



Alcohol and Entertainment Licensing Sub-Committee

Tuesday 21 April 2026 at 10.15 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)
Long
L Smith

Substitute Members:

Councillors:

Akram, Chohan, Clinton, Hylton, Mahmood &
Ethapemi, Maurice

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:
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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 is to charitable purposes;
 - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).
- (b) The interests a 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 - 66

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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 the Eastern European Easter Festival on 3 May 2026. The event was previously scheduled for 2 & 3 May but is now confirmed for one day only. The application is to allow regulated entertainment from 12 noon to 7.00pm for 3000 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 a local resident.

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 Rep
- E. Resident Rep Continuation
- F. Licensing Rep
- G. Licensing Withdrawal
- H. Police Rep
- I. Police Withdrawal
- J. Agreed Police & Licensing Reps



Brent

NEW PREMISES LICENCE APPLICATION FORM

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

I/We JAZ WALIA.....

.....**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 Kingsbury NW9	
Post town	Post code

Telephone number of premises (if any)

Non-domestic rateable value of premises £

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 (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	2	0	5	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	3	0	5	2	0	2	6
---	---	---	---	---	---	---	---

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

3000

Please give a general description of the premises (please read guidance note 1)
Type There will be a stage with live performers from different european countries and dancers throughout the day and activities for kids as this will be an event for the local community .

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)

Type text here

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			Please give further details here (please read guidance note 4)	Both	
Tue					
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					
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					
Wed			Please give further details here (please read guidance note 4)		
Thur			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Fri			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 (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)		
Day	Start	Finish			
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)		
Tue					
Wed					
Thur			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 (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).	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
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)	Indoors	yes
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4) just some live singers with a band		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
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) Roe Green Park Kingsbury NW9		
Sat	12pm	7pm			
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	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for playing recorded music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
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	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

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)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			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					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [✓] (please read guidance note 3).	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 4)	Both		
Tue						
Wed				State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur						
Fri				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 (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	
Day	Start	Finish		Off the premises	
Mon			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)	Both	
Tue					
Wed			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 (please read guidance note 6)		
Thur					
Fri					
Sat					
Sun		Type 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.....

Date of Birth.....

Address.....

.....

Postcode.....

Personal Licence number(if known)

Issuing licensing authority (if known).....

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> <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 10 SIA badged security looking out for peoples 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 completly

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

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 jaz walia

Date ... 26th February 2026

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

Date

Capacity

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

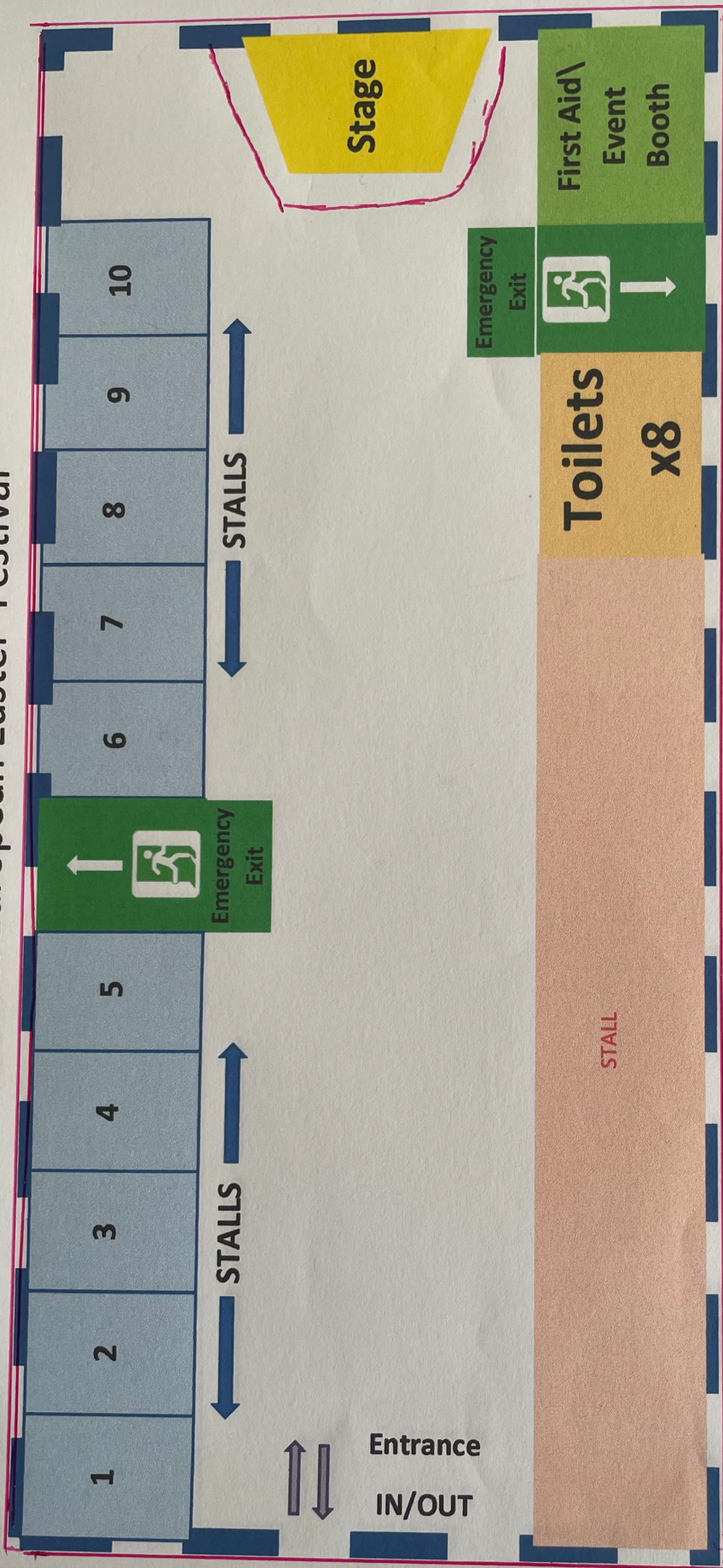
Home Office Immigration Enforcement
Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

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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Eastern European Easter Festival



Children Play Area

— Licensed AREA.

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Event Management Plan (Version 1)

Eastern European Easter Festival

Roe Green Park

Kingsbury

NW9

Sat 2nd & Sun 3rd May

12:00 – 19:00

Event Management Plan

Version 1.0

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 Walia	18/09/2025	Arsalan Khan	18/09/2025



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1. Introduction

This event management plan for Eastern European Easter 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 requirement 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 Operations Plan,
- Event Briefing Document,
- 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

Eastern European Festival will be a local Eastern European Community based event. Activities at the event will include, a stage with live acts, dancers, music and stalls. The aim is for this event to become an annual event and we believe it will be beneficial to the local Community from in and around the area of Kingsbury.

2.1 Event Summary

Event Title:	Eastern European Easter Festival
Event Date:	Saturday 2 nd & Sunday 3 rd May 2026
Event Owner:	Asian Events Media
Police Attendance:	<ul style="list-style-type: none">Internally: Local Safer Neighborhood TeamExternal: N/A
Security Threat Level:	There is no specific intelligence to suggest that there is any particular threat to this event
Event Attendance:	3000
Ticket Sales on the Day:	Ticketed Event
Crowd Profile:	<ul style="list-style-type: none">Mainly local residentsFamily orientated crowd
Search Protocol:	<ul style="list-style-type: none">Targeted Pat Down may occur (not children)100% Bag Search, no large bags permitted entryMale staff to search male spectators - Female staff to search females only
Transport Arrangement:	<ul style="list-style-type: none">Local transport via Bus 203 routeMeter controlled parking in the local area.
Alcohol Policy:	<ul style="list-style-type: none">No alcohol on sale for this event.

2.2 Event Planning Arrangements

Please see site map sent separately .

- There is no intelligence to suggest that 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 12:00 with a free-flowing ingress to the area, through a single entrance point to the south of the site.
- 4 Designated exit points are available for egress, one in the north-east, one in the west and two in the south.

2.3 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.

Full details of the Safety Management Arrangements for this event are set out in the Event Briefing Document, which is available to all security personnel working the event.

2.4 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 i.e., 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

2.5 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	Site Build Up
08:00	Event Briefing
08:30	Site Build Up Curfew
09:00	Vendor Setup
10:00	Pre-Event Checks
11:45	All Staff on position for open
12:00 noon	Public Entrance Opens
13:00	First Act on Stage
17:00	Last Act off Stage
18:30	End of Event – Sweep of all public areas.
19:30	Vehicles on site for de-rig

Security Company K4	
Name	[REDACTED]
Organisation	K4 Group- Security
Contact	[REDACTED]
Medical company	
Name	[REDACTED]
Organisation	R.J.O Medical
Contact	[REDACTED]
License / Designated Premises Supervisor	
Name	Jaz Walia
Organisation	Asian events media
Contact	07958763961

2.6 Security/Stewarding Arrangements

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

- 1 x Supervisor
- 4 x SIA Search at Main Entrance
- 4 x SIA at the Main Stage
- 4 x Stewards (one for each egress point)
- 2 x Sia for Roaming Incident Response.

2.7 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 behavior
- Attention to drug use in any part of the event.

2.8 Search & Screen Stance

For this event the following search & screen posture has been directed by the Event Operations Media based on current intelligence:

- Random and Targeted Pat Down Search and 100% Bag Search delivered at the Main Entrance.
- The search profile for this event will be confirmed for all staff via the briefing process
- Security to pre-warn customers approaching search areas to have bags ready
- Staff briefed in respect of Restricted and Prohibited items
- No Glass or Cans, Plastic bottles allowed (No Alcohol)
- Spectators will be subject to a pat down search.
- Male searchers will not conduct 'pat downs' of females and children but may wand search these spectators

Any spectator who refuses to be searched will be refused entry to the venue and the refusal will be reported to



police.

2.9 Medical Arrangements

First Aid post locations will be at our Event Booth and there will be 2 x First Aiders Frec 3 & Frec 4
Any requests for first aid or ambulance should be made through the DJ Booth via radio and not to the 999 services.
We can get help quicker this way.

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 this is in compliance with RIDDOR regulations and procedures.

St John Ambulance must provide information on the total number of patients treated, and provide RIDDOR forms where applicable.

3.0 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

Ticketing Overview

This will be a ticketed event and at entry pointy we will be putting on wristbands to all that will be attending and will be using a clicker in and out system at entry / exit point at all times. We will also be keeping a count on the wristbands and for the 2nd day the wrist bands will be in a different colour .

Re-entry

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

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 4,000 wristbands will be allocated.

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.

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.

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

4.1 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.

4.2 Road Closures

No road closures for this event.

4.3 Temporary HVM

No HVM in use for this event.

4.4 Ingress Searching Arrangements

The searching of supporters arriving at the event will take place at the Main Entrance point. A deployment of Licensed Search Stewards and Stewards to deliver the document search and screen posture.

There will be no ticket scanning process delivered due to it being a ticketless event.

4.5 Permitted Items

The following items are permitted into the event:

- Bags that comply with the event Bag policy.
- Blankets.
- Small quantities of food & for personal consumption.
- 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.

4.6 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

4.7 Restricted Items

Asian Events Media will not permit entry of any Restricted Items into the Venue. 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.

4.8 Parking

There is no general public access parking at the event site. Parking should take place in the designated public parking bays or suitable local car park or at nearby streets.

We normally recommend to everyone to come via public transport

Capacity Calculation

100m (length) x 60m (width) = 6,000 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:

<i>Activity Type</i>	<i>Space per Person</i>	<i>Use Case</i>
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, toilets, etc.)	Add 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 × 0.70 = 4,200 m² 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

Role

Responsibility

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

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

Role

Responsibility

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.

5. 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

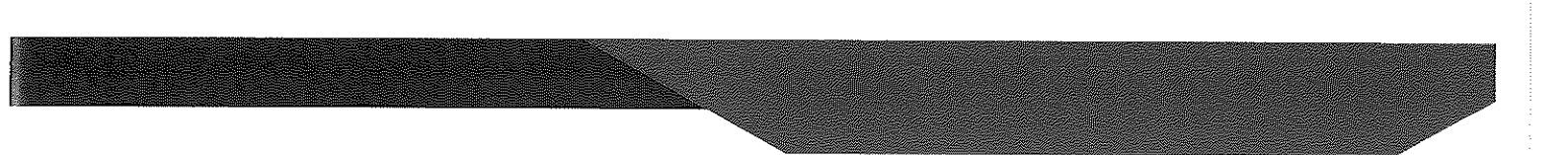
- Debriefing of all staff
- Incident documentation
- Feedback from emergency services

Crowd Management Strategy

- * Constant monitoring of crowd build-up
- * Designated escape and dispersal routes for use if required

8. 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. Fire Safety Overview

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

Pre event checks will be undertaken to ensure all equipment on site does not pose a fire hazard. Suitable firefighting equipment will be made available on site, especially in food stall areas and around the main stage. 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 999.

6. Alcohol Management

6.1 Alcohol Management Arrangements (AMP)

For this event, alcohol will not be on sale. Alcohol will also not be permitted to enter the site (see list of restricted items).

6.2 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.

6.3 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.

6.4 Intoxicated customers, conflicts and ejections

Measures are in place to ensure this event is “alcohol free”. Any persons in breach of this will be ejected from site at the direction of the Event Operations Manager.

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 ejections and CCTV used to monitor the ejection when reasonably practicable.

6.5 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 in dealing in drugs, will be arrested via security and handed over to the police.

6.6 Crime Reporting

Any reportable crimes will be reported direct 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.

7. Security Plan

7.1 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 authorised 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.

7.2 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).

7.3 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.

7.4 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.

7.5 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.

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 utilising 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	When an amber rated alert is first received at the Event Control, the Security Manager will initially authorize a radio broadcast to alert all radio holders. The message will be broadcast to the specific channel and additional channels dependent on the nature and location of the response.
Radio Message	"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". The nature and location of the alert will be identified to the relevant staff within the effected zone. In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the PA system, preceded by the chimes :- "Attention please, attention please -Will the Event Manager Proceed to the AMBER ZONE I repeat Will the Event Manager Proceed to the AMBER ZONE (in the)"
PA Announcement	All staff must return to their posts in a state of readiness and await further instruction from a supervisor/manager.
Action	
Red Response	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.
Radio Message	"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". The Radio Channel Operators will ensure the relevant supervisors and managers are notified, and acknowledge receipt of the message.
Radio Silence	NB It is important that radio silence is implemented except for communications relating to the incident. In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the PA system preceded by the chimes :-
PA Announcement	"Attention please, attention please -Will the Event Manager proceed to the RED ZONE, I repeat, will the Event Manager proceed to the RED ZONE(*in the)". 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.
Action	

Evacuation	Should it become necessary to evacuate the site the following evacuation message will be given over the PA system preceded by the chimes:
PA Announcement	“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.”
Action	Stewards and security to take up designated positions as directed unless told otherwise by a supervisor.
De-Escalation	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; “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 EVCAUTION 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.

Evacuation muster Point for staff will be briefed to all staff.

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. Cleansing Management

AEM will be supplying all of the waste management services. We will be using Greenline Environmental company who will be providing 20 x 240L grey bins with black bags.

There will be 4 x litter pickers throughout the day going around litter picking and also changing filled bags with new ones. The filled bags will have a designated area where these will be kept out of the public area and come evening the truck will arrive and all the bins and rubbish will be removed completely from the event area.

12. Event Structures

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

Food Structure

No further information has been provided at this time.

Stage

The stage is 8m x 6m platform being supplied by AEM.

From: [REDACTED]
Sent: 13 March 2026 12:29
To: Business Licence <business.licence@brent.gov.uk>
Subject: Application 37521 - Roe Green Park 2-3 May 2026 - objection

Dear licencing team

I wish to formally oppose the above application for the following reasons:

1. Previous festivals have **ruined the grass** in the park not only from footfall but from vehicles parking on the grass. No care or attention has been given to the grass area when holding such festivals. As yet, no attempt has been made to repair the damage either by the organiser or the Council. The grass does not have time to recover because there has been so many festivals in recent months.
2. Whilst these festivals are operating, local residents are **unable to use the park for its purpose** of leisure, walking their dogs, enjoying nature, benefitting from a calm environment etc. etc.
3. The availability of **alcohol** is a concern because of the potential for crime, noise and ASB.
4. People that live close to the park are forced to endure **noise, parking problems and litter** strewn on surrounding streets.
5. Previous festivals have been **misleadingly advertised** in that the one before Christmas was advertised as a Christmas Market, the recent event was advertised as including a celebration for Internation Women's Day. Neither of these were the case, both were solely Eastern European events thus displaying the fact that these events are clearly **not inclusive** to other cultures.

Having stated all of the above valid objections to yet another event being held in Roe Green Park, severe damage to the grass is a major issue which requires urgent attention.

Yours faithfully

[REDACTED]

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From:

Sent: 06 April 2026 19:43

To: Legister, Linda

Subject: Re: Application 37521 - Roe Green Park 2-3 May 2026 - objection

Dear Ms Legister

Thank you for your email below in which you state that in response to my objection, your only involvement in the above event is noise and litter. All my other concerns are considered to be irrelevant.

I acknowledge the fact that there will be no alcohol sold but that is not to say that people may bring their own alcohol for consumption at the event.

With such events, noise is always an unwelcome inconvenience for local residents. Music carries far and wide from the park and interferes with locals enjoying the peace and quiet of the park and can also be heard clearly in their own homes.

I am, however, pleased to report that the company did a good clean-up regarding litter following their previous event. The grass however remains severely damaged but it appears that this, along with my other objections listed below are not to be considered by your department.

I accept that the conditions agreed by the Police and the Licensing Authority do go some way in addressing some of my concerns. Moreover, I noticed at the last event, there was an increased security presence and the event seemed well managed apart from lack of care to the grass and the parking issues.

Having said all of the above I wish to uphold my objections and request that my representations are considered by the sub-committee.

Yours sincerely

From: Legister, Linda

Sent: Tuesday, March 31, 2026 14:43

To:

Subject: FW: Application 37521 - Roe Green Park 2-3 May 2026 - objection

Dear

Thank you for your representation against the time-limited premises licence application pertaining to the Eastern European Easter Festival being held on 3 May.

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.

Please note that only the below parts of your representation can be taken as relevant to the four licensing objectives:

No. 4 – Noise & litter.

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

Nos – 1, 2 & 5 also parking concerns are not a consideration under the Licensing Act 2003

With reference to No. 3, there is no alcohol for sale at this event.

The Licensing Authority (acting as a Responsible Authority) and the Police have consulted on the application, agreed a number of conditions with the applicant and withdrawn their representations. I have attached these for your reference.

It should be noted that refusal of the premises licence application does not constitute refusal of the whole event, that is a matter for Brent Safety Advisory Group to determine.

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 **Thursday 9 April 2026**.

Many thanks

Regards

Linda Legister
Licensing Applications Officer
Regulatory Services

From: Maldoom, Edwin

Sent: 20 March 2026 09:50

To: asianeventsmedia

Cc: Legister, Linda; Business Licence

Subject: New Time Limited Premises Licence Application - Eastern European Easter Festival, Roe Green Park (REF: 37521)

Good afternoon Jaz,

I hope you are keeping well.

As you are aware, I am the delegated officer for the Licensing Authority, authorised to exercise its statutory function as a Responsible Authority under the Licensing Act 2003. As such, 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 there is only a 28-day consultation period for premises licence applications, I've 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

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**New Premises Licence Application - Proposed Annex Two Conditions
Eastern European Easter Festival, Roe Green Park (REF: 37521)
(Time limited: 3 May 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 3,000 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 3,000.
9. No entry or re-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 no alcohol sold, permitted, or consumed within the designated premises area.
12. Any drinks sold shall be provided in polycarbonate, aluminium can or similar non glass drinking vessels.

13. There shall be a minimum of 10 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.
14. As part of the EMP, the premises licence holder shall undertake a risk assessment to determine the deployment of SIA staff, including:
 - a. The number of SIA staff stationed at the main entrance
 - b. The number of SIA staff stationed at the stage
 - c. The number of SIA staff patrolling the designated event area as part of the Roaming Incident Team

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.

15. All SIA staff shall be equipped with radios or other communication devices
16. In addition to SIA staff, there shall be at least one designated Event Operations Manager and Security Manager. Furthermore, a minimum of four stewards shall be working at the event. The number of stewards shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.
17. All attendees entering the designated event area shall be subject to bag checks and screening for prohibited or restricted items by SIA staff stationed at the main entrance. These checks shall be conducted in accordance with the finalised Event Management Plan (EMP), specifically 2.8 (Search & Screen Stance) and 7.5 (Searching Arrangements).

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.
18. 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.

Public Safety

19. Valid public liability insurance shall be in place during the event days.
20. All electrical equipment shall be checked and approved by a certified electrician to ensure that they are safe. Any stage, marquee or other temporary structure erected on the site shall not be used unless it complies with the relevant legal safety standards.
21. Heras fencing shall be installed around the perimeter of the designated premises licence event area.

22. There shall be at least three emergency exits within the designated premises licence event area.
23. The entrance/exit point (including evacuation points) shall be clear, obvious and remain unobstructed to ensure safe ingress and egress for attendees and staff.
24. 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.
25. 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.
26. 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 visits by Brent Council or emergency service.

The incident log shall be made available to an authorised officer of Brent Council, or the Police for up to six weeks after the event.
27. The medical tent shall be clearly signed posted and the location shall be made obvious to all attendees.
28. There shall be at least two Level 3 or Level 4 qualified First Response Emergency Care (FREC) on site during the event. All medical staff shall be equipped with radios or other communication devices.
29. 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

30. Any noise complaint received shall be logged, including the date and time of the complaint and any action taken.
31. The premises licence holder shall comply with all the requirements of any agreed noise management plan.
32. 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.

33. 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

34. Children under the age of 16 shall not be permitted to enter the event without an accompanying responsible adult.

35. 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: 20 March 2026 09:59
To: asianeventsmedia
Cc: Legister, Linda; Business Licence
Subject: RE: New Time Limited Premises Licence Application - Eastern European Easter Festival, Roe Green Park (REF: 37521)

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.

Best regards,

Edwin Maldoom
Licensing Enforcement Officer
Regulatory Services

From:
Sent: 20 March 2026 09:54
To: Maldoom, Edwin
Subject: Re: New Time Limited Premises Licence Application - Eastern European Easter Festival, Roe Green Park (REF: 37521)

Dear Edwin Maldoom

I hope all is well.

Yes, i do accept the attached.

Thanking you
Jaz

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**METROPOLITAN
POLICE**

Working together for a safer London

TERRITORIAL POLICING

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

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

Your Ref: 37521

Our ref: 01QK/116/26/3122NW

Date: Friday 13th of March 2026

Police representations to the application for a two-day premises license for 'Eastern European Easter Festival 2026 – 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 an Eastern European Easter Festival on the 2nd and 3rd of May 2026 in Roe Green Park, Kingsbury. This is a two-day event involving music and dance from 12.00 to 19.00 hours on both days. There is no sale of alcohol at this event. The estimated number of people at any one time is three thousand (3,000) 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) stewards (of a suitable gender mix) on duty and one manager.
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 were 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 person 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 alcohol to the event.
8. Alcohol will not be sold / supplied in any capacity at this event to either guests or staff.

Other

9. A Counter / clicker system, along with wrist bands shall be issued to each guest entering the site. This system will enable staff to produce an accurate figure of the number of people who are at the event.
10. The licensable area will be fenced off with Heras panels with a minimum height of 2 metres so that unauthorized people 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: 13 March 2026 15:26

To: Business Licence

Cc: asianeventsmedia

Subject: RE: New 1 Day Premises - Eastern European Easter Festival, Roe Green Park, NW9 - 37521 - Police Reps

Brent,

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

Jaz – thanks for the very prompt response,

Phil

From:

Sent: 13 March 2026 15:21

To: Graves Phil S - NW-CU

Subject: Re: New 1 Day Premises - Eastern European Easter Festival, Roe Green Park, NW9 - 37521 - Police Reps

Dear Phil Graves

Yes, i agree with the attached.

Thanking you

Jaz

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