from the nearest location.
- The fire will be extinguished, contained
- Supervisor will verify the fire is contained, put out and safe relaying message to the Event Operations Manager
- The Event Operations Manager will consult with relevant emergency services and issue messages to carry on, hold or disband.

Large Fire

- The nearest stewards and Supervisor will clear the area and maintain at least a 5m distance
- Fire shall be assessed if it can be contained using available fire extinguishers they will be used if not the Event Operations Manager shall request assistance from LFB via 999.
- Dynamic Risk Assessment undertaken to establish the type of extinguisher required.
- All stewards shall ensure nobody returns to the area of the fire
- LFB will take control of the situation and direct/advise
- The Supervisor shall relay information from LFB to the Event Operations Manager who shall on advice from Emergency Services will issue message to carry on, hold or disband

7. Alcohol Management

7.1 Alcohol Management Arrangements (AMP)

Alcohol at the Holi Festival will be sold under a valid Temporary Event Notice (TEN) between 12:00 and 19:00, with all sales overseen by a Personal License Holder and carried out by trained staff. Alcohol will be served exclusively in plastic cups or cans, with glass and bottles strictly prohibited on site. A Challenge 25 policy will be firmly enforced, requiring attendees who appear to be under the age of 25 to present valid photographic identification. As this is a ticketed event, no alcohol may be brought in from outside, and thorough bag searches will be conducted at all points of entry to enforce this rule. SIA-licensed security personnel will be stationed at the bar and throughout the event to monitor behavior, and any individual who is intoxicated or acting in a disorderly manner will be refused service, denied entry, or asked to leave the premises. All refusals and incidents will be recorded, with the overall alcohol policy designed to encourage responsible drinking while maintaining a safe and enjoyable environment for all attendees.

The bar will have two-time dedicated security staff at all times and there will be in and out system in place by using crowd barriers

7.2 Duty of care in connection to alcohol

Asian Event Media is fully aware of its Duty of Care to its staff and members of the public. Every effort is made to prevent and monitor patrons from deteriorating to an uncontrolled intoxicated extent.

7.3 Decanting and usage of glass & can containers

The use of glass containers is prohibited across the entire event footprint. Cans may be used by the caterers but must be decanted and kept out of arms reach from the public.

7.4 Intoxicated customers, conflicts and ejections

Conflict situations, if they arise, will only be dealt with by appropriately qualified staff. Protocols are in place for escalation management and communications should the situation deteriorate and become serious. Security personnel will be briefed to ensure that they are fully aware of the event's duty of care, especially relating to the welfare and protection of vulnerable persons.

Event Ejection policies will be briefed to ensure that they are understood by all staff and are to be undertaken only by trained staff under following approval by the Event Operations Manager. An incident report must be completed for all ejects and CCTV used to monitor the ejection when reasonably practicable.

7.5 Event Drugs Policy

Asian Event Media has a zero-tolerance policy on drugs, the event is aware that drug misusers and dealers will go to great lengths to avoid their activities coming to the attention of the event management and staff, to this end the event will work in full cooperation with the MPS and associated agencies in tackling this serious problem.

It is illegal to take, to buy or to sell drugs, drug enforcement laws are as applicable on site at the event, as anywhere else in the country.

Any person found taking illegal drugs or any other illegal substance will be asked to leave the event, and may be handed over to the police.

Any person found or suspected of dealing in drugs, will be arrested via security and handed over to the police.

7.6 Crime Reporting

Any reportable crimes will be reported directly to the MPS via 999 under direction of the Event Operations Manager, depending on the nature of the incident every effort will be made by the event teams to exchange the preparatory at a suitable location to both parties.

8. Safeguarding – Children and Vulnerable Adults

Asian Event Media acknowledges and accepts it has a responsibility for the wellbeing and safety of all children and vulnerable adults who are under the event's care or utilizing the events facilities.

Safeguarding issues for Individual events will be addressed through the Event Specific Risk Assessment and Event Management Plan for the event. The risk assessment and management plan will seek to address issues including entry policies and entry requirements including any minimum age for unaccompanied children, searching procedures for children and young people, refusal of entry, ejection of unaccompanied children or young people. The Event Operations Manager will act as Safeguarding Lead for this event.

Procedures for dealing with lost or found children and vulnerable adults:

Stay Calm:

If you are approached by a child who appears to be lost, or if you notice a lost child, stay calm and composed. Panicking can exacerbate the situation and make it more difficult to assist the child.

Assess the Situation:

Determine if the child is in immediate danger or distress. If so, prioritize their safety and well-being above all else.

Maintain Visual Contact:

If you have visual contact with the child's parent or guardian, maintain that contact while approaching the lost child. If not, stay with the child and ensure they are in a safe location.

Approach the Child:

Approach the child in a friendly and non-threatening manner, along with a colleague. Kneel down to their eye level to reduce intimidation. Ask them if they are lost and need help.

Reassure the Child:

Reassure the child that you are there to help and that everything will be okay. Avoid making any promises you cannot keep.

Identify the Child:

Ask the child for their name and the name of their parent or guardian. This information can be crucial in reuniting them with their family.

Contact Security or Event Staff:

Contact all radio holders immediately to inform them of the situation. Describe the child and their location accurately, but do not use any names over the radio.

Stay with the Child:

Do not leave the child alone. Ensure their safety and well-being. There should always be 2 security staff with the child.

Use Event Announcements:

If the event has a public announcement system, request that an announcement be made describing the lost child and asking their parent or guardian to come to a designated location.

Search for the Parent or Guardian:

If you can identify the parent or guardian through the child's information, attempt to locate them in the immediate vicinity. Do not move too far from where you found the child. After 5 minutes if the parents are not located the Control Room will instruct the child to be moved to the nearest of the 2 info points. Communications will be passed when this occurs to notify relevant persons.

Stay with the Child Until Reunited:

Continue to comfort and reassure the child while waiting for their parent or guardian to arrive. Avoid discussing details of the situation with the child, as it can cause unnecessary fear.

Reunite Child and Parent:

Once the parent or guardian arrives, verify their identity before reuniting them with the child. Ensure that the child is comfortable with the person claiming to be their parent or guardian.

Contact the Police:

If you are unable to locate the parent or guardian after a reasonable amount of time, contact local Police. Provide them with all the information you have about the child and the situation.

Document the Incident:

Make a written record of the incident, including the child's name, description, time, and location of the event, and details of how the situation was handled. This documentation may be required for legal or safety reasons.

Review and Improve Procedures:

After the incident is resolved, review the handling of the situation with event staff and security to identify any areas for improvement in your lost child protocol.

Asian Event Media has a robust a system of dealing with reports of missing and found children and young persons – potentially the most vulnerable people at events; Asian Event Media also recognises vulnerable adults can equally be cause for concern, and even missing able bodied adults can cause much anguish to those who report them as missing. The same process can be used for any vulnerable person of any age.

On all occasions when a report is made of a missing person the Event Operations Manager will make an assessment as to the 'risk' to the missing person. If as a consequence of the risk assessment the Event Operations Manager decides that the report relates to a missing Vulnerable Adult or Child, staff should follow the procedures laid out in the Event Briefing.

9. Emergency Procedures

The Event Operations Manager is responsible for coordinating the completion and sign off of the Event Specific Risk Assessment. All versions will be retained on file by Asian Event Media.

Emergency Procedures	
PA Message	"Can Inspector Erif report to the [LOCATION]"
Amber Response	<p>When an amber rated alert is first received at the Event Operations Manager will initially authorize a radio broadcast to alert all radio holders.</p> <p>The message will be broadcast to the specific channel and additional channels (if in use) dependent on the nature and location of the response.</p>
Radio Message	<p>"Would all Call Signs please note the EVENT operational response status has been raised from GREEN to AMBER. Please ensure that all relevant procedures are adhered to".</p> <p>The nature and location of the alert will be identified to the relevant staff within the affected zone.</p> <p>In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the DJ system, preceded by the chimes :-</p> <p>"Attention please, attention please -Will the Event Manager Proceed to the AMBER ZONE I repeat Will the Event Manager Proceed to the AMBER ZONE "</p>
DJ Announcement	<p>All staff must return to their posts in a state of readiness and await further instruction from a supervisor/manager.</p>
Action	
Red Response	<p>Should the incident continue to progress and the response is changed to RED, the Event Operations Manager will authorize a radio broadcast to alert all radio holders.</p>
Radio Message	<p>"Would all Call Signs please note the Event operational response status has been raised from AMBER or (GREEN) to RED. Please wait for further instructions".</p>
Radio Silence	<p>The Radio Channel Operators will ensure the relevant supervisors and managers are notified, and acknowledge receipt of the message.</p> <p>NB It is important that radio silence is implemented except for communications relating to the incident.</p>
DJ Announcement	<p>In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the DJ system preceded by the chimes :-</p> <p>"Attention please, attention please -Will the Event Manager proceed to the RED ZONE, I repeat, will the Event Manager proceed to the RED ZONE".</p> <p>All managers & supervisors must ensure all staff are in a state of readiness, and move to their designated evacuation positions. Please note, THIS SIGNAL IS NOT AN ANNOUNCEMENT FOR EVACUATION.</p>

Action	
Evacuation	Should it become necessary to evacuate the site the following evacuation message will be given over the DJ system preceded by the chimes: "Attention Please, Attention Please. Due to unforeseen circumstances, it is not possible to continue with today's event. Could you please now begin to make your way QUICKLY and CALMLY out of the site following all signage and the directions of the Staff."
DJ Announcement	Stewards and security to take up designated positions as directed unless told otherwise by a supervisor.
Action	Should an amber or red response be concluded satisfactorily, and the potential for evacuation has been reduced, the following message will be given over the PA;
De-Escalation	"Attention please, attention please -Will the Event Manager proceed to the Amber zone / Green zone, I repeat, will the Event Manager proceed to the Amber zone / Green zone." "Would all Call Signs please note the event's operational response status has returned to AMBER or (GREEN) . All STAFF TO CHECK THEIR AREA AND GO TO EVACUATION POINT

The emergency procedure would be the same to all venues to allow for continuity.

Coded Messages:

Code Red: Fire / Smoke

Code Black: Unattended bag / suspicious package

Code Green: Medic / First Aid

Code White: Fight / Ejection required

Code Pink: Heightened alert of state

Code Purple: Venue lock down

Once the decision is made to evacuate the Area:

- Open the exit gates / Split the Barriers
- Use clear loud voices
- Use clear hand signals Asking everyone to leave
- Secure the Area with Barrier tape
- Make your way to the Evacuation point.

The Evacuation Muster Point is by the clubhouse on Harrow Road. The location will be briefed to all staff on the event day and included in their briefing documents.

10. Risk Assessment Process and Requirements

The Event Operations Manager is responsible for coordinating the completion and sign off of the Event Specific Risk Assessment. All versions will be retained on file by Asian Event Media.

11. Health and Safety Management

For this event the Event Organizer is responsible for the Health & Safety measures in place for this event. The Event Organizer may employ a suitably qualified person to undertake these activities on the day of the event, and if so will ensure the suitability of that person to undertake the tasks.

The duties to be undertaken regarding Health & Safety in relation to this event include:

Pre Event

- Review all Event Risk Assessments and make recommendations on actions.
- Provide documentation for the event, including all risk assessments for all parties involved in the delivery.
- Ensure completion of any pre-event health and safety checks.

During the Event

- Attend pre-event briefing to ensure all parties are aware of their duties in relation to Health & Safety.
- Undertake pre-event checks and ensure that all relevant parties complete and return all pre-event check documentation, taking action on any relevant risk and hazards.
- Conducting observations throughout the event, reporting any Health & Safety risks to the control room and providing guidance to ensure that they are rectified in a timely manner.
- Respond to any relevant incidents ensuring that all actions are taken correctly and that all relevant documentation is completed, including RIDDOR reports where necessary.

Post Event

- Producing a summary report for the event, highlighting all Health & Safety concerns that were raised/addressed during the event. Including in that report facts and figures for any Health & Safety related incidents.

12. Medical Plan

A medical provision plan is in place for this event. The medical provider will provide suitable numbers of trained medical professionals, for the expected crowd numbers.

Resource	Times
4 x FREC 5 or FREC 6	12:00-20:00

Any requests for an ambulance should be made via 999 by the medical team.

Medical Call Signs and Codes:

Code Word	Action Meaning
Priority	All Radios users to keep communication silent unit duty manager/controller gives channel green
Channel Green	Priority call complete, back to normal communications
Disney	Lost Child
Walt Disney	Parent/guardian of a lost child
Majax	Majax x 3. Return to based/medical center and wait for further instructions

The Event Operations Manager MUST be informed of any injury resulting from a defect to the area or any injury that needs hospital treatment, or any injury to a member of staff that is in compliance with RIDDOR regulations and procedures.

The medical provider must provide information on the total number of patients treated, and provide RIDDOR forms where applicable.

13. Event Structures

14.1 Gazebos Structure.

3mx3m gazebos will be used, all of which are fire- and weather-resistant. Each gazebo will be secured using 25kg metal weights on each leg

14.2 Food Structure

No further information has been provided at this time.

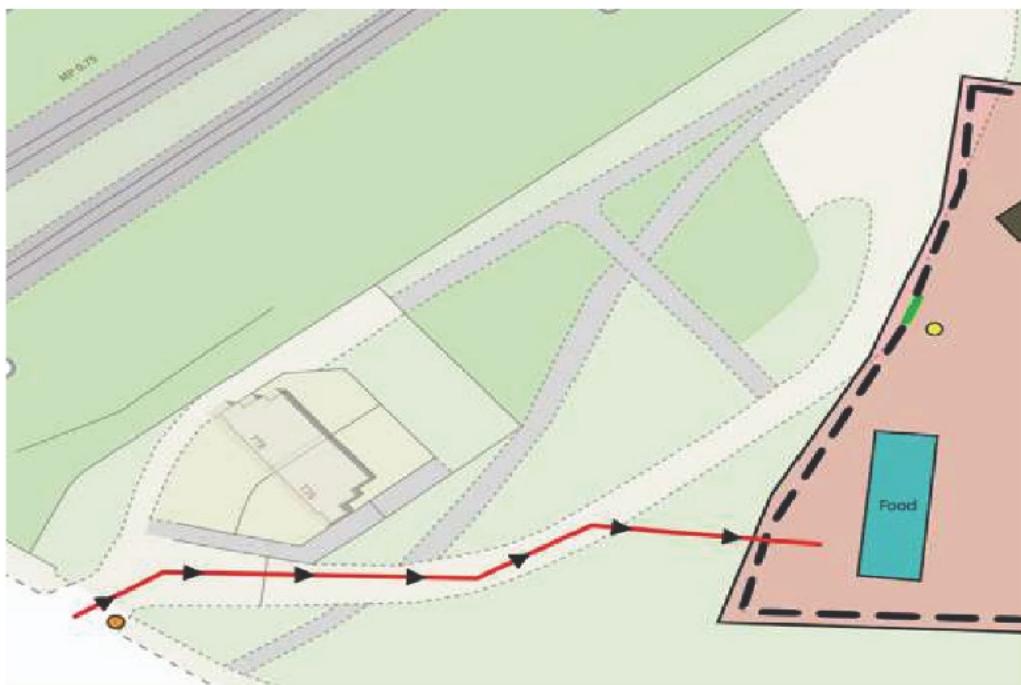
14.3 Stage

The stage is 8m x 4m platform being supplied by AEM.

14. Catering Management

For this event a nominated external caterer will be appointed by Organizer. AEM will ensure that the catering provider has all relevant certification and documentation, copies of which will be held on file by AEM.

- Suitable electrical power for the activities taking place, installed and signed off by AEM
- Suitable ventilation in place
- Suitable storage space
- Hand washing and hygiene facilities installed.
- Suitable firefighting equipment available
- Dedicated vehicle access adjacent to the area for deliveries



15. Noise Management

Amplified sound equipment will be used during the event, this is for music, religious prayers and speeches. The Event Organizer will constantly monitor the noise levels to ensure that it will be at an environmentally friendly level and does not disturb members of the public, using a decibel monitoring system. The music/noise timings and durations will be 12:00 – 19.00..

Any noise complaints from local residents will be directed to the event Operations Manager.

16. Cleansing Management

AEM will be supplying all of the waste management services. Suitable Waste facilities will be available on site for the event. Such as little pickers picking litter throughout the day and all rubbish bags will be removed and collected after the event closes.

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From:
Sent: 30 January 2026 09:43
To: Business Licence
Subject: Re: FW: Formal Objection to Licensing Application 37000 – Holi Festival, Roe Green Park (7–8 March 2026)

Dear Linda Legister,

Sorry, having read more carefully! you have answered my question I asked in my previous missive., it is the BSAG. Am I permitted to make representations to the **BSAG** or give them feedback. I appreciate this is not a licencing issue.

I would like to proceed to a hearing with my objections that are permitted. I am prepared to attend and present them in person if that is required.

Regards,

On Thu, 29 Jan 2026, 16:15 Business Licence, wrote:

Dear

With regard to parking and traffic concerns, unfortunately, the same issues could still arise if the event proceeded without any licensable activities, i.e. the provision of regulated entertainment and the sale of alcohol.

The event as a whole is required to go through the Brent Safety Advisory Group (BSAG), where other agencies e.g. the Ambulance Service, Public Safety and the Police attend, and a number of safety related requirements sit within that process. The points you have raised would be discussed at BSAG, and if the event is not deemed safe, there is a fallback condition that prevents any licensable activities from taking place should BSAG refuse the event.

It should be noted that refusal of the premises licence application does not constitute refusal of the whole event, BSAG make that determination.

Just as a point of clarification, condition 29 that you have referenced relates solely to activities within the designated event area, rather than any parking controls beyond that.

I hope this has provided some clarity.

As mentioned previously, could you let me know how you would like to proceed in terms of withdrawal of your representation or proceeding to hearing.

Many thanks

Regards

Linda Legister

Licensing Applications Officer

From:

Sent: 28 January 2026 12:15

To: Business Licence

Subject: Re: Formal Objection to Licensing Application 37000 – Holi Festival, Roe Green Park (7–8 March 2026)

Dear Linda Legister,

I thank you for your very full and helpful response to my objections. I do understand the process must and will follow quite rightly, strict processes.

In relation to 1. Public Safety – Traffic, Parking and Perimeter Control not being considered are you able to give me a brief explanation as to why? as To me it does seem to be a public safety/nuisance or disorder issue and very relevant to local residents, if there are no controls or conditions imposed on parking in or around the park, what will the stewards be preventing?

The conditions applied make no mention of parking controls in or around the park and yet condition 29 states emergency exits at the 'event' must be kept clear and not obstructed.

I thank you again,

Regards

From: Business Licence

Sent: Wednesday, January 28, 2026 11:13 AM

To:

Subject: FW: Formal Objection to Licensing Application 37000 – Holi Festival, Roe Green Park (7–8 March 2026)

Dear

Thank you for your detailed representation against the time-limited premises licence application pertaining to Holi 2026, Roe Green Park (REF: 37000).

Whilst some parts of your representation are valid and can be taken into consideration, it is important to note that there are other aspects which cannot be considered. This is not a discretionary position held by the Licensing Authority; but rather, section 18(6) of the Licensing Act 2003 sets out that we may only consider representations that are relevant and relate to the likely effect of the proposed licensable activities on the four licensing objectives.

I note that you have made a representation under all four licensing objectives. However, only the below parts of your representation can be taken as relevant to the four licensing objectives:

2. Prevention of Public Nuisance – Amplified Noise and alcohol
- 2.5 Litter, Waste Management and Damage to Park Infrastructure
3. Prevention of Crime and Disorder – Sale of Alcohol

The parts of your representation under the below headings cannot be taken as relevant to the four licensing objectives:

1. Public Safety – Traffic, Parking and Perimeter Control
- 2.4 – Light Pollution and Safety at Sunset
4. Protection of Children from Harm
5. Procedural and Community Impact Concern

Furthermore, it should be noted that the Licensing Authority (acting as a Responsible Authority) and the Police have consulted on the application, agreed a number of conditions and withdrawn their representations. I have attached these for your reference.

It should also be noted that this application has been made in accordance with the statutory requirements. An applicant is only required by the legislation to advertise their application via blue notices during the 28-day consultation period and to submit a newspaper advertisement. These are lawful requirements, and the applicant has demonstrated compliance with this provision. It would therefore be unlawful for the Licensing Authority to require them to go beyond what the legislation stipulates.

Given the above, I will await your comments regarding the conditions agreed by the Police and the Licensing Authority. If you feel they go some way to address your concerns, please let me know if you would like to withdraw your representation. If you wish to uphold your representation the application will proceed to hearing, where the

sub-committee will consider only the relevant parts of your representation and you will be expected to attend.

I would be grateful if you could confirm your position by **Friday 6 February 2026**.

Many thanks

Regards

Linda Legister

Licensing Applications Officer

Regulatory Services

Dear Members of the Licensing Committee,

This objection is submitted as the result of similar large-scale event at Roe Green Park which was poorly controlled, resulting in significant public safety issues, damage to parkland and serious disruption to residents. The local community directly experienced the consequences of inadequate controls, or non-compliance and lack of enforcement of those controls on traffic, parking and safe pedestrian conditions. Local residents remain concerned that similar failures will occur if this application were granted.

I write to formally object, and request that this letter be treated as a **formal representation**, to the licensing application for the proposed Holi Festival to be held at Roe Green Park in March 2026, Saturday 7 and Sunday 8 March between 12 noon and 7 pm, including set-up, sound checks, and any amplified activity commencing from 10:00 am.

My objection is made on the grounds that the application fails to adequately promote the licensing objectives of **public safety, the prevention of public nuisance, the prevention of crime and disorder, and the protection of children from harm**.

1. Public Safety – Traffic, Parking and Perimeter Control

Objection 1.1 – Lack of on-site parking

Roe Green Park has no designated public car parking facilities. It is therefore entirely foreseeable, notwithstanding Kingsbury Station and nearby bus routes, that a significant number of attendees will arrive by private vehicle and park on surrounding residential roads or the park posing a risk to public safety. Evidence from the previous event supports this.

Objection 1.2 – Risk to pedestrians, residents and emergency access

This is likely to result in severe congestion on narrow residential streets, obstruction of pavements, dropped kerbs and residential driveways, unsafe conditions for pedestrians (including children, elderly residents and disabled people), and restricted access for emergency vehicles and essential services. These impacts represent a serious and unacceptable risk to public safety.

Objection 1.3 – Lack of perimeter wide traffic and security control (including set-up periods)

The proposed traffic and security arrangements appear to apply only within the enclosed event footprint. There is no effective outer perimeter fencing or access control for the wider park or surrounding residential streets, despite these being the areas most affected by event-related vehicle movements and pedestrian flows.

Crucially, the application also fails to demonstrate that appropriate traffic, security and enforcement controls will be in place during set-up, build-down and sound-check periods, when large vehicles, contractors and equipment are likely to access the site and surrounding areas. These periods present significant and foreseeable risks to public safety and residential amenity but are not adequately addressed.

Objection 1.4 – Evidence from previous events

A prior event at Roe Green Park resulted in numerous vehicles being driven over grassed areas in an uncontrolled and chaotic manner, creating dangerous conditions for pedestrians, attendees and the local community. This demonstrates the foreseeable consequences of inadequate perimeter and traffic control. The current application does not explain how such incidents would be prevented from recurring.

Required conditions (if the application were to be granted):

1. A comprehensive traffic management plan covering the **entire park and surrounding residential streets**, not just the fenced event area
2. Vehicle exclusion measures preventing access to parkland and grassed areas
3. Active stewarding and enforcement at all park access points and affected roads, **including during set-up and dismantling periods**
4. Resident parking protection measures
5. A confirmed Council and/or highways enforcement presence throughout event hours and associated build and breakdown periods

2. Prevention of Public Nuisance – Amplified Noise and alcohol

Objection 2.1 – Excessive amplified noise in a residential area

The proposed use of amplified sound throughout both days of the event presents a significant risk of public nuisance. Roe Green Park is surrounded by residential properties, and sustained high-volume amplified music and announcements over extended daytime hours will inevitably disturb residents.

Objection 2.2 – Lack of justification and control measures

The application does not justify why amplified music at this level is necessary on a stage within a fenced small area of the park that will be heard throughout the park and beyond, at a daytime, family/children-oriented cultural festival.

Objection 2.3- The application does not clearly specify how noise levels will be controlled, monitored, recorded and enforced. No monitoring locations have been identified or how they will be regularly checked.

Required conditions (if the application were to be granted):

1. A clearly defined maximum noise limit at the nearest residential locations, set **below levels normally permitted**
2. Continuous real-time noise monitoring at agreed residential boundary locations
3. Recording and retention of all noise monitoring data
4. An identifiable on-site noise management officer with authority to immediately reduce volume
5. An independent Council enforcement presence during event hours

2.4- Light Pollution and Safety at Sunset

Objection 2.4 – Light pollution and public safety at dusk

Reduced natural light at dusk significantly increases safety risks, particularly where vehicles may be driven across grassed areas and open parkland in an uncontrolled manner. This presents a serious danger to pedestrians and children.

The event is scheduled to operate until 7:00 pm, which on Sunday 8 March coincides with sunset at **5:52 pm**. The use of artificial lighting has the potential to cause light pollution affecting nearby residents and park users.

The absence of a detailed lighting strategy or lighting impact assessment is a significant omission.

Required conditions (if the application were to be granted):

1. Restriction of lighting intensity and direction
2. Lighting limited strictly to what is necessary for operational safety
3. Shielding to prevent light spill beyond the event footprint

2.5 Litter, Waste Management and Damage to Park Infrastructure

Objection 2.5 – Litter, waste and environmental impact

The application fails to provide a clear and enforceable plan for litter clearance, recycling or food waste management during and after the event, across the **entire park**, not just the fenced event area. This lack of control will lead to safety concerns for the public.

Objection 2.6-The application also fails to address the risk of damage to grassed areas, pathways and park infrastructure caused by vehicles, equipment and heavy footfall. There is no clarity on preventative measures, reinstatement obligations or financial liability.

Required conditions (if the application were to be granted):

1. A comprehensive litter, recycling and food waste management plan covering the **entire park**, including a full post-event clean-up
2. Ground protection measures and strict vehicle controls to prevent rutting and surface damage
3. A binding condition requiring full reinstatement of any damage to park land or infrastructure, at the organiser's expense

3. Prevention of Crime and Disorder – Sale of Alcohol

Objection 3.1 – No justification for alcohol at a daytime family event

The application provides no compelling justification for the sale of alcohol at a daytime, family/children oriented cultural festival taking place in a public park.

Objection 3.2 – Increased risk of disorder and antisocial behaviour

Alcohol consumption would significantly increase the risk of crime, disorder and antisocial behaviour, particularly as attendees disperse into surrounding residential streets.

Objection 3.3 – Absence of police presence or formal engagement

Given current pressures on police resources, it is unlikely that a continuous police presence would be available at the event. However, the application does not demonstrate any formal engagement with the Police Licensing Team or provide for scheduled police visits, contingency attendance or agreed protocols. Even limited police visibility or planned site visits would be beneficial in deterring crime/antisocial behaviour and providing reassurance to residents and attendees.

Required conditions (if the application were to be granted):

1. Removal of alcohol sales, or strict limitation of the hours within which it is sold
2. Formal liaison with the Police Licensing Team, including agreed escalation procedures and provision for police visits.

4. Protection of Children from Harm**Objection 4.1 – Loss of park use and unsuitable environment for children**

The proposed event would deter normal play and recreational use of Roe Green Park for families and children over the weekend, replacing it with large crowds, traffic congestion, high noise levels and alcohol consumption all detrimental to children.

5. Procedural and Community Impact Concerns**Objection 5.1 – Inadequate notice and consultation**

Insufficient notice, limited time for residents to comment as notices were apparently put out over the Christmas and new year period.

Objection 5.2- Inadequate consultation with those effected by event

It is a strongly held view by local communities that there has been a lack of meaningful timely or transparent engagement with local councillors, residents or community groups in the area, and the application does not set out such robust engagements and we have no knowledge as to why a similar event before Christmas resulted in such danger, disruption and chaos.

Objection 5.3- Licensing Objection – Unclear event location within the park

The application's plan does not clearly identify the precise footprint of Roe Green Park to be used for the event. The submitted plans are vague, difficult to read and lack sufficient detail to establish the exact boundaries, layout or proximity to residential properties and park facilities. They show a car park area that does not exist as such. This makes it impossible to properly assess impacts relating to noise, lighting, crowd movement, safety, waste management and public nuisance.

Conclusion

For the reasons set out above, I respectfully request that the Licensing Committee **refuse the application**, or alternatively impose **stringent, enforceable conditions**.

If any conditions are granted, I further request that:

- Enforcement is active **before, during and after the event**, including set-up and dismantling
- All conditions are clearly defined, widely published and circulated
- **Compliance is actively monitored on site by the Council or relevant enforcement authorities from beginning to end.**

Yours faithfully,

19 January 2026

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From: [REDACTED]

Sent: 11 February 2026 22:04

To: Legister, Linda <Linda.Legister@brent.gov.uk>

Subject: Application 37000 Jaz Wallia Holi festival Roe Green Park

I am writing to formally object to this application. The following comments are made as I believe that all four licensing objectives are threatened if this event goes ahead as proposed.

My concerns are based on the chaos caused at the Xmas festival in RGP organised by the applicant which gave rise to many complaints of which you and/or Brent Parks have details. The failure on the part of the Head of Parks to even acknowledge much less respond to those concerns is troubling and I reserve the right to make a formal complaint and LGO referral about [REDACTED] letting the park again to the same operator without seeking to impose any conditions to avoid the same problems arising again.

The major issues at the Christmas event arose from the organisers not merely allowing but actively encouraging (in order to provide the "local parking" promised to attendees - a promise repeated in this

application) unlawful access onto the footpaths and grassed areas of the park immediately adjacent to the festival. Those areas still bear the scars from last time with no apparent attempt at the promised remediation which I had understood would be at the organizer's expense.

This was facilitated by [REDACTED] failure to keep the gate at the Bacon Lane entrance secured- easily achieved by use of a padlock- and her recent bizarre decision (bearing in mind the recent passing of the so-called Martyn's Law) to remove the Kingsbury Road gates altogether.

When I approached the security staff at the last event (they appeared to be limited to two in number rather than the much larger number referred to in the applicant's supporting paperwork) they were rude and feigned inadequate English. They also said that anything that happened outside the event fencing was not the responsibility of the organisers. When I asked to speak with the organiser I was told (obviously a lie) that he was unavailable. This contradicts his assurances in the application to provide adequate stewarding and security and to be available at all times.

A cursory Google search reveals issues at another previous event (I think in Ealing Road) organised by JW where the police raised objections as basic as the construction of the premises making it wholly unsuitable for the playing of music.

I trust the committee will see that this event cannot be organised in an acceptable manner and refuse consent accordingly.

Proposed Annex Two Conditions
New Premises Licence Application: Roe Green Park, HA7 3PP (REF: 37000)
(Time limited: 7 March 2026 - 8 March 2026)

General

1. The premises licence holder, or a representative on behalf of the premises licence holder shall attend any Brent Council Safety Advisory Group (BSAG) meetings upon invitation.
2. The premises licence holder, or representative on behalf of the premises licence holder, shall comply with any recommendations made by BSAG. This includes any amendment to the Event Management Plan (EMP) or any request made for further supporting documentation.
3. The premises licence holder shall ensure that they adhere to all the provisions set out within their final EMP.
4. The finalised EMP and other supporting documents shall be submitted to BSAG at least 14 days before the event start date.
5. No permitted licensable activities can take place should the event be ultimately refused by BSAG.
6. No person other than the premises licence holder is authorised by the Licensing Authority to hold the event. Should the premises licence be transferred no event can be held without the re-consideration of an EMP by BSAG.
7. The maximum number of attendees (excluding authorised staff members) present at any given time during the event shall not exceed 2,500 persons.
8. Tickets must be purchased either on-site from an authorised seller or via an authorised online website. The total number of tickets for each event day shall not exceed 2,500.
9. No entry shall be permitted to attendees unless a valid ticket is produced upon ingress to the designated premises licence event area.
10. All patrons shall be issued a wristband which must be worn at all times whilst inside the designated premises licence event area.

The Prevention of Crime and Disorder

11. There shall be a minimum of 15 SIA staff present throughout the event day. This number shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.
12. As part of the Event Management Plan (EMP), the premises licence holder shall undertake a written risk assessment to determine the deployment of SIA staff, including:

- a. The number of SIA staff stationed at the public entrance
- b. The number of SIA staff patrolling the designated event area
- c. The number of SIA staff stationed at the bar area

The minimum number of SIA staff in each area shall be documented within the EMP. These numbers shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.

13. All attendees shall be subject to bag searches by SIA staff upon entry and re-entry, in accordance with the security/search provisions of the final EMP. Ticket conditions and the event website shall state that searches may be undertaken. Notices shall also be displayed at all public entrances notifying attendees of this policy.
14. The use of handheld metal detection wands shall be addressed within the final EMP. Ticket conditions, website information, and on-site notices shall clearly state that such searches may take place.
15. All SIA staff shall be equipped with radios or other communication devices.
16. In addition to SIA staff, a minimum of two managers, four supervisors, and twelve stewards shall be working at the event. These numbers shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.
17. There shall be no high strength beers, lagers, and ciders above 6.0% ABV shall be sold at the event.
18. Attendees shall not be permitted to bring any items into the designated premises event area that are listed as prohibited or restricted within the EMP. All SIA staff shall be briefed on the prohibited or restricted items as set out in the EMP.
19. Any drinks sold shall be provided in polycarbonate, aluminium can or similar non glass drinking vessels.

Public Safety

20. Valid public liability insurance shall be in place during the event days.
21. All electrical equipment shall be checked and approved by a certified electrician to ensure that they are safe.
22. Heras fencing shall be installed around the permitter of the designated premises licence event area
23. There shall be at least four emergency exits within the designated premises licence event area

24. The entrance/exit point (including evacuation points) shall be clear, obvious and remain unobstructed to ensure safe ingress and egress for attendees and staff.
25. In the case of an emergency evacuation, stewards and SIA staff members shall assist the attendees in leaving the premises in a safe manner. The evacuation procedure shall also be announced on the PA system.
26. Prior to the event day security shall undertake a sweep of the designated premises licence event area. Such checks shall be recorded and logged, and the designated Security Manager shall confirm that the event is safe to open to the public.
27. Any stage, marquee or other temporary structure erected on the site shall not be used unless the respective Safety Manager can ensure that it complies with the relevant legal safety standards.
28. An incident log shall be kept and maintained at the premises which will record the following:
 - a. Any incidents of disorder or of a violent or anti-social nature.
 - b. Any accidents or medical incidents.
 - c. All crimes reported to the event staff, or by the event staff to the police.
 - d. All ejections of attendees or any instances where entry was refused.
 - e. Any complaints received.
 - f. Seizures of drugs or offensive weapons.
 - g. Any refused sales of alcohol.
 - h. Any visits by Brent Council or emergency service.

The incident log shall be made available to an authorised officer of Brent Council, or the Police.

29. There shall be at least four Level 5 or Level 6 qualified First Response Emergency Care (FREC) on site between 12:00 - 20:00 during the event.
30. The medical tent shall be clearly signed posted and the location shall be made obvious to all attendees.
31. All medical staff shall be equipped with radios and communication devices.
32. A fire safety risk assessment and an emergency evacuation policy shall be submitted to BSAG either as separate documents or incorporated within the final EMP.

The Prevention of Public Nuisance

33. A telephone number shall be made available to residents for complaints regarding noise. Any noise complaint received shall be logged, including the date and time of the complaint and any action taken in response
34. The premises licence holder shall comply with all the requirements of any agreed noise management plan.

35. Clear legible notices are to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.
36. The premises licence shall undertake a waste management plan and provide bins to be situated throughout the premises licence area.

The Protection of Children from Harm

37. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport, or proof of age card with the PASS Hologram. A Challenge 25 notice shall be conspicuously displayed at the point of sale.
38. Children under the age of 16 shall not be permitted to enter the event without an accompanying responsible adult.
39. A Lost/Found Children & Vulnerable Persons Policy shall be in place for the event and a system for lost children including a safe place for them whilst their parent or guardian is found. All SIA staff and event staff shall be informed of their responsibility in respect of this policy.

From: Maldoom, Edwin
Sent: 08 January 2026 09:27
To:
Cc: Legister, Linda; Business Licence
Subject: RE: New Premises Licence Application: Holi 2026, Roe Green Park (REF: 37000)

Good morning Jaz,

Thank you for your prompt response.

As such, given the below agreement regarding the conditions, I confirm that I have no objections to make against the premises licence application.

Edwin Maldoom

Licensing Enforcement Officer

From:
Sent: 07 January 2026 21:13
To: Maldoom, Edwin
Subject: Re: New Premises Licence Application: Holi 2026, Roe Green Park (REF: 37000)

Dear Edwin

I hope all is well.

Yes, i adhere to the attached,

Thanking you

Jaz

On 7 Jan 2026, at 13:58, Maldoom, Edwin wrote:

Good afternoon Jaz,

Happy new year, I hope you are keeping well.

As you may recall, I am the delegated officer for the Licensing Authority, authorised to exercise its statutory function as a Responsible Authority under the Licensing Act 2003. We've previously corresponded regarding similar premises licence applications for Barnham Park, Roe Green Park, and King Edward VII Park over the last couple of years.

Having carefully reviewed the premises licence application and the supporting Event Management Plan, I don't have any overall concerns regarding this premises licence application. I would however be most grateful if you could let me know if you would consider taking on the attached proposed conditions to form annex two of the premises licence. I don't believe the ones I have put forward are that dissimilar to the information set out within the initial EMP – I have just translated them into workable conditions that I believe are proportionate, justifiable, and capable of being met.

Of course, you are free to accept, amend or reject the attached annex two conditions. It's important to find the right balance between promoting the four licensing objectives and having conditions in place that work for you. With that said, if you do reject all the proposed conditions and no mediation can be found then I would most likely submit a formal representation against the premises licence application.

As you are aware, there is only a 28-day consultation period for premises licence applications. Therefore, I have had to tie some of the conditions into the current EMP and BSAG. I'm mindful that the EMP is an ever-evolving document with further BSAG input and perhaps the current EMP might not be fully reflective of the finalised EMP.

Many thanks,

Edwin Maldoom
Licensing Enforcement Officer
Regulatory Services
Brent Council



TERRITORIAL POLICING

**Mr Jaz Walia
Asian Events Media
Roe Green Park,
Kingsbury.
HA9 9HA**

Your Ref: 37000

Our ref: 01QK/775/25/3122NW

NW BCU Licensing Department - Brent
Wembley Police Station
603, Harrow Road
Wembley
HA0 2HH
Tel: 07500 087 115
Email: Phil.S.Graves@met.police.uk
Web: www.met.police.uk

Date: Thursday 8th of January 2026

Police representations to the application for a two-day premises license for 'Holi 2026 & International Women's Day – Roe Green Park, Kingsbury HA9 9HA'

Police certify that we have considered the application shown above and wish to make representations that the likely effect of the grant of the application is detrimental to the London Local Authorities Act 1990 to 2000 for the reasons indicated below.

Police are 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, police would be in a position to withdraw their representations.

**Officer: PC Phil Graves
Licensing Constable 3122NW**

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.

An application has been made for a two-day premises license under section 17 of the licensing act 2003. The Police representations are concerned with all four of the licensing objectives, namely:

- The prevention of crime and disorder.
 - Public safety.
- The prevention of public nuisance; and
- The protection of children from harm.

The Application

The application is to celebrate Holi 2026 and International Women's Day on the 7th and 8th of March 2026 in Roe Green Park, Kingsbury. This is a two-day event involving music, dance and the sale of alcohol from 12.00 to 19.00 hours. The estimated number of people at any one time is two-thousand five hundred (2,500) people.

Police Representations

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

Security

1. There shall be a minimum of fifteen (15) SIA, four (4) supervisors (of a suitable gender mix) on duty and two (2) security managers
2. All guests entering the venue shall have any bags in their possession physically searched by SIA at the entrance.
3. Targeted pat downs will operate at the entrance points by SIA staff where deemed appropriate.
4. Any unlawful objects found during these searches (drugs, weapons etc) shall be seized by SIA staff and placed in secure locked location. Any person found with these items be refused entry to the event and the police notified if deemed necessary.
5. Any persons appearing drunk upon entry shall be refused entry.
6. Any person found to be drunk inside the venue shall be removed from the venue by SIA

Alcohol

7. Guests will not be allowed to bring in their own alcohol to the event.
8. The only alcohol to be sold at the venue shall be beer / lager. No wines, spirits or other alcoholic beverages shall be permitted.
9. A 'Challenge 25' policy shall be adopted and adhered to at all times.
10. Acceptable proof of age shall include identification bearing the customer's photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport

Other

11. Wrist bands shall be issued to each guest entering the venue. This system shall be able to produce an accurate number of patrons at the venue at any one time to the police or any official from Brent council if requested.
12. The licensable area will be fenced off with Heras panels with a minimum height of 2 metres so that unauthorized persons cannot access the event

If the above conditions were agreed in full, police would be able to withdraw representations.

Yours Sincerely,

**PC Phil Graves 3122NW
NW BCU - Brent Licensing
Philip.Graves@met.police.uk**

From: Phil.S.Graves
Sent: 08 January 2026 14:30
To: Business Licence
Cc: i
Subject: RE: New Premises - Holi 2026, Roe Green Park, NW9 - 37000 - Police Reps

Good afternoon Brent,

Myself and Jaz are both in agreement with the attached, so police withdraw reps.

Thanks,

Phil

CC Jaz – thanks for the prompt response.

From:
Sent: 08 January 2026 14:28
To: Graves Phil S - NW-CU
Subject: Re: New Premises - Holi 2026, Roe Green Park, NW9 - 37000 - Police Reps

Dear Phil

I hope all is well and a very Happy New Year to you.

Yes, i agree with the attached.

Thanking you

Jaz

On 8 Jan 2026, at 13:46, <Phil.S.Graves@met.ac.uk> wrote:

Good afternoon Jaz,

I hope you had a good Xmas and New Year. Please find the attached police conditions for the Holi and International Women's festivals. If you are in a position to agree to the attached police will withdraw reps.

Thanks,

Phil

CC Brent Council

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Police & Licensing Agreed Conditions

Holi Festival, Roe Green Park, Kingsbury Road, NW9

- 1 The premises licence holder, or a representative on behalf of the premises licence holder shall attend any Brent Council Safety Advisory Group (BSAG) meetings upon invitation.
- 2 The premises licence holder, or representative on behalf of the premises licence holder, shall comply with any recommendations made by BSAG. This includes any amendment to the Event Management Plan (EMP) or any request made for further supporting documentation.
- 3 The premises licence holder shall ensure that they adhere to all the provisions set out within their final EMP.
- 4 The finalised EMP and other supporting documents shall be submitted to BSAG at least 14 days before the event start date.
- 5 No permitted licensable activities can take place should the event be ultimately refused by BSAG.
- 6 No person other than the premises licence holder is authorised by the Licensing Authority to hold the event. Should the premises licence be transferred no event can be held without the re-consideration of an EMP by BSAG.
- 7 The maximum number of attendees (excluding authorised staff members) present at any given time during the event shall not exceed 2,500 persons.
- 8 Tickets must be purchased either on-site from an authorised seller or via an authorised online website. The total number of tickets for each event day shall not exceed 2,500.
- 9 No entry shall be permitted to attendees unless a valid ticket is produced upon ingress to the designated premises licence event area.
- 10 All patrons shall be issued a wristband which must be worn at all times whilst inside the designated premises licence event area. This system shall be able to produce an accurate number of patrons at the venue at any one time to the police or any official from Brent council if requested.

The Prevention of Crime and Disorder

- 11 There shall be a minimum of 15 SIA staff present throughout the event day. This number shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.
- 12 As part of the Event Management Plan (EMP), the premises licence holder shall undertake a written risk assessment to determine the deployment of SIA staff,

including:

- a. The number of SIA staff stationed at the public entrance
- b. The number of SIA staff patrolling the designated event area
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The minimum number of SIA staff in each area shall be documented within the EMP. These numbers shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.

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- 18 Any unlawful objects found during these searches (drugs, weapons etc) shall be seized by SIA staff and placed in secure locked location. Any person found with these items shall be refused entry to the event and the police notified if deemed necessary.
- 19 Any person appearing drunk upon entry shall be refused entry.
- 20 Any person found to be drunk inside the venue shall be removed from the venue by SIA.
- 21 Guests will not be allowed to bring in their own alcohol to the event.
- 22 The only alcohol to be sold at the venue shall be beer / lager. No wines, spirits or other alcoholic beverages shall be permitted.
- 23 There shall be no high strength beers, lagers, and ciders above 6.0% ABV shall be sold at the event.
- 24 Any drinks sold shall be provided in polycarbonate, aluminium can or similar non glass drinking vessels.

Public Safety

- 25 Valid public liability insurance shall be in place during the event days.
- 26 All electrical equipment shall be checked and approved by a certified electrician to ensure that they are safe.
- 27 Heras fencing shall be installed around the perimeter of the designated premises licence event area.
- 28 There shall be at least four emergency exits within the designated premises licence event area.
- 29 The entrance/exit point (including evacuation points) shall be clear, obvious and remain unobstructed to ensure safe ingress and egress for attendees and staff.
- 30 In the case of an emergency evacuation, stewards and SIA staff members shall assist the attendees in leaving the premises in a safe manner. The evacuation procedure shall also be announced on the PA system.
- 31 Prior to the event day security shall undertake a sweep of the designated premises licence event area. Such checks shall be recorded and logged, and the designated Security Manager shall confirm that the event is safe to open to the public.
- 32 Any stage, marquee or other temporary structure erected on the site shall not be used unless the respective Safety Manager can ensure that it complies with the relevant legal safety standards.
- 33 An incident log shall be kept and maintained at the premises which will record the following:
 - a. Any incidents of disorder or of a violent or anti-social nature.
 - b. Any accidents or medical incidents.
 - c. All crimes reported to the event staff, or by the event staff to the police.
 - d. All ejections of attendees or any instances where entry was refused.
 - e. Any complaints received.
 - f. Seizures of drugs or offensive weapons.
 - g. Any refused sales of alcohol.
 - h. Any visits by Brent Council or emergency service.

The incident log shall be made available to an authorised officer of Brent Council, or the Police.

- 34 There shall be at least four Level 5 or Level 6 qualified First Response Emergency Care (FREC) on site between 12:00 - 20:00 during the event.
- 35 The medical tent shall be clearly signed posted and the location shall be made obvious to all attendees.
- 36 All medical staff shall be equipped with radios and communication devices.
- 37 A fire safety risk assessment and an emergency evacuation policy shall be submitted to BSAG either as separate documents or incorporated within the

final EMP.

The Prevention of Public Nuisance

- 38 A telephone number shall be made available to residents for complaints regarding noise. Any noise complaint received shall be logged, including the date and time of the complaint and any action taken in response
- 39 The premises licence holder shall comply with all the requirements of any agreed noise management plan.
- 40 Clear legible notices are to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.
- 41 The premises licence shall undertake a waste management plan and provide bins to be situated throughout the premises licence area.

The Protection of Children from Harm

- 42 A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport, or proof of age card with the PASS Hologram. A Challenge 25 notice shall be conspicuously displayed at the point of sale.
- 43 Children under the age of 16 shall not be permitted to enter the event without an accompanying responsible adult.
- 44 A Lost/Found Children & Vulnerable Persons Policy shall be in place for the event and a system for lost children including a safe place for them whilst their parent or guardian is found. All SIA staff and event staff shall be informed of their responsibility in respect of this policy.