

**New Premises Licence Application – Green Car Park (North & South), First
Way, HA9 (REF: 39413)
(Time limited: 18 October 2026)**

Proposed Annex Two Conditions

1. Before the commencement of any licensable activities, an EMP and/or other supporting documents shall be submitted to the Licensing Authority and the Metropolitan Police Service at least 7 days before the event start date.
2. The EMP shall include (either as part of a single document or a series of documents) the following:
 - a. Overall description of the event and the anticipated number of attendees.
 - b. Details of event staff with specific responsibilities.
 - c. Security and Stewarding Plan.
 - d. Ingress and Egress Plan.
 - e. Alcohol Management Policy.
 - f. Noise Management Plan.
 - g. First Aid and Welfare Plan.
 - h. Child Welfare Plan (should children under 18 be permitted entry).
 - i. Risk Assessment.
 - j. Evacuation Plan.
3. All the provisions set out within the EMP shall be adhered to at all times.
4. If any changes to the EMP are required after it has been submitted to the Licensing Authority and the MPS, but before the commencement of the event, the premises licence holder shall notify both the Licensing Authority and the MPS as soon as reasonably practicable.
5. Whilst SIA supervisors are on duty, the following requirements shall be met:
 - a. They shall wear clothing that makes them clearly and easily identifiable.
 - b. A log shall be maintained for each shift, recording the full name, date of birth, SIA licence number, company name, and booking-on and booking-off times of all supervisors. This log shall be made available upon request to the MPS and authorised officers of Brent Council.
6. Valid public liability insurance shall be in place during the event.
7. All electrical equipment shall be checked and approved by a suitably qualified electrician. Any stage, marquee or other temporary structure erected on the site shall be checked and approved by a suitably qualified professional.
8. The entrance/exit point (including evacuation points) shall be clear, obvious and remain unobstructed to ensure safe ingress and egress for attendees and staff.
9. In the case of an emergency evacuation, staff shall assist attendees in leaving the premises safely. The evacuation procedure shall also be announced via a speaker system.

10. An up-to-date incident log shall be kept and maintained at the premises which shall record the following:

- a.** Any incidents of crime and disorder.
- b.** Any ejections from the premises or any instances where entry was refused.
- c.** Any accidents.
- d.** Any complaints received.
- e.** Any visit by a relevant authority or emergency services.

Any entries into the log shall be made within 2 hours of any incident and shall contain the time/date of the incident, the nature of the incident, a description of the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. The incident log shall be available for inspection upon request by an authorised officer of Brent Council or the MPS.

11. Clear legible notices shall be displayed at all exits from the premises requesting attendees to respect the needs of local residents and to leave the premises and area quietly.

12. Whilst alcohol is being sold, the following requirements shall be met:

- a.** A Challenge 25 proof of age scheme shall be operated at all times where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport, or proof of age card with the PASS hologram.
- b.** A Challenge 25 notice shall be conspicuously displayed at each point of sale.
- c.** Notices shall be conspicuously displayed at the point of sale reminding customers that proxy sales are unlawful.
- d.** A logbook shall be kept recording all refused sales of alcohol. The log shall contain the time/date of the refusal, a description of the customer, the name of the staff member who refused the sale, the reason the sale was refused and any other relevant observations. The refusals register shall be made available for inspection upon request by an authorised officer of Brent Council and the MPS.
- e.** The DPS or a nominated personal licence holder shall produce a written list of all staff members who are suitably trained (i.e., Challenge 25 proof of age scheme, refusals, and proxy sales) and authorised to sell alcohol on behalf of the DPS/personal licence holder. This list shall include each staff member's name, signature, and the date of authorisation. The list shall be made available upon request to the MPS or authorised officers from Brent Council.

13. A digital colour CCTV system shall be in operation which shall meet the following requirements:

- a.** It shall continually record whilst the designated premises licence event area is open for licensable activities, with all recordings being kept for 31 days.
- b.** It shall display the correct date and time on any recordings.
- c.** It shall be capable of capturing clear images of all attendees entering and exiting the event area and cover all publicly accessible areas as stipulated on the premises plan.

14. CCTV footage shall be made available for immediate viewing upon request by the MPS or any authorised officers from Brent Council, by a member of staff conversant with the operation of the CCTV system. CCTV footage shall also be

provided to the MPS and any authorised officers from Brent Council, in a readily accessible format on removable media (i.e., USB, hard drive, CD, etc.) or via digital transfer within 24 hours of request.

- 15.**A notice stating that CCTV is in operation shall be clearly and prominently displayed throughout the designated premises licence event area.