

Proposed Annex Two Licence Conditions
416 Ealing Road, Wembley, HA0 1JQ (REF: 35125)
(Time limited premises licence – Monday 22 September 2025 to Thursday 1 October 2025)

General

1. The maximum number of attendees (excluding authorised staff members) present for each day of the event shall not exceed 1500 persons.
2. The number of tickets allocated to the authorised online ticket provider must not exceed 1500 for each day of the event.
3. If 1500 tickets are sold online prior to any given event day, there shall be no on-site ticket sales permitted for that specific day.
4. No person shall be permitted entry to the designated premises licence event area unless they present a valid ticket.
5. All tickets must be checked by staff members to ensure that only ticket holders are admitted to the designated premises licence event area.
6. All attendees shall be issued a wristband upon entry which must be worn at all times whilst inside the designated premises licence event area.

The Prevention of Crime and Disorder

7. There shall be a minimum of 10 SIA-licenced staff on-site each day throughout the event.
8. There shall be at least one dedicated Security Manager and Security Supervisor. Additional stewards and volunteers shall also be present with their numbers being determined through a documented risk assessment.
9. All SIA staff, stewards and volunteers shall wear clothing that is clearly identifiable.
10. All SIA staff shall be equipped with radios and communication devices.
11. A log shall be kept of the SIA staff working on any day to include their full name, date of birth, SIA licence number, company and booking on-off times. A copy of SIA door supervisor log shall be available upon request by Police and authorised officers from Brent Council.
12. 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.

13. Signage shall be displayed at all entrances indicating searches might take place. Ticket conditions and website information shall indicate that searching might be undertaken.
14. SIA staff at the entrance of the premises shall:
 - i. Conduct searches, bag checks and screening for prohibited items.
 - ii. Manage the queue along Alperton Road to ensure that it's safe for all attendees and that noise is kept to a minimum.
15. The remaining SIA staff shall be patrolling the premises licence area to monitor the crowd inside the premises and undertake:
 - i. Regular patrols throughout the premises to monitor the crowd.
 - ii. Being prepared to respond quickly to any emergencies or incidents, including medical emergencies or disturbances.
 - iii. Managing access to restricted areas and ensuring that only authorised personnel are allowed in specific areas,
 - iiii. Ensuring that all event safety protocols are followed and assisting with crowd management to prevent overcrowding and maintain order.
16. An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:
 - i. Any incidents of disorder or of a violent or antisocial nature
 - ii. All crimes reported to the venue, or by the venue to the police.
 - iii. All ejections of patrons
 - iv. Any complaints received.
 - v. Seizures of drugs, prohibited items or offensive weapons.
 - vi. Any faults in the CCTV system
 - vii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.
17. Records shall be completed within 12 hours of any incident, and shall contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.
18. The logs shall be kept for at least 12 weeks after the premises licence has lapsed and shall be made available for inspection and copying upon request of an authorised officer of a responsible authority.
19. There shall be no admittance or re-admittance to the premises after 21:00 on Sunday to Thursday. There shall be notices clearly displayed at the exits informing attendees this policy.
20. There shall be no admittance or re-admittance to the premises after 22:00 on Friday and Saturday. There shall be notices clearly displayed at the exits informing attendees this policy.
21. Any attendee who refuses to be searched shall be refused entry to the designated premises event area

22. Attendees shall not be permitted to bring any item into the designated premises area that is either listed as prohibited or restricted within the EMP.
23. Any drinks sold shall be provided in polycarbonate, aluminium can or similar non glass drinking vessels.
24. The premises shall install, operate, and maintain a digital colour CCTV system. The CCTV system shall continually record whilst the premises are open for licensable activities and all recordings shall be kept for 31 days.
25. CCTV footage shall be made available to the Police and any authorised Officers from Brent Council upon request. CCTV footage shall be provided on removable media (i.e., USB, hard drive, CD etc..) upon request.
26. A member of staff who is conversant with the operation of the CCTV system shall always be available at the premises whilst the premises are open to the public.
27. The CCTV system shall display on any recordings, the correct date and time of the recording.
28. The CCTV system shall be capable of obtaining clear facial recognition images of every person entering or leaving the premises with further CCTV cameras covering the areas stipulated on the premises plan.
29. The CCTV system shall capture the entirety of any external area in which patrons' queue along Alperton Road
30. Signage stating that CCTV is in operation shall be clearly and prominently displayed at the premises.

Public Safety

31. There shall be at least one designated medical area within the premises. The medical area shall be clearly signed posted and the location shall be made obvious to all attendees.
32. There shall be at least two Level 3 or 4 qualified First Response Emergency Care (FREC) on site throughout the day of the event.
33. All medical personnel shall have up-to-date certifications in emergency response and shall have up to date medical supplies.
34. The premises licence holder shall ensure that a written Medical Plan is implemented and adhered to.
35. The premises licence holder shall ensure that a written Evacuation Plan is implemented and adhered to.

36. The premises licence holder shall ensure that a written Fire Safety Risk Assessment is implemented and adhered to.
37. In the case of an emergency evacuation, stewards and security shall assist the attendees in leaving the premises in a safe manner. The evacuation procedure shall also be announced on the PA system.
38. All staff shall be trained in the emergency evacuation process.
39. The entrance/exit point (including evacuation points) shall be clear, obvious and remain unobstructed to ensure safe ingress and egress for attendees and staff.
40. Heras fencing shall be installed around the perimeter of the external designated premises licence event area
41. Upon egress, stewards shall be positioned at all exits points to assist with attendees leaving the premises in a safe manner.

The Prevention of Public Nuisance

42. Notices shall be displayed at the entrance stipulating the operating hours of the premises.
43. A dedicated audio-visual team shall be on-site to manage and monitor sound levels during any regulated entertainment undertaken at the event. This team shall have control over the use of the sound limiter installed onto any amplification equipment.
44. The premises shall undertake a Sound Management Plan. This written plan shall explicitly state the decibel limit set by the premises licence holder. The SMP shall be made available to officers of Brent Council upon request.
45. Noise monitoring shall be undertaken by a member of staff between 21:00 until the closure of the premises.
46. Noise monitoring shall involve walking around the perimeter of the car park as it runs parallel to Burns Road. A further check shall also be made along Burns Road. Both noise monitoring checks shall be undertaken every hour.
47. All noise monitoring checks shall be recorded in writing, stating the time of the visit, location, whether noise was audible or was not and any subsequent action taken. The noise monitoring log shall be kept at the premises in hard copy form and be produced upon request to any authorised officer of Brent Council.
48. Speakers shall be placed to direct sound away from Burns Road.
49. Amplified music shall not be permitted in any external areas.
50. Ingress and egress notwithstanding, all doors and windows shall remain shut to the premises during any regulated entertainment.

51. The premises licence holder shall make available an up-to-date telephone number around the wooden fencing during the event for residents to make contact if there are any issues relating to noise. Any noise complaints shall be recorded and responded to immediately, with adjustments made as necessary.
52. Clear and legible notices shall be prominently displayed at the exit requesting patrons to respect the needs of residents when leaving the premises.
53. On weekends, during the final hour of the event (23:00 PM to 00:00 AM), sound levels shall be gradually reduced to further decrease any potential noise impact as the event winds down.
54. SIA Security & stewards shall be positioned outside the venue to manage attendees exiting in a quiet manner. SIA Security shall ask any attendees to leave the immediate vicinity if they are loitering outside the venue.

The Protection of Children from Harm

55. There shall be no alcohol sold, consumed or permitted within the premises licence area.
56. 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 caregiver is found.
57. All staff and volunteers shall be informed of their responsibility in respect of this policy.
58. No children under the age of 16 shall be permitted entry unless accompanied by a responsible adult.