



## Alcohol and Entertainment Licensing Sub-Committee

**Tuesday 27 October 2026 at 2.30 pm**  
virtual via Zoom

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

### Membership:

#### Members

Councillors:

Aden (C)  
Chowdhury  
Vakani

#### Substitute Members:

Councillors:

Aden, Alexandre, Burn, Clinton, Do Rosario,  
Mahmood, Mulaisho

**For further information contact:** Devbai Bhanji, Governance Assistant  
Tel: 020 8937 6841; Email: [devbai.bhanji@brent.gov.uk](mailto:devbai.bhanji@brent.gov.uk)

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

### **Notes for Members - Declarations of Interest:**

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

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

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

### **\*Disclosable Pecuniary Interests:**

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

### **\*\*Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
  - To which you are appointed by the council;
  - which exercises functions of a public nature;
  - which is directed 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 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          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>1 Apologies for absence and clarification of alternate members</b>                                                                                                                                                          |               |
| <b>2 Declarations of Interests</b>                                                                                                                                                                                             |               |
| 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. |               |
| <b>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</b>                             | <b>1 - 96</b> |

Agenda republished on 15 October 2026 to include an updated version of attachment 3.6 (Applicants response to public representations)

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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 1-day premises licence for the European Christmas Festival on 29 November 2026. 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 Licensing Officers, their representation has 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. Licensing Rep
- F. Licensing Withdrawal



# 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<br>Roe Green Park Kingsbury NW9 |           |
| Post town                                                                                                            | Post code |

Telephone number of premises (if any)

Non-domestic rateable value of premises

## Part 2 - Applicant details

Type t

Please state whether you are applying for a premises licence as

Please tick ✓ Yes

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

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

Please tick ✓ Yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒ yes
- I am making the application pursuant to a
- o Statutory function or ☐
- o A function discharged by virtue of Her Majesty's prerogative ☐

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

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

Surname

First names

e JAZ

WALIA

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

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

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

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr ☐

Mrs ☐

Miss ☐

Ms ☐

Other title  
(for example, Rev) ☐

Surname

First names

Date of Birth

I am 18 years old or over ☐ (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 |   |   |   |
|-----|---|-------|---|------|---|---|---|
| 2   | 9 | 1     | 1 | 2    | 0 | 2 | 6 |

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

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 2 | 9 | 1 | 1 | 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 to come and celebrate the festive season

**What licensable activities do you intend to carry on from the premises?**

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

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

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

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

**In all cases complete boxes K, L and M**

**A**

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

## B

|                                                                            |       |        |                                                                                                                                                                                                       |  |          |  |
|----------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------|--|
| <b>Films</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Will the performance of films take place indoors or outdoors or both</b> – please tick [✓] (please read guidance note 3).                                                                          |  | Indoors  |  |
|                                                                            |       |        |                                                                                                                                                                                                       |  | Outdoors |  |
|                                                                            |       |        |                                                                                                                                                                                                       |  | Both     |  |
| Day                                                                        | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)                                                                                                                                 |  |          |  |
| Mon                                                                        |       |        |                                                                                                                                                                                                       |  |          |  |
| Tue                                                                        |       |        |                                                                                                                                                                                                       |  |          |  |
| Wed                                                                        |       |        | <b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)                                                                                                        |  |          |  |
| Thur                                                                       |       |        |                                                                                                                                                                                                       |  |          |  |
| Fri                                                                        |       |        | <b>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</b> (please read guidance note 6) |  |          |  |
| Sat                                                                        |       |        |                                                                                                                                                                                                       |  |          |  |
| Sun                                                                        |       |        |                                                                                                                                                                                                       |  |          |  |

## C

|                                                                                             |       |        |                                                                                                                                                                                                      |  |  |  |
|---------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>Indoor sporting events</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Please give further details</b> (please read guidance note 4)                                                                                                                                     |  |  |  |
| Day                                                                                         | Start | Finish | <b>State any seasonal variations for indoor sporting events</b> (please read guidance note 5)                                                                                                        |  |  |  |
| Mon                                                                                         |       |        |                                                                                                                                                                                                      |  |  |  |
| Tue                                                                                         |       |        |                                                                                                                                                                                                      |  |  |  |
| Wed                                                                                         |       |        | <b>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</b> (please read guidance note 6) |  |  |  |
| Thur                                                                                        |       |        |                                                                                                                                                                                                      |  |  |  |
| Fri                                                                                         |       |        |                                                                                                                                                                                                      |  |  |  |
| Sat                                                                                         |       |        |                                                                                                                                                                                                      |  |  |  |
| Sun                                                                                         |       |        |                                                                                                                                                                                                      |  |  |  |

## D

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

## E

|                                                                                 |       |        |                                                                                                                                                                                                                                                 |          |     |
|---------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|
| <b>Live Music</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Will the performance of live music take place indoors or outdoors or both</b> – please tick [✓] (please read guidance note 3)                                                                                                                | Indoors  | yes |
|                                                                                 |       |        |                                                                                                                                                                                                                                                 | Outdoors |     |
|                                                                                 |       |        |                                                                                                                                                                                                                                                 | Both     |     |
| Day                                                                             | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)<br>just some live singers with a band                                                                                                                                     |          |     |
| Mon                                                                             |       |        |                                                                                                                                                                                                                                                 |          |     |
| Tue                                                                             |       |        |                                                                                                                                                                                                                                                 |          |     |
| Wed                                                                             |       |        | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)                                                                                                                                            |          |     |
| Thur                                                                            |       |        |                                                                                                                                                                                                                                                 |          |     |
| Fri                                                                             |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)<br><br>Roe Green Park Kingsbury NW9 |          |     |
| Sat                                                                             |       |        |                                                                                                                                                                                                                                                 |          |     |
| Sun                                                                             | 12pm  | 7pm    |                                                                                                                                                                                                                                                 |          |     |

## F

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

## G

|                                                                                            |       |        |                                                                                                                                                                                                        |  |          |     |
|--------------------------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------|-----|
| <b>Performances of dance</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Will the performance of dance take place indoors or outdoors or both</b> – please tick [✓] (please read guidance note 3).                                                                           |  | Indoors  | yes |
|                                                                                            |       |        |                                                                                                                                                                                                        |  | Outdoors |     |
|                                                                                            |       |        |                                                                                                                                                                                                        |  | Both     |     |
| Day                                                                                        | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)                                                                                                                                  |  |          |     |
| Mon                                                                                        |       |        |                                                                                                                                                                                                        |  |          |     |
| Tue                                                                                        |       |        |                                                                                                                                                                                                        |  |          |     |
| Wed                                                                                        |       |        | <b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)                                                                                                        |  |          |     |
| Thur                                                                                       |       |        |                                                                                                                                                                                                        |  |          |     |
| Fri                                                                                        |       |        |                                                                                                                                                                                                        |  |          |     |
| Sat                                                                                        |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |  |          |     |
| Sun                                                                                        | 12pm  | 7pm    |                                                                                                                                                                                                        |  |          |     |
|                                                                                            |       |        |                                                                                                                                                                                                        |  |          |     |

# H

|                                                                                                                                               |       |        |                                                                                                                                                                                                                                                                        |          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing                                                                                                                                                                                           |          |                          |
| Day                                                                                                                                           | Start | Finish | <b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)                                                                                                                                               | Indoors  | <input type="checkbox"/> |
| Mon                                                                                                                                           |       |        |                                                                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/> |
|                                                                                                                                               |       |        |                                                                                                                                                                                                                                                                        | Both     | <input type="checkbox"/> |
| Tue                                                                                                                                           |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                                                                           |          |                          |
|                                                                                                                                               |       |        |                                                                                                                                                                                                                                                                        |          |                          |
| Wed                                                                                                                                           |       |        |                                                                                                                                                                                                                                                                        |          |                          |
| Thur                                                                                                                                          |       |        | <b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)                                                                                                            |          |                          |
|                                                                                                                                               |       |        |                                                                                                                                                                                                                                                                        |          |                          |
| Fri                                                                                                                                           |       |        |                                                                                                                                                                                                                                                                        |          |                          |
| Sat                                                                                                                                           |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
|                                                                                                                                               |       |        |                                                                                                                                                                                                                                                                        |          |                          |
| Sun                                                                                                                                           |       |        |                                                                                                                                                                                                                                                                        |          |                          |

I

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

J

|                                                                                        |       |                |                                                                                                                                                                                                        |                  |  |
|----------------------------------------------------------------------------------------|-------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--|
| <b>Supply of alcohol</b><br>Standard days and timings<br>(please read guidance note 7) |       |                | <b>Will the supply of alcohol be for consumption</b><br>(Please tick box ✓) (please read guidance note 8)                                                                                              | On the premises  |  |
|                                                                                        |       |                |                                                                                                                                                                                                        | Off the premises |  |
|                                                                                        |       |                |                                                                                                                                                                                                        | Both             |  |
| Day                                                                                    | Start | Finish         |                                                                                                                                                                                                        |                  |  |
| Mon                                                                                    |       |                | <b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)                                                                                         |                  |  |
| Tue                                                                                    |       |                |                                                                                                                                                                                                        |                  |  |
| Wed                                                                                    |       |                | <b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b><br>(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)

| Day  | Start | Finish |
|------|-------|--------|
| Mon  |       |        |
| Tue  |       |        |
| Wed  |       |        |
| Thur |       |        |
| Fri  |       |        |
| Sat  |       |        |
| Sun  | 12pm  | 7pm    |

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

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

**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 people's safety all times and will remove such individuals if necessary from the event

**d) The prevention of public nuisance**

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

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

There will be security on site at all times looking out for any harm that may occur to any one on the day of the event. Also, there will be no bottles allowed on site and no bottle drinks etc available and sold on the day by any vendor

## 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 ... 2<sup>nd</sup> September 2026 .....

Capacity ... Organiser .....

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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](http://www.brent.gov.uk/privacy)

You are providing your information to Brent Council, contact details [business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk). The Council's Data Protection Officer can be contacted via [dpo@brent.gov.uk](mailto: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](http://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](mailto: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

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

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# **Event Management Plan**

## **European Christmas Festival**

Roe Green Park

Kingsbury

NW9 0PJ

29<sup>th</sup> November 2026

12:00 to 19:00

# Event Management Plan

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

## Version Control and Amendments

| Version Number | Updated By | Updated On | Checked By | Date |
|----------------|------------|------------|------------|------|
| 1              | Jaz (AEM)  | 02/09/2026 |            |      |
|                |            |            |            |      |
|                |            |            |            |      |

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## 1. Introduction

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

### 1.1 Associated Reference Documents

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

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

### 1.2 Legal Disclaimer

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

## 2. Event Overview

The Eastern European Festival on the 2<sup>nd</sup> & 3<sup>rd</sup> May will be a local community-based event. Activities at the event will include a stage with dancers, music and food. It is a ticketed event with around 3000 people expected in attendance

### Event Summary

|                                 |                                                                                                                                               |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Title:</b>             | European Christmas Festival                                                                                                                   |
| <b>Event Date:</b>              | 29 <sup>th</sup> November 2026                                                                                                                |
| <b>Event Owner:</b>             | Asian Events Media                                                                                                                            |
| <b>Police Attendance:</b>       | <ul style="list-style-type: none"> <li>Internally: N/A</li> <li>External: N/A</li> </ul>                                                      |
| <b>Security Threat Level:</b>   | There is no specific intelligence to suggest that there is any particular threat to this event – current threat level substantial             |
| <b>Event Attendance:</b>        | 3000. Ticketed event.                                                                                                                         |
| <b>Ticket Sales on the Day:</b> | £5 per ticket.                                                                                                                                |
| <b>Crowd Profile:</b>           | <ul style="list-style-type: none"> <li>Mainly local residents</li> <li>Family orientated crowd</li> </ul>                                     |
| <b>Search Protocol:</b>         | <ul style="list-style-type: none"> <li>100% Bag Search</li> <li>Random &amp; Targeted wand person search (if required)</li> </ul>             |
| <b>Transport Arrangement:</b>   | <ul style="list-style-type: none"> <li>Local transport via Bus &amp; Train</li> <li>Limited onsite parking</li> <li>Local parking.</li> </ul> |
| <b>Alcohol Policy:</b>          | <ul style="list-style-type: none"> <li>Sale of alcohol beer only</li> </ul>                                                                   |
|                                 | <ul style="list-style-type: none"> <li></li> </ul>                                                                                            |

### 2.2 Supplier management:

| Community/ Religious Suppliers Management |                    |
|-------------------------------------------|--------------------|
| <b>Event Owner</b>                        |                    |
| <b>Name</b>                               | Jaz Walia          |
| <b>Organisation</b>                       | Asian Events Media |
| <b>Contact</b>                            | 07459686198        |
| <b>Event Organiser</b>                    |                    |
| <b>Name</b>                               | Jaz Walia          |
| <b>Organisation</b>                       | Asian Event Media  |
| <b>Contact</b>                            | 079587463961       |
| <b>Security Company</b>                   |                    |
| <b>Name</b>                               | Arsalan Khan       |
| <b>Organisation</b>                       | K4 Group- Security |
| <b>Contact</b>                            | 07534800999        |
| <b>Medical company</b>                    |                    |
| <b>Name</b>                               | Ryan O'Neil        |
| <b>Organisation</b>                       | R.J.O Medical      |
| <b>Contact</b>                            | 07563525869        |

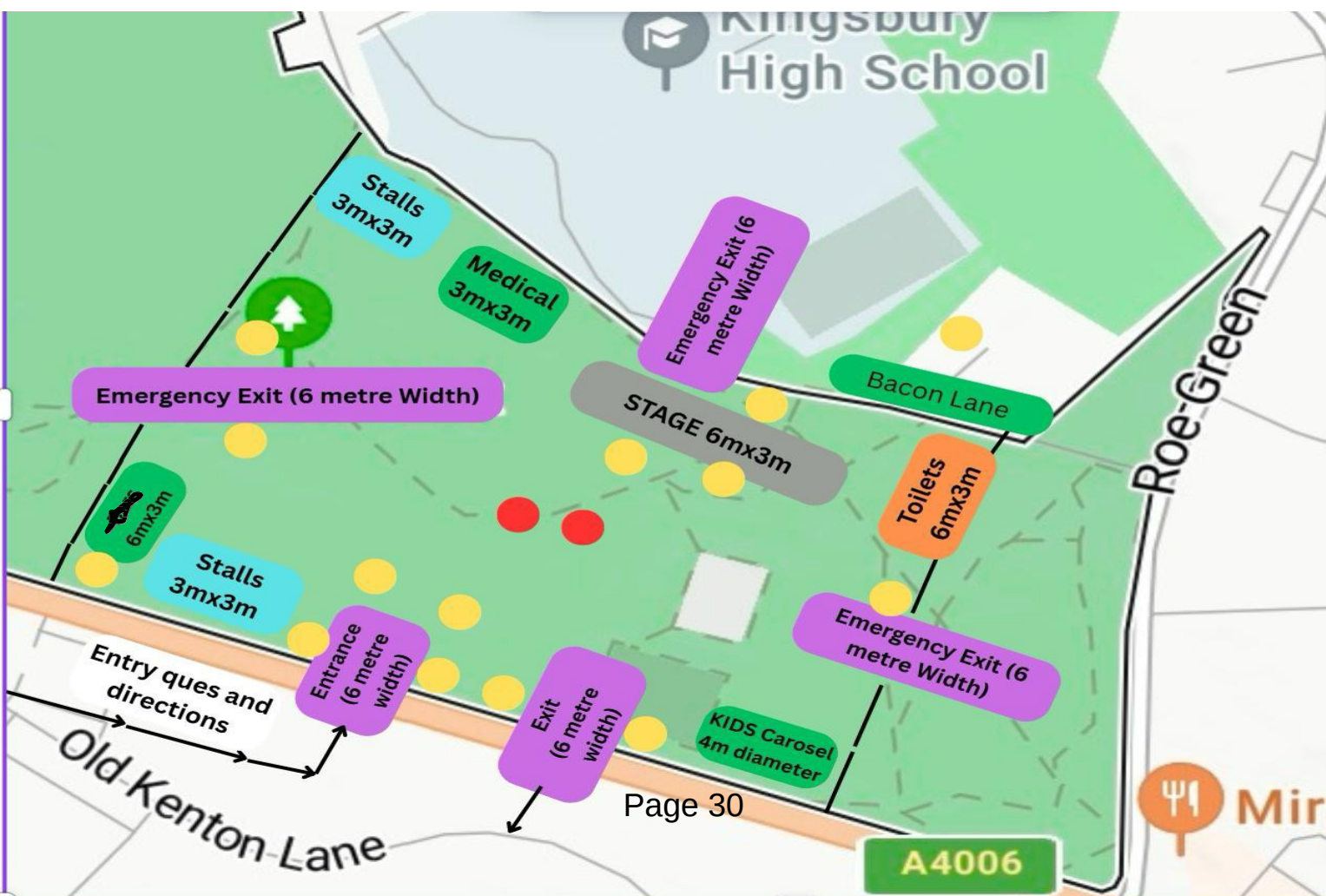
| License / Designated Premises Supervisor |                    |
|------------------------------------------|--------------------|
| Name                                     | Jaz Walia          |
| Organisation                             | Asian Events Media |
| Contact                                  | 07958763961        |

### 2.3 Event Planning Arrangements

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

### 2.4 Safety Management Arrangements

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





## 2.5 Responsibilities – Event Operations Manager

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

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

## 2.6 Operations Timetable

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

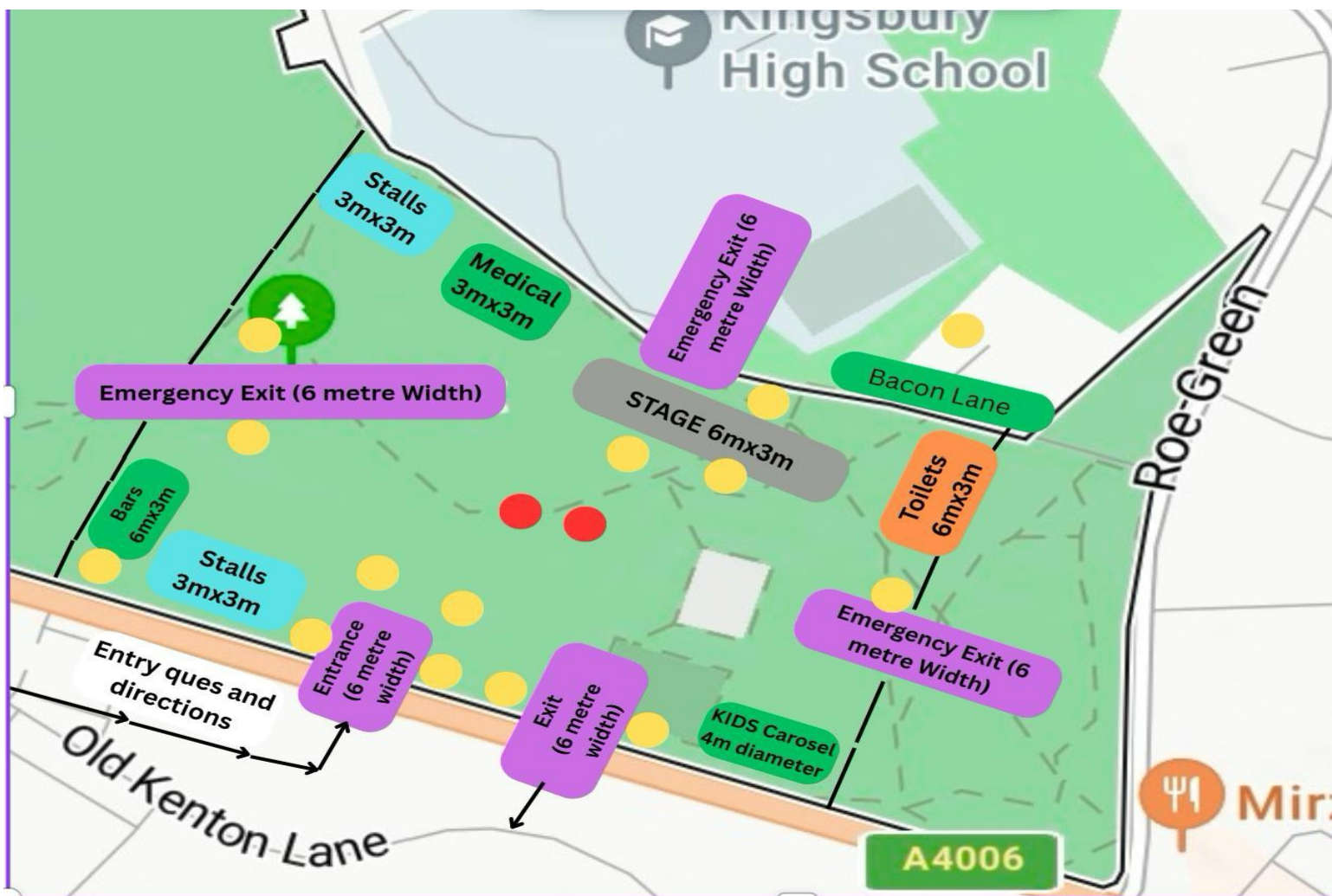
Key Timings for this Event are:

|                            |                                                          |
|----------------------------|----------------------------------------------------------|
| 07:00 29 <sup>th</sup> Nov | security and event prep.                                 |
| 09:00                      | Early Operation Team Arrives on Site                     |
| 10:30                      | Event Staff Arrive                                       |
| 11:00                      | Event Briefing                                           |
| 11:30                      | Pre Event Checks Start                                   |
| 12:00                      | Public Entrance Opens                                    |
| 12:30                      | Festival Activities Officially Commence ( Stage, Food, ) |
| 18.30                      | Final Announcement/ Closing Act Begin                    |
| 19:00                      | Event Closure                                            |
| 20:00-22:00                | Event Derig and Vendor Pack Down                         |
| 22:00                      | Site closed                                              |

## 2.7 Security/Stewarding Arrangements

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

- 4 x security at the entrance
- 2 x at the stage area
- 1 x behind the stage where the artist will be coming in and out from
- 1 x security at each of the 2 emergency exits
- 1 x security at the vehicle access point
- 2 x security at the Bacon Lane barrier point
- 2 x roaming on the out side of the perimeter of the fencing





**2.8 Security/Stewarding Priorities**

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

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

## **2.9 Search & Screen Stance**

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

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

## **2.10 Information/Organizer Contact Points**

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

## **2.11 Event Toilet Facilities**

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

### 3. Ticketing Arrangements

#### 2.1 Ticketing Overview

This will be a ticketed event. Tickets are available for £5 on the day.

#### 2.2 Re-entry

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

#### 2.3 Wrist banding

On 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 3000 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.

#### 2.4 Staff Wristbands

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

#### 2.5 Wristband Samples

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

## 4. Ingress & Egress Management Overview

### 3.1 Ingress & Egress Safety

All roads surrounding the event are open as per usual, with no specific measures in place for this event. Ingress and egress will occur on the paths as per normal due to the low crowd numbers in attendance. The maximum expected attendance of the event is 3000.

### 3.2 Road Closures

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

### 3.3 Temporary HVM

No HVM in use for this event.

### 3.4 Car Parking

There will be no guest car parking available on site. Security staff will be in place where the metal gate into the park at the Bacon Lane entry point is located at all times so no vehicles will be allowed into the park at all. The only cars that will be allowed / escorted in will be those such as the artists that are performing throughout the day.

Those visiting by cars will need to find their own parking but the organizer will make sure that everyone knows that there is no parking on site and to use public transport where possible and this message is also on our promo leaflets.

We will inform the Church and speak to Margaret and Clive Bond about our event and will make sure that their visitors are not inconvenienced at all throughout the day

### 3.5 Ingress Access Arrangements

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

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

### 3.6 Entry Queues and Directional Management

To ensure safe and orderly access:

- Clearly defined queuing lanes will be established using barrier systems at the main entrance.
- Signage will direct attendees from surrounding pathways towards the designated entry point.
- Separate lanes will be provided for:

- Standard ticket holders
- Re-entry guests
- Staff (where required)

- Security personnel and stewards will manage queues to prevent congestion and ensure pedestrian routes remain unobstructed.
- Queue lines will be positioned so as not to obstruct public footpaths within the park.
- Stewards will monitor queue lengths and implement phased admission if required to maintain safe crowd density.

This structured ingress and egress arrangement ensures controlled access, accurate attendance monitoring, and safe pedestrian flow throughout the duration of the event.

### **3.6 Ingress Searching Arrangements**

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

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

### **3.7 Permitted Items**

The following items are permitted into the performance area:

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

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

### **3.8 Prohibited Items**

The following items are prohibited in all circumstance:

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

### **3.9 Restricted Items**

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

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

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

Evacuation Management Plan

This Evacuation Management Plan outlines the procedures to safely evacuate attendees, staff and participants at Roe Green Park in the event of an emergency.

The maximum attendance is **3,000 persons**, and all designated exits provide **6 metres total clear width**, compliant with UK egress guidance (600mm per 250 persons).

1. Evacuation Triggers

Evacuation may be initiated in response to:

- Fire or smoke within the site
- Terror threat or suspicious package
- Severe crowd management failure or crush risk
- Structural failure (stage or temporary structure)
- Major medical emergency requiring site clearance
- Adverse weather conditions (e.g. high winds)
- Instruction from emergency services

2. Evacuation Responsibilities

| Role                            | Responsibility                                                                                                        |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Event Operations Manager        | Authorize full or partial evacuation; coordinate overall response; liaise with emergency services.                    |
| Safety & Security Officer       | Deploy stewards and security personnel; manage exit flow; secure affected areas; prevent re-entry.                    |
| Stewards                        | Direct attendees to exits calmly; prevent congestion; assist with controlled dispersal.                               |
| Stage Manager / Production Lead | Stop performances immediately; isolate power where safe; assist with stage-front clearance.                           |
| Medical Staff                   | Provide triage and medical assistance; prioritize vulnerable persons; coordinate with ambulance services if required. |

3. Evacuation Routes

Primary Evacuation Route

- The **main entrance/exit (6m clear width)** will serve as the primary evacuation route.
- All gate leaves will be opened fully to maximize outflow capacity.

Directional Flow

- Stewards will guide attendees away from the hazard area.
- Clear pedestrian routes are maintained from:
  - Stage viewing area
  - Food trader zone

- Welfare and toilet facilities
- Attendees will disperse into surrounding open park space beyond the event perimeter.

## Emergency Access

- Dedicated emergency vehicle access routes will remain clear at all times.
- Security will maintain sterile access lanes for emergency services.

## 4. Evacuation Procedure

### 1. Decision to Evacuate

The Event Operations Manager, in consultation with the Safety & Security Officer and/or emergency services, authorizes evacuation.

### 2. Communication

- Performance stopped immediately.
- Public address announcement instructs attendees to leave calmly via the nearest exit.
- Stewards provide additional verbal direction as required.

### 3. Gate Operation

- Full 6 meters of exit width opened.
- One-way outward flow implemented.
- Re-entry suspended.

### 4. Assistance & Monitoring

- Medical staff assist any injured or vulnerable individuals.
- Stewards positioned at key points to prevent bottlenecks.
- Crowd directed into safe open space to avoid congestion at exit gates.

## 5. Evacuation Timeframes

### Exit Capacity Calculation

- 1 exit unit = 600mm
- 1 exit unit accommodates 300 persons
- $6,000\text{mm} \div 600\text{mm} = 10$  exit units
- $10 \text{ units} \times 300 \text{ persons} = \mathbf{3000 \text{ persons capacity}}$

### Estimated Evacuation Time

- Event space clearance: **8–12 minutes**
- Full dispersal into surrounding park/public areas: **15–20 minutes**

Times may vary depending on incident type, crowd behavior and emergency service direction.

## 6. Post-Evacuation Management

- Medical staff continue treatment where required.
- Headcount reconciliation undertaken using entry clicker data and staff register.
- No re-entry unless authorized.
- Incident recorded and reported in accordance with local authority requirements.

## 5. Security Plan

### 5.1 24/7 Security

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

The security officer will:

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

### 5.2 Boundary Security

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

### 5.3 Security Patrols (Off Hours)

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

### 5.4 Security Checks (Pre event)

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

### 5.5 Searching Arrangements

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

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

## **5.6 Permitted Items**

The following items are permitted into the performance area:

- Bags that comply with the event Bag policy.
- Blankets.
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Please note that the permitting of the above items will be subject to the discretion of the security team.

## **5.7 Prohibited Items**

The following items are prohibited in all circumstance:

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

## **5.8 Restricted Items**

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

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- Glass Bottles, glass of any kind, or cans
- Vacuum Flasks
- Video Cameras/Recording Devices
- Professional cameras and tripods
- Pets (only assistance dogs are permitted)

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

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

## 6. Fire Safety Overview

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

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

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

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

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

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

### **Fire Management Processes**

#### **Small Fire**

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

#### **Large Fire**

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

## 7. Alcohol Management

### 7.1 Alcohol Management Arrangements (AMP)

No Alcohol at this Festival .

#### **Duty of care in connection to alcohol**

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

### 7.2 Decanting and usage of glass & can containers

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

### 7.3 Intoxicated customers, conflicts and ejections

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

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

### 7.4 Event Drugs Policy

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

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

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

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

### **7.5 Crime Reporting**

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

## 8. Safeguarding – Children and Vulnerable Adults

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

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

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

### **Stay Calm:**

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

### **Assess the Situation:**

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

### **Maintain Visual Contact:**

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

### **Approach the Child:**

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

### **Reassure the Child:**

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

### **Identify the Child:**

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

### **Contact Security or Event Staff:**

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

### **Stay with the Child:**

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

### **Use Event Announcements:**

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

### **Search for the Parent or Guardian:**

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

### **Stay with the Child Until Reunited:**

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

### **Reunite Child and Parent:**

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

### **Contact the Police:**

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

### **Document the Incident:**

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

### **Review and Improve Procedures:**

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

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

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

## 9. Emergency Procedures

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

| Emergency Procedures   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PA Message</b>      | "Can Inspector Erif report to the [LOCATION]"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Amber Response</b>  | When an amber rated alert is first received at the Event Operations Manager will initially authorize a radio broadcast to alert all radio holders.<br>The message will be broadcast to the specific channel and additional channels (if in use) dependent on the nature and location of the response.                                                                                                                                                                                                                                                                                                     |
| <b>Radio Message</b>   | "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".<br>The nature and location of the alert will be identified to the relevant staff within the affected zone. In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the DJ system, preceded by the chimes :-<br><br>"Attention please, attention please -Will the Event Manager Proceed to the AMBER ZONE I repeat Will the Event Manager Proceed to the AMBER ZONE " |
| <b>DJ Announcement</b> | All staff must return to their posts in a state of readiness and await further instruction from a supervisor/manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Action</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Red Response</b>    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Radio Message</b>   | "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".<br><br>The Radio Channel Operators will ensure the relevant supervisors and managers are notified, and acknowledge receipt of the message.                                                                                                                                                                                                                                                                                                   |
| <b>Radio Silence</b>   | NB It is important that radio silence is implemented except for communications relating to the incident.<br><br>In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the DJ system preceded by the chimes :-                                                                                                                                                                                                                                                                                                                               |
| <b>DJ Announcement</b> | "Attention please, attention please -Will the Event Manager proceed to the RED ZONE, I repeat, will the Event Manager proceed to the RED ZONE".<br><br>All managers & supervisors must ensure all staff are in a state of readiness, and move to their designated evacuation positions. Please note,<br>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 DJ system preceded by the chimes:                                                                                                                                                                                                                                                                                                                                                                                        |
| DJ 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;<br>“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.”<br><br>“Would all Call Signs please note the event’s operational response status has returned to AMBER or (GREEN).<br>ALL STAFF TO CHECK THEIR AREA AND GO TO EVACUATION POINT |

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

Coded Messages:

Code **Red**: Fire / Smoke

Code **Black**: Unattended bag / suspicious package

Code **Green**: Medic / First Aid

Code **White**: Fight / Ejection required

Code **Pink**: Heightened alert of state

Code **Purple**: Venue lock down

Once the decision is made to evacuate the Area:

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

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

## 10. Risk Assessment Process and Requirements

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

## 11. Health and Safety Management

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

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

### **Pre Event**

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

### **During the Event**

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

### **Post Event**

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

## 12. Medical Plan

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

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

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

### Medical Call Signs and Codes:

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

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

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

## 13. Event Structures

### **14.1 Gazebos Structure.**

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

### **14.2 Food Structure**

No further information has been provided at this time.

### **14.3 Stage**

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

## 14. Catering Management

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

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

## 15. Noise Management

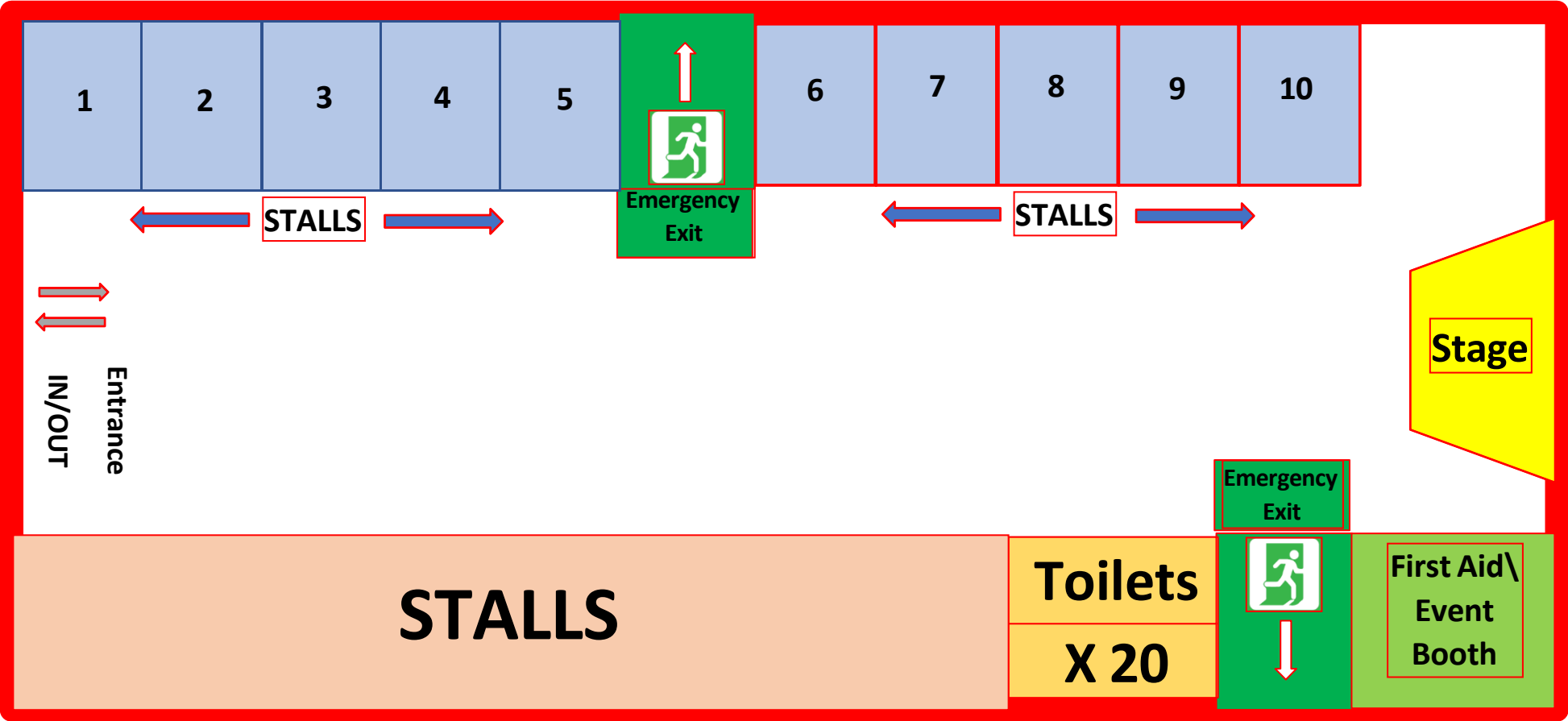
Amplified sound equipment will be used during the event, this is for music. The Event Organizer will constantly monitor the noise levels to ensure that it will be at an environmentally friendly level and does not exceed 65 decibels to the nearest resident property., using a digital decibel monitoring system. The music/noise timings and durations will be 12:00 – 19.00.. – and the sound will be monitored every half hour and we will also be keeping the recordings / data for reference.

Any noise complaints from local residents will be directed to the event Operations Manager and the contact number is 07958763961

## 16. Cleansing Management

AEM will be supplying all of the waste management services. Suitable Waste facilities will be available on site for the event. Such as litter pickers picking litter throughout the day and all rubbish bags will be removed and collected after the event closes. We will also have 10 x 240L tall bins and the litter pickers will be changing the bags throughout the day as they get filled up.

European Christmas Festival 2026



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**Dear Members of the Licensing Committee,**

**Re: European Christmas Festival Roe Green Park, Kingsbury Road, London NW9 9HA 29 November 2026**

I write to make a **formal representation** in respect of the above application.

My representation is upon my direct knowledge and experience of Roe Green Park and the impact that large organised events can have upon the park and surrounding residential area.

My concerns relate to the licensing objectives of: **Public Safety, Prevention of Public Nuisance, Prevention of Crime and Disorder, Protection of Children from Harm**

My principal concern is the management of **vehicle access to, movement within and parking upon Roe Green Park**, particularly given the extremely limited legitimate parking provision and the fact that an event on 29 November will involve significant pedestrian and vehicle movements during the hours of darkness.

## **1. PUBLIC SAFETY**

### **1.1 Vehicle access to open parkland**

My principal public-safety concern is the number and control of vehicles which may enter Roe Green Park before, during and after the proposed event.

I have personally witnessed, during a previous large event at Roe Green Park, numerous vehicles being driven onto and parked across open grassed areas, I estimate well over 100 hundred that I could see from one point. Vehicles were being driven, manoeuvred and parked in areas ordinarily used by pedestrians, families and children.

This created a chaotic and potentially dangerous situation in which vehicles and pedestrians were occupying the same open recreational space. With designated paths being used as a car park. This experience demonstrates why a detailed and enforceable vehicle-management plan is essential for the proposed European Christmas Festival, which by its very nature will attract many children and their safety should be a priority.

### **1.2 Extremely limited legitimate parking**

Brent Council's published information states that Roe Green Park has an on-site car park accommodating approximately 10 cars, this car park is permanently closed. Parking in surrounding residential roads is also limited and obstructs many junctions, driveways causing safety concerns.

It is therefore important that the Council establishes in advance how the potentially much greater number of vehicles associated with attendees, traders, contractors, performers and staff will be accommodated and flow of traffic maintained without parked vehicles causing obstruction.

The absence of sufficient parking provision must not result in drivers entering and parking indiscriminately and illegally upon open parkland. There must be credible plan for managing this entirely foreseeable demand.

### **1.3 Unauthorised motor vehicles parking in Roe Green Park to attend the event**

Brent Council's Parks, Open Spaces, Cemeteries and Graveyards Public Spaces Protection Order restricts the use of motor vehicles within Brent parks and open spaces without the required consent.

I therefore ask the Council to establish precisely which vehicles, if any, will be authorised to enter Roe Green Park in connection with this event. The Event Management Plan should clearly identify:

- the maximum number of authorised vehicles;
- the purpose for which each category of vehicle requires access;
- authorised vehicle entrances and exits;
- designated vehicle routes;
- designated parking or loading areas;
- permitted vehicle-access times;
- how authorised vehicles will be identified; and
- **how all other vehicles will be physically prevented from entering open parkland.**

These arrangements should be clearly established before the event rather than left to individual drivers, or stewards or enforcement officers to resolve on the day.

### **1.4 Separation of vehicles and pedestrians**

Open parkland is fundamentally a pedestrian recreational environment. People walking through Roe Green Park do not ordinarily expect substantial numbers of motor vehicles to be travelling across grassed areas. Allowing vehicles and pedestrians to occupy the same unrestricted space creates a foreseeable risk of collision and injury.

Any authorised vehicle route should therefore be **physically separated from pedestrian areas wherever reasonably practicable**. Physical controls are preferable to reliance solely upon cones, signs or verbal instructions.

### **1.5 Reversing vehicles**

Reversing vehicles present a particular danger because a driver's field of vision can be substantially restricted. This is especially concerning in a public park where pedestrians may approach a vehicle from several directions and where children may be below the driver's direct line of sight. The event should therefore be planned so that reversing movements are minimised.

Where reversing cannot reasonably be avoided, **no event-related vehicle should reverse within a pedestrian-accessible area unless the manoeuvre is controlled by an appropriately trained banksman or marshal.**

### **1.6 Children's playground**

Roe Green Park contains a children's playground. This makes effective vehicle control particularly important and being at the main entrance to the park the least effective or non-existent.

Children can behave unpredictably and cannot reasonably be expected to appreciate that vehicles may be manoeuvring in an area they ordinarily experience as pedestrian recreational space. There should therefore be an effective **vehicle exclusion zone around the children's playground.**

If the playground remains accessible during the event, physical barriers should separate children and families from all event-related vehicle routes and parking areas. This protection should not depend solely upon signs or instructions to drivers.

### **1.7 Darkness and the November event**

The date of the proposed event creates an additional and significant public-safety consideration. The festival is proposed for **29 November, (sunset is 3-56pm)** when darkness occurs considerably earlier than during spring or summer events.

Consequently, public dispersal, departure and site dismantling may occur after dark. At the conclusion of the event there may simultaneously be, substantial numbers of pedestrians leaving; families and children walking through the park; vehicles turning or reversing; vehicles entering or attempting to leave; vehicles looking for quick access from the park to avoid the queue, traders packing equipment.

This combination requires careful advance planning. A busy or frustrating departure environment must not be allowed to develop into uncontrolled vehicle movements across dark open parkland amongst pedestrians.

### **1.8 Lighting and safe movement after dark**

If any authorised vehicle movements are to take place after dark, the Event Management Plan should demonstrate that vehicle routes, pedestrian routes, entrances, exits, loading areas and any locations where pedestrians could encounter vehicles will be adequately illuminated. Particular attention should be given to areas where vehicles may turn or reverse.

Lighting should be sufficient to ensure public safety while being positioned and directed to minimise unnecessary light spill into neighbouring residential properties.

### **1.9 Build-up and dismantling**

Vehicle-management controls should not apply solely during the advertised public opening hours. Significant vehicle activity is likely to occur from site construction until dismantling. Traffic-management, stewarding, pedestrian-separation and vehicle-control requirements should therefore remain effective throughout **the entire period during which event-related vehicles are accessing the park.**

### **1.10 Enforcement within the park**

Restrictions are effective only if there is a credible means of enforcing them. I therefore request that Brent Council if allowing the licence identify in advance which Council service and authorised officers will be responsible for dealing with vehicles entering or parking upon parkland without permission.

In particular, I ask the applicant and Council to establish:

- which officers have responsibility for enforcing unauthorised motor-vehicle activity within Roe Green Park;
- whether appropriately authorised enforcement officers will be available during the event;
- what action can be taken against vehicles entering or parking without permission;
- what procedure applies where a vehicle creates an immediate danger or obstruction;
- who event security should contact when a driver refuses to comply with instructions; and
- whether enforcement will be proactively available or will depend upon residents reporting incidents after they have occurred.

The possibility of unauthorised vehicles entering the park during a planned large event is foreseeable. Enforcement arrangements should therefore be **proactive rather than merely reactive.**

### **1.11 Parking enforcement in surrounding residential roads**

The extremely limited legitimate parking provision within Roe Green Park also creates a foreseeable risk of parking pressure in surrounding residential roads.

I am concerned about vehicles potentially obstructing: residents' driveways; dropped kerbs; pavements; junctions; restricted parking areas; and routes required by emergency and essential-service vehicles.

I request that **Brent Parking Services be consulted in advance** and that consideration be given to an event-specific Civil Enforcement Officer presence during the principal arrival and departure periods. Where vehicles are parked in contravention of restrictions, appropriate enforcement action, including Penalty Charge Notices where legally applicable, should be taken. Residents should not have to make repeated individual complaints before enforcement officers attend a foreseeable parking problem associated with a planned event.

## 1.12 Emergency access

The applicant should demonstrate how unobstructed emergency access will be maintained throughout the event. This should include access for ambulances, fire appliances, police vehicles and other emergency or essential services both within the park and on surrounding roads.

Emergency routes should be clearly identified and protected against both authorised and unauthorised parking.

## 2. PREVENTION OF PUBLIC NUISANCE

### 2.1 Amplified music and announcements

Roe Green Park is surrounded by residential properties. The use of amplified music and announcements therefore has the potential to cause disturbance to nearby residents. The Council should carefully examine the applicant's proposed Noise Management Plan and establish:

- appropriate maximum noise levels;
- monitoring locations close to residential properties;
- how frequently readings will be taken;
- whether readings will be recorded and retained;
- who has authority to require an immediate reduction in volume; and
- how residents can contact event management while the event is taking place.

There should be an identifiable person always contactable on site with responsibility and authority for noise management.

### 2.2 Vehicle-related nuisance

Event-related vehicles can also cause nuisance through: The Council should therefore establish not merely when the entertainment finishes, but **when event-related vehicle activity and dismantling are expected to finish**. Appropriate controls should remain in place until the site has been cleared.

### 2.3 Artificial lighting

Artificial lighting will clearly be required for safe operation of a November event. However, substantial lighting equipment can also affect neighbouring residential properties. The Event Management Plan should therefore identify the type, location, direction and operating hours of significant lighting equipment.

Lighting should be sufficient for public safety but positioned and shielded where appropriate to minimise unnecessary light spill.

### 2.4 Litter and waste

A comprehensive waste-management plan should cover the **whole park and immediately affected surrounding area**, rather than merely the enclosed entertainment footprint.

It should address:

- litter collection during the event;
- adequate waste receptacles;
- recycling;
- food waste;
- post-event clearance; and
- inspection of the wider park following dispersal.

The park and surrounding area should be returned promptly to an acceptable condition.

## **2.5 Damage to grass and park infrastructure**

The proposed event takes place at the end of November, when ground conditions may be wet or soft. Vehicles, heavy equipment and concentrated pedestrian activity can damage grassed areas, paths and other park infrastructure.

The applicant should therefore demonstrate what ground-protection measures will be used and who will be responsible for the cost of reinstating any damage caused by the event. Vehicle access to soft grassed areas should be particularly carefully controlled.

## **3. PREVENTION OF CRIME AND DISORDER**

My concerns under this objective principally relate to effective security, management and control of a large public event. There should be sufficient appropriately trained security personnel and stewards to manage not only the principal entertainment area but also entrances, exits and locations where crowds and vehicles may interact.

There should be:

- a clearly identified event-control structure;
- sufficient security supervisors;
- reliable communications between stewards and event control;
- an incident log;
- clear procedures for dealing with persons refusing reasonable safety instructions;
- procedures for requesting Police or Council assistance where necessary; and
- clearly assigned responsibility for controlling each operational vehicle entrance.

Security personnel responsible for vehicle access should have clear instructions concerning which vehicles are authorised and should not be placed in a position where they are expected to control substantial numbers of vehicles without adequate personnel or support.

#### 4. PROTECTION OF CHILDREN FROM HARM

Roe Green Park is an important recreational space for children and contains a children's playground.

My principal concern under this objective is the potential interaction between **children and event-related vehicles**. Children may not appreciate that vehicles are operating in an area that they ordinarily experience as a pedestrian recreational space. A child may also be below the direct line of sight of the driver of a reversing vehicle.

For this reason, the combination of: **children, moving vehicles, open parkland, crowds and darkness** requires particularly careful management.

I therefore request that:

- event-related vehicles be excluded from the vicinity of the children's playground;
- physical barriers separate the playground and principal pedestrian areas from vehicle routes;
- unauthorised vehicles be physically prevented from entering open parkland;
- adequate lighting be maintained wherever authorised vehicles and pedestrians could potentially interact after dark.

These should be **preventative measures**, rather than relying upon intervention after an unauthorised vehicle has already entered a pedestrian area.

#### 6. REQUESTED CONDITIONS

If the Licensing Authority is minded to grant the application, I respectfully request consideration of appropriate, proportionate and enforceable conditions, where legally applicable, including:

1. **No unauthorised motor vehicle to enter or park upon open parkland.**
2. A defined maximum number of event-related vehicles authorised to enter the park.
3. All authorised vehicles to be identifiable and, where appropriate, recorded in advance.
4. Clearly defined authorised vehicle routes and parking/loading locations.
5. Physical barriers preventing vehicles from accessing unauthorised grassed and pedestrian areas.
6. An effective vehicle exclusion zone around the children's playground.
7. Physical separation of pedestrian and vehicle routes wherever reasonably practicable.
8. Adequate illumination of authorised vehicle routes, pedestrian routes, entrances, exits and crossing points during darkness.
9. Sufficient trained stewards at all operational vehicle entrances.
10. Vehicle-control arrangements to operate throughout build-up, the public event, dispersal and dismantling.

11. Advance liaison with Brent Parking Services regarding appropriate Civil Enforcement Officer deployment on surrounding residential roads.
12. Advance liaison with the appropriate Brent service responsible for enforcing unauthorised motor-vehicle activity within the park.
13. Unobstructed emergency-service access to be maintained at all times.
14. An appropriate Noise Management Plan incorporating monitoring at agreed locations and an identifiable person with authority to reduce amplified sound immediately.
15. An effective telephone contact through which residents can report excessive noise or other event-related problems while the event is taking place.
16. A comprehensive waste-management and post-event cleaning plan covering the wider affected park area.
17. Appropriate ground-protection measures and responsibility for reinstatement of damage caused to parkland or infrastructure.

Dear Members of the Licensing Committee,

Re: European Christmas Festival Roe Green Park, Kingsbury Road, London NW9 9HA 29 November 2026

I write to make a **formal representation** in respect of the above application.

My representation is upon my direct knowledge and experience of Roe Green Park and the impact that large organised events can have upon the park and surrounding residential area.

My concerns relate to the licensing objectives of: **Public Safety, Prevention of Public Nuisance, Prevention of Crime and Disorder, Protection of Children from Harm**

My principal concern is the management of **vehicle access to, movement within and parking upon Roe Green Park**, particularly given the extremely limited legitimate parking provision and the fact that an event on 29 November will involve significant pedestrian and vehicle movements during the hours of darkness.

## **1. PUBLIC SAFETY**

### **1.1 Vehicle access to open parkland**

My principal public-safety concern is the number and control of vehicles which may enter Roe Green Park before, during and after the proposed event.

I have personally witnessed, during a previous large event at Roe Green Park, numerous vehicles being driven onto and parked across open grassed areas, I estimate well over 100 hundred that I could see from one point. Vehicles were being driven, manoeuvred and parked in areas ordinarily used by pedestrians, families and children.

This created a chaotic and potentially dangerous situation in which vehicles and pedestrians were occupying the same open recreational space. With designated paths being used as a car park. This experience demonstrates why a detailed and enforceable vehicle-management plan is essential for the proposed European Christmas Festival, which by its very nature will attract many children and their safety should be a priority.

Firstly we do not have and never had 100 plus cars at all apart from the immediate event vehicles and vendor vehicles which do not exceed more than around 30 -35 cars which are normally escorted in slowly into the enclosed fenced area and then those vehicles do not then move till after the event is finished and again they do not leave till we are happy for them to do so as we make sure all of the event goers have left the site before we allow any car movement at all.

We have security at the top end of Roe Green main entrance and do not allow any vehicles in after 11am when we have a curfew for all vendors who do come to set up and then they remain there till the end of the event.

We also monitor and make sure that any vehicles that are coming in for the church at the top of Roe Green are also taken care of so no other random vehicles are allowed to come into the park further then that point as our security is there all day .

### **1.3 Extremely limited legitimate parking**

Brent Council's published information states that Roe Green Park has an on-site car park accommodating approximately 10 cars, this car park is permanently closed. Parking in surrounding residential roads is also limited and obstructs many junctions, driveways causing safety concerns.

It is therefore important that the Council establishes in advance how the potentially much greater number of vehicles associated with attendees, traders, contractors, performers and staff will be accommodated and flow of traffic maintained without parked vehicles causing obstruction.

The absence of sufficient parking provision must not result in drivers entering and parking indiscriminately and illegally upon open parkland. There must be credible plan for managing this entirely foreseeable demand.

#### 1.4 Unauthorised motor vehicles parking in Roe Green Park to attend the event

Brent Council's Parks, Open Spaces, Cemeteries and Graveyards Public Spaces Protection Order restricts the use of motor vehicles within Brent parks and open spaces without the required consent.

I therefore ask the Council to establish precisely which vehicles, if any, will be authorised to enter Roe Green Park in connection with this event. The Event Management Plan should clearly identify:

- the maximum number of authorised vehicles;
- the purpose for which each category of vehicle requires access;
- authorised vehicle entrances and exits;
- designated vehicle routes;
- designated parking or loading areas;
- permitted vehicle-access times;
- how authorised vehicles will be identified; and
- **how all other vehicles will be physically prevented from entering open parkland.**

These arrangements should be clearly established before the event rather than left to individual drivers, or stewards or enforcement officers to resolve on the day.

We have a list of all vehicles that are associated with the event from event vehicles which are only a few and then the hand full of the vendors vehicles. We have all of their vehicle details and we use 2 way radios amongst our staff and security and they always verify if there is a vehicle which is not on the list as no one other than the details of the vehicles on the list will be allowed to come in.

We have a cut off time of 10.30 max 11am when all vehicles in question are all in our event space and ready for the event to start at 12pm.

There is only one main entrance into the park via Roe Green / Bacon Lane and we also do have a security member at the entrance near the play area so no vehicles come through at all from that end as well.

#### 1.5 Separation of vehicles and pedestrians

Open parkland is fundamentally a pedestrian recreational environment. People walking through Roe Green Park do not ordinarily expect substantial numbers of motor vehicles to be travelling across grassed areas. Allowing vehicles and pedestrians to occupy the same unrestricted space creates a foreseeable risk of collision and injury.

Any authorised vehicle route should therefore be **physically separated from pedestrian areas wherever reasonably practicable**. Physical controls are preferable to reliance solely upon cones, signs or verbal instructions.

#### 1.6 Reversing vehicles

Reversing vehicles present a particular danger because a driver's field of vision can be substantially restricted. This is especially concerning in a public park where pedestrians may approach a vehicle from several directions and where children may be below the driver's direct line of sight. The event should therefore be planned so that reversing movements are minimised.

All of the vehicles come in one at a time with hazards on at all times and not driving more than 5mph and no further movements of any cars coming in thereafter unless it's a performer then again, it's only one car and the same rule and guidance applies and there will be extra member of security that will walk and escort the vehicle in.

Where reversing cannot reasonably be avoided, **no event-related vehicle should reverse within a pedestrian-accessible area unless the manoeuvre is controlled by an appropriately trained banksman or marshal.**

### 1.7 Children's playground

Roe Green Park contains a children's playground. This makes effective vehicle control particularly important and being at the main entrance to the park the least effective or non-existent.

Children can behave unpredictably and cannot reasonably be expected to appreciate that vehicles may be manoeuvring in an area they ordinarily experience as pedestrian recreational space. There should therefore be an effective **vehicle exclusion zone around the children's playground.**

If the playground remains accessible during the event, physical barriers should separate children and families from all event-related vehicle routes and parking areas. This protection should not depend solely upon signs or instructions to drivers.

We put Herras Fencing around our event area and we do not interfere with the children's play ground or the exercise area of the park at all as that is kept well clear for members of the public to use as they please throughout the day as they wish.

### 1.8 Darkness and the November event

The date of the proposed event creates an additional and significant public-safety consideration. The festival is proposed for **29 November, (sunset is 3-56pm)** when darkness occurs considerably earlier than during spring or summer events.

Consequently, public dispersal, departure and site dismantling may occur after dark. At the conclusion of the event there may simultaneously be, substantial numbers of pedestrians leaving; families and children walking through the park; vehicles turning or reversing; vehicles entering or attempting to leave; vehicles looking for quick access from the park to avoid the queue, traders packing equipment.

This combination requires careful advance planning. A busy or frustrating departure environment must not be allowed to develop into uncontrolled vehicle movements across dark open parkland amongst pedestrians.

### 1.9 Lighting and safe movement after dark

If any authorised vehicle movements are to take place after dark, the Event Management Plan should demonstrate that vehicle routes, pedestrian routes, entrances, exits, loading areas and any locations where pedestrians could encounter vehicles will be adequately illuminated. Particular attention should be given to areas where vehicles may turn or reverse.

Lighting should be sufficient to ensure public safety while being positioned and directed to minimise unnecessary light spill into neighbouring residential properties.

Again as this our 3rd year delivering the same event taking place around the same time this year and the same location we always make sure of everyone's safety and again we have Tower lights in place so come evening knowing it does get dark earlier they come on automatically so we have enough lighting that brightens the area.

#### **1.10 Build-up and dismantling**

Vehicle-management controls should not apply solely during the advertised public opening hours. Significant vehicle activity is likely to occur from site construction until dismantling. Traffic-management, stewarding, pedestrian-separation and vehicle-control requirements should therefore remain effective throughout **the entire period during which event-related vehicles are accessing the park.**

We do not have more than 5 vehicles that comes at different times prior to the event and again we make sure that all aspects of safety is covered at all times as we run around 30 plus events throughout the year in and around Brent & Harrow.

### 1.11 Enforcement within the park

Restrictions are effective only if there is a credible means of enforcing them. I therefore request that Brent Council if allowing the licence identify in advance which Council service and authorised officers will be responsible for dealing with vehicles entering or parking upon parkland without permission.

In particular, I ask the applicant and Council to establish:

- which officers have responsibility for enforcing unauthorised motor-vehicle activity within Roe Green Park;
- whether appropriately authorised enforcement officers will be available during the event;
- what action can be taken against vehicles entering or parking without permission;
- what procedure applies where a vehicle creates an immediate danger or obstruction;
- who event security should contact when a driver refuses to comply with instructions; and
- whether enforcement will be proactively available or will depend upon residents reporting incidents after they have occurred.

The possibility of unauthorised vehicles entering the park during a planned large event is foreseeable. Enforcement arrangements should therefore be **proactive rather than merely reactive.**

### 1.12 Parking enforcement in surrounding residential roads

The extremely limited legitimate parking provision within Roe Green Park also creates a foreseeable risk of parking pressure in surrounding residential roads.

I am concerned about vehicles potentially obstructing: residents' driveways; dropped kerbs; pavements; junctions; restricted parking areas; and routes required by emergency and essential-service vehicles.

I request that **Brent Parking Services be consulted in advance** and that consideration be given to an event-specific Civil Enforcement Officer presence during the principal arrival and departure periods. Where vehicles are parked in contravention of restrictions, appropriate enforcement action, including Penalty Charge Notices where legally applicable, should be taken. Residents should not have to make repeated individual complaints before enforcement officers attend a foreseeable parking

problem associated with a planned event.

In regards to local parking where it is available free for any member of the public to park is something we cannot control as long as the vehicle is parked legally and if not they will get a parking ticket / removed by Brent parking enforcement that operated on the day in and around the area.

### 1.13 Emergency access

The applicant should demonstrate how unobstructed emergency access will be maintained throughout the event. This should include access for ambulances, fire appliances, police vehicles and other emergency or essential services both within the park and on surrounding roads.

Emergency routes should be clearly identified and protected against both authorised and unauthorised parking.

In regards to the event itself we do have emergency exit points again managed by security who are all licensed and SIA badged / license and keep entrances clear at all times for such emergency vehicles that may need to enter the park they can enter very easily if needed.

## 2. PREVENTION OF PUBLIC NUISANCE

### 2.1 Amplified music and announcements

Roe Green Park is surrounded by residential properties. The use of amplified music and announcements therefore has the potential to cause disturbance to nearby residents. The Council should carefully examine the applicant's proposed Noise Management Plan and establish:

- appropriate maximum noise levels;
- monitoring locations close to residential properties;
- how frequently readings will be taken;
- whether readings will be recorded and retained;
- who has authority to require an immediate reduction in volume; and
- how residents can contact event management while the event is taking place.

There should be an identifiable person always contactable on site with responsibility and authority for noise management.

We have a decibel counter / monitor that we use and record the readings throughout the day to the nearest household and making sure it does not exceed 30 decibels and we have demonstrated the readings before and they were well within the limit and in most cases even lower.

### 2.2 Vehicle-related nuisance

Event-related vehicles can also cause nuisance through: The Council should therefore establish not merely when the entertainment finishes, but **when event-related vehicle activity and dismantling are expected to finish**. Appropriate controls should remain in place until the site has been cleared.

We always makes sure that all vehicles have left sight safely until site is cleared as this is always paramount for us as everything is controlled till the end even after the actual music is finished.

### 2.3 Artificial lighting

Artificial lighting will clearly be required for safe operation of a November event. However, substantial lighting equipment can also affect neighbouring residential properties. The Event Management Plan should therefore identify the type, location, direction and operating hours of significant lighting equipment.

Lighting should be sufficient for public safety but positioned and shielded where appropriate to minimise unnecessary light spill.

As mentioned before we have Tower lights on site for extra lighting as we do know that in November it does get darker early.

#### **2.4 Litter and waste**

We have a waste management company employed and we make sure that all rubbish has gone even last time we event went over and beyond our fenced event area to clear up as a good will gesture even that was not rubbish created by our event.

We have litter pickers on site during the event that do a marvelous job and come evening all the bags / rubbish is removed from the park.

A comprehensive waste-management plan should cover the **whole park and immediately affected surrounding area**, rather than merely the enclosed entertainment footprint.

It should address:

- litter collection during the event;
- adequate waste receptacles;
- recycling;
- food waste;
- post-event clearance; and
- inspection of the wider park following dispersal.

The park and surrounding area should be returned promptly to an acceptable condition.

## **2.5 Damage to grass and park infrastructure**

The proposed event takes place at the end of November, when ground conditions may be wet or soft. Vehicles, heavy equipment and concentrated pedestrian activity can damage grassed areas, paths and other park infrastructure.

The applicant should therefore demonstrate what ground-protection measures will be used and who will be responsible for the cost of reinstating any damage caused by the event. Vehicle access to soft grassed areas should be particularly carefully controlled.

## **3. PREVENTION OF CRIME AND DISORDER**

My concerns under this objective principally relate to effective security, management and control of a large public event. There should be sufficient appropriately trained security personnel and stewards to manage not only the principal entertainment area but also entrances, exits and locations where crowds and vehicles may interact.

There should be:

- a clearly identified event-control structure;
- sufficient security supervisors;
- reliable communications between stewards and event control;
- an incident log;
- clear procedures for dealing with persons refusing reasonable safety instructions;
- procedures for requesting Police or Council assistance where necessary; and
- clearly assigned responsibility for controlling each operational vehicle entrance.

Security personnel responsible for vehicle access should have clear instructions concerning which vehicles are authorised and should not be placed in a position where they are expected to control substantial numbers of vehicles without adequate personnel or support.

#### 4. PROTECTION OF CHILDREN FROM HARM

Roe Green Park is an important recreational space for children and contains a children's playground.

My principal concern under this objective is the potential interaction between **children and event-related vehicles**. Children may not appreciate that vehicles are operating in an area that they ordinarily experience as a pedestrian recreational space. A child may also be below the direct line of sight of the driver of a reversing vehicle.

For this reason, the combination of: **children, moving vehicles, open parkland, crowds and darkness** requires particularly careful management.

I therefore request that:

- event-related vehicles be excluded from the vicinity of the children's playground;
- physical barriers separate the playground and principal pedestrian areas from vehicle routes;
- unauthorised vehicles be physically prevented from entering open parkland;
- adequate lighting be maintained wherever authorised vehicles and pedestrians could potentially interact after dark.

These should be **preventative measures**, rather than relying upon intervention after an unauthorised vehicle has already entered a pedestrian area.

#### 6. REQUESTED CONDITIONS

If the Licensing Authority is minded to grant the application, I respectfully request consideration of appropriate, proportionate and enforceable conditions, where legally applicable, including:

1. **No unauthorised motor vehicle to enter or park upon open parkland.**
2. A defined maximum number of event-related vehicles authorised to enter the park.
3. All authorised vehicles to be identifiable and, where appropriate, recorded in advance.
4. Clearly defined authorised vehicle routes and parking/loading locations.
5. Physical barriers preventing vehicles from accessing unauthorised grassed and pedestrian areas.
6. An effective vehicle exclusion zone around the children's playground.
7. Physical separation of pedestrian and vehicle routes wherever reasonably practicable.
8. Adequate illumination of authorised vehicle routes, pedestrian routes, entrances, exits and crossing points during darkness.
9. Sufficient trained stewards at all operational vehicle entrances.
10. Vehicle-control arrangements to operate throughout build-up, the public event, dispersal and dismantling.

11. Advance liaison with Brent Parking Services regarding appropriate Civil Enforcement Officer deployment on surrounding residential roads.
12. Advance liaison with the appropriate Brent service responsible for enforcing unauthorised motor-vehicle activity within the park.
13. Unobstructed emergency-service access to be maintained at all times.
14. An appropriate Noise Management Plan incorporating monitoring at agreed locations and an identifiable person with authority to reduce amplified sound immediately.
15. An effective telephone contact through which residents can report excessive noise or other event-related problems while the event is taking place.
16. A comprehensive waste-management and post-event cleaning plan covering the wider affected park area.
17. Appropriate ground-protection measures and responsibility for reinstatement of damage caused to parkland or infrastructure.

All the rest of the above is all covered in our Event Management Plan as we take everything seriously when we organize our events at all times.

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**From:** Butt, Councillor Saqib

**Sent:** 14 September 2026 18:50

**To:** Business Licence; Mishra, Councillor Manoj; Mistry, Councillor Kanta; Patel, Councillor Jayanti; towncentreregeneration; Bajwa, Councillor Jasbinder

**Cc:** Prashar, Anu; Legister, Linda

**Subject:** RE: New 1 Day Premises Licence application - 39382 - Kingsbury & Queensbury

Hi Guys,

Thank you for your email.

I am supportive of this event.

Kind regards,

Cllr Saqib Butt

Labour Party Councillor for Kingsbury

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**From:** Mishra, Councillor Manoj

**Sent:** 15 September 2026 17:19

**To:** Patel, Councillor Jayanti; Business Licence; Butt, Councillor Saqib; Mistry, Councillor Kanta; Tatler, Councillor Shama; towncentreregeneration

**Cc:** Prashar, Anu; Legister, Linda

**Subject:** Re: New 1 Day Premises Licence application - 39382 - Kingsbury & Queensbury

Dear Licensing team,

I am supportive of this as well. Last time I think there were some issues around alcohol sale and clean up afterwards. Hope the team will ensure no such issues would be there this time.

Kind Regards

Cllr. Manoj Mishra

Conservative Cllr for Queensbury Ward (London Borough of Brent)

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**From:** Patel, Councillor Jayanti

**Sent:** 15 September 2026 08:45

**To:** Business Licence; Butt, Councillor Saqib; Mishra, Councillor Manoj >; Mistry, Councillor Kanta; Tatler, Councillor Shama; towncentreregeneration

**Cc:** Prashar, Anu; Legister, Linda

**Subject:** Re: New 1 Day Premises Licence application - 39382 - Kingsbury & Queensbury

Dear Licensing Team,

Thank you for sharing the details of the premises licence application for the European Christmas Festival at Roe Green Park.

I fully support community festivals and cultural celebrations in Queensbury, as they contribute positively to community cohesion, local engagement, and the activation of public spaces.

I am therefore supportive of this application.

Kind Regards

**Cllr. Jayanti Patel**

Conservative Councillor for Queensbury Ward (*London Borough of Brent*)

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**From:** Mistry, Councillor Kanta

**Sent:** 15 September 2026 22:03

**To:** Business Licence; Butt, Councillor Saqib; Mishra, Councillor Manoj; Patel, Councillor Jayanti; Tatler, Councillor Shama; towncentreregeneration

**Cc:** Prashar, Anu; Legister, Linda

**Subject:** Re: New 1 Day Premises Licence application - 39382 - Kingsbury & Queensbury

Dear Team,

I have no objections to the licence application for this event. I support this and these organisers have held this event in previous years.

Please ensure that parking procedures are followed.

**Cllr Kanta Mistry**

Conservative Councillor - Queensbury Ward

Deputy Mayor - Brent Council

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**New Premises Licence Application - Proposed Annex Two Conditions  
Eastern European Christmas Festival, Roe Green Park (REF: 39382)  
(Time limited: 29 November 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 15 SIA staff present throughout the event day. This number shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.

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 deployed elsewhere

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 Safety & Security Officer. 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 2.9 (Search & Screen Stance) and 3.6 (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 four Level 5 or Level 6 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:** 17 September 2026 12:04

**To:** info@asianeventsmedia.co.uk

**Cc:** Business Licence; Legister, Linda

**Subject:** RE: New Time Limited Premises Licence Application - Eastern European Christmas Festival, Roe Green Park (REF: 39382)

Good afternoon Jaz,

Thank you for your prompt response.

Given the below agreement regarding the attached conditions, I can confirm that the Licensing Authority have no objections to make against the premises licence application.

Many thanks,

Edwin Maldoom

Licensing Enforcement Officer

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**From:** [info@asianeventsmedia.co.uk](mailto:info@asianeventsmedia.co.uk)

**Sent:** 17 September 2026 12:00

**To:** Maldoom, Edwin

**Subject:** Re: New Time Limited Premises Licence Application - Eastern European Christmas Festival, Roe Green Park (REF: 39382)

Dear Edwin

Yes, i am wiling to accept your conditions.

Thanking you

Jaz

On 17 Sep 2026, at 09:50, Maldoom, Edwin wrote:

Good morning Jaz,

Thank you for sending that across.

Having carefully gone through the premises licence application and the supporting Event Management Plan, I don't have any overall concerns regarding this premises licence application. As such, 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.

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.

Many thanks,

Edwin Maldoom

Licensing Enforcement Officer