



Engineers Way
Wembley
Middlesex HA9 0FJ
TEL 07867183907
Email: mohammed.serdouk@brent.gov.uk

WEB www.brent.gov.uk

To: Tops Pizza Limited,
769 Harrow Road,
London HA0 2LW

RE: LICENSING ACT 2003
Licence: Premises Licence New Application
Application No: 30240
Our Ref: 30240

01 December 2023

Dear Sir, Madam,

Licensing Representation to the Initial Application for the Premises Licence Application related to **Tops Pizza, 769 Harrow Road, HA0 2LW.**

I certify that I have considered the application shown above and I wish to make a representation that the likely effect of the grant of the application is detrimental to the Licensing Objectives for the reasons indicated below.

An officer of the Licensing Authority, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The application has been made for a new premises licence under section 17 of the Act. The application is for Late Night Refreshments only with no Supply of Alcohol.

The Licensing Authority representations are primarily concerned with the four licensing objectives.

- the prevention of crime and disorder.
- public safety.
- the prevention of public nuisance.
- the protection of children from harm.

Licensable activity applied for:

Late Night Refreshments (LNR) No Changes	Start Time	End Time
Monday	23:00	02:30
Tuesday	23:00	02:30
Wednesday	23:00	02:30
Thursday	23:00	02:30
Friday	23:00	02:30
Saturday	23:00	02:30
Sunday	23:00	02:30

The opening hours of the premises: No Change	Start Time	End Time
Monday	11:00	02:30
Tuesday	11:00	02:30
Wednesday	11:00	02:30
Thursday	11:00	02:30
Friday	11:00	02:30
Saturday	11:00	02:30
Sunday	11:00	02:30

In addition:

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council.
2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
3. The CCTV system shall display on any recordings, the correct date and time of the recording.
4. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and servery counter.
6. Signage stating that CCTV is in operation at the premises will be clearly displayed at the premises.
7. A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises.
8. A clear and unobstructed view into the premises shall be maintained at all times.
9. Drivers shall not deliver to any person anywhere other than that at the residential / business address given when the order was placed. There shall be NO deliveries made to any open/public spaces.
10. Delivery drivers should be asked to keep noise to a minimum when collecting takeaways and must not be permitted to loiter unnecessarily.
11. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers.
12. Adequate and appropriate first aid equipment shall be available on the premises.
13. An incident log shall be kept at the premises, and made available for Inspection on request to an authorised officer of Brent Council or the Police, which will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) any faults in the CCTV system
- (f) any visit by a relevant authority or emergency service.

14. Deliveries shall be accepted between the hours of 09.00hrs and 18.00hrs.

15. Waste must not be placed externally between the hours of 21.00hrs and 08.00hrs.

16. No customers shall be allowed inside the venue after 02:30

17. No idling of delivery vehicles.

18. No unaccompanied children under the age of 16 allowed on the premises after 22:00.

19. The premises shall be staffed by a minimum of 2 persons after 21:00 hours until the close of business.

20. A suitable intruder alarm complete with panic button shall be fitted and maintained.

21. Fumes and smells - not to cause nuisance in the area.

22. All ventilation and extract systems shall be designed, installed, and maintained so as not to cause a nuisance to nearby properties.

In order for the Licensing Authority to withdraw this representation, it will be necessary for you to confirm in writing that you are willing to accept the above conditions.

Yours faithfully,

Mohammed Serdouk

Licensing Enforcement Officer

Brent Council