

**Chan, Esther**

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**From:** Business Licence  
**Sent:** 02 January 2019 14:34  
**To:** 'ngwako mathole'  
**Cc:** Chan, Esther; Patel, Yogini; Police  
**Subject:** RE: 162 Manor Park Drive  
**Attachments:** Guidance - Entitlement to Work.pdf; DPS - Consent 2017.pdf; Licensing Act 2003 Information Leaflet.pdf; Premises - New 2017 with GDPR statement.pdf; A3 Blue Notice.pdf; Fee sheet.pdf; Newspaper Advert.pdf; Plan Example.pdf; Plan Requirements.pdf

Dear Sir

Thank you for your email but unfortunately we cannot process this as a variation to the existing licence. If the premises has been separated into two addresses this will invalidate any licence that existed for 160-162.

You will therefore need to make an application for a New Premises Licence. I have attached the correct application form and Vary DPS consent form which needs to be completed and returned with the new plan and fee. Please note that if the licence is being made by an individual, you will also need to provide proof of right to work (guidance notes attached).

I have also attached the advertising templates for the poster (which needs to be printed on pale blue paper) and the newspaper notice which needs to be in the newspaper within 10 working days of the application be submitted and verified.

Please note, you will not be able to sell alcohol until this matter has been resolved.

If you prefer to send the application back by email, please ensure that the application form is scanned as one complete document and not individual pages. We cannot accept each page separately. If you cannot scan as one document, please send the application by post.

If you have any questions, please let me know.

Kind Regards

Gillian Murray  
Administration Officer (Licensing)  
Planning, Licensing & Transportation  
Brent Council

(020) 8937 5359  
[www.brent.gov.uk](http://www.brent.gov.uk)

**From:** ngwako mathole [mailto:ngwakom2@gmail.com]  
**Sent:** 02 January 2019 12:23  
**To:** Business Licence <business.licence@brent.gov.uk>  
**Subject:**

The old licence is sent back already, still waiting for the new licence.