



ENVIRONMENT & NEIGHBOURHOOD  
REGULATORY SERVICES  
BRENT CIVIC CENTRE  
ENGINEERS WAY  
WEMBLEY  
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# London Borough of Brent

## Premises Licence

### PART A

*This Premises Licence was granted by Brent Council, Licensing Authority for the area of the Borough of Brent under the **Licensing Act 2003**.*

Signed.....  
Director of Environment and Neighbourhood

**Date: 28<sup>th</sup> October 2014**

**Licence number 222029011**

**Licence start date: 07/03/2014**

#### Premises Details

**NOVOTEL LONDON WEMBLEY, 5 Olympic Way, Wembley, HA9 0NP**

*Licensable activities and the times authorised by this licence*

#### Films:

Day	Start Time	End Time
Monday	00:00	00:00
Tuesday	00:00	00:00
Wednesday	00:00	00:00
Thursday	00:00	00:00
Friday	00:00	00:00
Saturday	00:00	00:00
Sunday	00:00	00:00

**Live Music:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	02:00
Tuesday	10:00	02:00
Wednesday	10:00	02:00
Thursday	10:00	02:00
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	02:00

Seasonal variations: On New Year's Eve from commencement of authorised hours until end of authorised hours on New Year's Day

**Recorded Music:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	02:00
Tuesday	10:00	02:00
Wednesday	10:00	02:00
Thursday	10:00	02:00
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	02:00

Seasonal variations: On New Year's Eve from commencement of authorised hours until end of authorised hours on New Year's Day.

Non standard timings: Background music (not a licensable activity) will be available without restriction as to hours.

**Performances of Dance:**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	02:00
Tuesday	10:00	02:00
Wednesday	10:00	02:00
Thursday	10:00	02:00
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	02:00

Seasonal variations: On New Year's Eve from commencement of authorised hours until end of authorised hours on New Year's Day

<b>Provision of Facilities for Entertainment of a Similar Description to Making Music or Dancing:</b>
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<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	02:00
Tuesday	10:00	02:00
Wednesday	10:00	02:00
Thursday	10:00	02:00
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	02:00

Non standard timings: On New Year's Eve from commencement of authorised hours until end of authorised hours on New Year's Day

<b>Provision of Late Night Refreshment:</b>
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<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	23:00	05:00
Tuesday	23:00	05:00
Wednesday	23:00	05:00
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00

<b>Supply of Alcohol:</b>
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<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	02:00
Tuesday	10:00	02:00
Wednesday	10:00	02:00
Thursday	10:00	02:00
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	02:00

Seasonal variations: On New Year's Eve from commencement of authorised hours until end of authorised hours on New Year's Day

**Non standard timings: For hotel residents and guests of hotel residents the sale of**

**alcohol shall not be restricted as to time i.e. 24 hours on each day of the year.**

Whether alcohol is authorised to be supplied on or off the premises: **Both**

<b>The Opening Hours of the Premises:</b>
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<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	00:00	00:00
Tuesday	00:00	00:00
Wednesday	00:00	00:00
Thursday	00:00	00:00
Friday	00:00	00:00
Saturday	00:00	00:00
Sunday	00:00	00:00

## Part 2

### Details of Holder of Premises Licence:

Name: Accor UK Business and Leisure Hotels Limited  
Address:  
Telephone:  
Registered Address:  
Registered Number:

### Details of Designated Premises Supervisor:

Name: Magnus Kirstein Andersen  
Address:  
Personal Licence Number:  
Issuing authority:

### Annexe 1 - Mandatory Conditions

- (a) No supply of alcohol may be made at a time when no designated premises supervisor has been specified in the licence or at a time when the designated premises supervisor does not hold a personal licence or his or her licence has been suspended.
- (b) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- (c) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- (d) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

An irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children:-

- (i) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
- drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - drink as much alcohol as possible (whether within a time limit or otherwise);
- (ii) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(iii) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(iv) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on?

- the outcome of a race, competition or other event or process, or
- the likelihood of anything occurring or not occurring;

(v) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

(e) The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

(f) The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

(g) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

(h) The responsible person shall ensure that-

(i) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

- beer or cider: half pint;
- gin, rum, vodka or whisky: 25ml or 35ml; and
- still wine in a glass: 125ml; and

(ii) customers are made aware of the availability of these measures.

(i) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

### **Embedded Conditions**

Not Applicable

## Annexe 2 - Conditions Consistent With the Operating Schedule

- 1 2 door supervisors will be employed at each access and egress point to the hotel via any garden/patio area developed at the front and side of the building excluding points used solely for fire escape purposes.
- 2 A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.
- 3 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.
- 4 Customers shall not be permitted to take open drink containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.
- 5 The licensee shall keep an incident book which shall be made available to the Police and Licensing Authority.
- 6 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.
- 7 A suitable intruder alarm complete with panic button shall be fitted and maintained.
- 8 A member of management who is on duty fluent in English shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.
- 9 On major event days at Wembley Stadium the following shall apply:
  - ? Customers shall not be allowed to congregate outside the premises.
  - ? No glass bottles shall be handed over the bar but decanted into plastic vessels.
  - ? The DPS shall work in partnership with the Police and if necessary comply with any direction given by a senior Police Officer on duty at the event.
  - ? The bar area for non residents will close 1 hour before kick off and will not open up until 15 minutes after the game has started
- 10 The Licensee shall undertake a risk assessment of any significant promotion or event, using the Metropolitan Police Service Promotion/Event Risk Assessment Form (Form 696) or an equivalent and provide a copy to the Metropolitan Police and Brent Council's Licensing Unit not less than 14 days before the event is due to take place.
- 11 Where an event has taken place the licensee shall complete a Debrief Risk Assessment Form (Form 696A) and submit this to the Metropolitan Police and Brent Council's Licensing Unit within 3 days of the conclusion of the event.
- 12 When the building is in use for licensed public events the building shall be managed in accordance with the Fire Emergency Plan and Fire Strategy Report.

- 13 During licensed events Competent persons shall be deployed who have full Knowledge of the Fire engineered design of the building including the seek and search proposals for the detection of smoke/fire and the fire suppression systems.
- 14 Competent stewards/attendants shall be deployed when the areas are used for licenced activities.
- 15 Any locks, magnetic locks or latches on the exit doors and gates shall be made easily opened from the inside and kept free from fastenings other than push bars or pads whilst the public are on the premises.
- 16 Any socket outlets (or other power supplies used for DJ equipment, band equipment and other portable equipment) that are accessible to performers, staff or the public shall be suitably protected by a residual current device (RCD having a rated residual operating current not exceeding 30 milliamps).

### **Ground Floor**

- 17 The maximum number of persons permitted in the **Restaurant/Bar and Lobby area** shall not exceed **300** not including attendants/staff - when there are dining tables set out in the area and it is to be used as a Restaurant.
- 18 The maximum number of persons permitted in the **Restaurant/Bar and Lobby area** shall not exceed **600** not including attendants/staff - when there are no dining tables set out in the area.

### **Mezzanine Floor**

- 19 The maximum number of persons permitted in the **Function/Meeting Room** shall not exceed **300** not including attendants/staff.
- 20 The maximum number of persons permitted in the **Breakout Space** shall not exceed **150** not including attendants/staff.

<b>Annexe 3 - Conditions Attached After a Hearing by the Licensing Authority</b>
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Not Applicable

<b>Annexe 4 - Plans</b>
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See attached sheet.