

**New Premises Licence Application - Proposed Annex Two Conditions
Eastern European Easter Festival, Roe Green Park (REF: 37521)
(Time limited: 3 May 2026)**

General

1. The premises licence holder, or a representative on behalf of the premises licence holder shall attend any Brent Council Safety Advisory Group (BSAG) meetings upon invitation.
2. The premises licence holder, or representative on behalf of the premises licence holder, shall comply with any recommendations made by BSAG. This includes any amendment to the Event Management Plan (EMP) or any request made for further supporting documentation.
3. The premises licence holder shall ensure that they adhere to all the provisions set out within their final EMP.
4. The finalised EMP and other supporting documents shall be submitted to BSAG at least 14 days before the event start date.
5. No permitted licensable activities can take place should the event be ultimately refused by BSAG.
6. No person other than the premises licence holder is authorised by the Licensing Authority to hold the event. Should the premises licence be transferred no event can be held without the re-consideration of an EMP by BSAG.
7. The maximum number of attendees (excluding authorised staff members) present at any given time during the event shall not exceed 3,000 persons.
8. Tickets must be purchased either on-site from an authorised seller or via an authorised online website. The total number of tickets for each event day shall not exceed 3,000.
9. No entry or re-entry shall be permitted to attendees unless a valid ticket is produced upon ingress to the designated premises licence event area.
10. All patrons shall be issued a wristband which must be worn at all times whilst inside the designated premises licence event area.

The Prevention of Crime and Disorder

11. There shall be no alcohol sold, permitted, or consumed within the designated premises area.
12. Any drinks sold shall be provided in polycarbonate, aluminium can or similar non glass drinking vessels.

13. There shall be a minimum of 10 SIA staff present throughout the event day. This number shall be reviewed and increased if deemed necessary by the premises licence holder or upon recommendation by BSAG.
14. As part of the EMP, the premises licence holder shall undertake a risk assessment to determine the deployment of SIA staff, including:
 - a. The number of SIA staff stationed at the main entrance
 - b. The number of SIA staff stationed at the stage
 - c. The number of SIA staff patrolling the designated event area as part of the Roaming Incident Team

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

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

Attendees shall not be permitted to bring any items into the designated premises event area that are listed as prohibited or restricted within the EMP. All SIA staff shall be briefed on the prohibited or restricted items as set out in the EMP.
18. The use of handheld metal detection wands shall be addressed within the final EMP. Ticket conditions, website information, and on-site notices shall clearly state that such searches may take place.

Public Safety

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

22. There shall be at least three emergency exits within the designated premises licence event area.
23. The entrance/exit point (including evacuation points) shall be clear, obvious and remain unobstructed to ensure safe ingress and egress for attendees and staff.
24. In the case of an emergency evacuation, stewards and SIA staff members shall assist the attendees in leaving the premises in a safe manner. The evacuation procedure shall also be announced on the PA system.
25. Prior to the event day security shall undertake a sweep of the designated premises licence event area. Such checks shall be recorded and logged, and the designated Security Manager shall confirm that the event is safe to open to the public.
26. An incident log shall be kept and maintained at the premises which will record the following:
 - a. Any incidents of disorder or of a violent or anti-social nature.
 - b. Any accidents or medical incidents.
 - c. All crimes reported to the event staff, or by the event staff to the police.
 - d. All ejections of attendees or any instances where entry was refused.
 - e. Any complaints received.
 - f. Seizures of drugs or offensive weapons.
 - g. Any visits by Brent Council or emergency service.

The incident log shall be made available to an authorised officer of Brent Council, or the Police for up to six weeks after the event.
27. The medical tent shall be clearly signed posted and the location shall be made obvious to all attendees.
28. There shall be at least two Level 3 or Level 4 qualified First Response Emergency Care (FREC) on site during the event. All medical staff shall be equipped with radios or other communication devices.
29. A fire safety risk assessment and an emergency evacuation policy shall be submitted to BSAG either as separate documents or incorporated within the final EMP.

The Prevention of Public Nuisance

30. Any noise complaint received shall be logged, including the date and time of the complaint and any action taken.
31. The premises licence holder shall comply with all the requirements of any agreed noise management plan.
32. Clear legible notices are to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.

33. The premises licence shall undertake a waste management plan and provide bins to be situated throughout the premises licence area.

The Protection of Children from Harm

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

35. A Lost/Found Children & Vulnerable Persons Policy shall be in place for the event and a system for lost children including a safe place for them whilst their parent or guardian is found. All SIA staff and event staff shall be informed of their responsibility in respect of this policy.