

Saroja Fernando  
Claypots  
531-533 High Road  
Wembley  
HA0 2DJ

5 August 2019

**Licensing Representation to the Application for a new Premises Licence for Claypots, 531-533 High Road, Wembley, HA0 2DJ**

I certify that I have considered the application shown above and I wish to make a representation.

**An officer of the Licensing Authority, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.**

**The application has been made for a new premises licence under section 17 of the Act.**

The Licensing Authority representations are primarily concerned with the four licensing objectives;

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

**Premises Licence Conditions**

The Licensing Authority require the following points to be included in the operating schedule and added as conditions on the premises licence in order to uphold the four licensing objectives:

1. 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. This must comply with the Data Protection Act including signage.
2. The CCTV system shall display on any recordings, the correct date and time of the recording.
3. CCTV camera shall be installed to cover the entrance of the premises, the rear door, the external area at the rear of the premises and further cameras installed to cover the full interior of the premises.

4. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
5. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
6. The Licence holder /DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request.
7. 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.
8. Notices shall be prominently displayed at all exits requesting patrons to respect needs of the local residents and businesses and leave the area quietly.
9. Customers shall not be permitted to take open glass containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.
10. Alcohol shall only be provided as an accompaniment to a main meal.
11. There shall be no vertical drinking in the premises.
12. The licensee shall ensure customers leave the premises in a quiet and orderly manner.
13. Any external rear areas, shall not be used at any time, other than for receipt of deliveries.
14. No noise or vibration shall be detectable at any neighbouring noise sensitive premises.
15. A suitable intruder alarm complete with panic button shall be fitted and maintained.
16. All doors and windows shall remain closed during any licensable activity.
17. A sign stating 'No proof of age, No sale' shall be displayed at any point of sale.
18. The premises will operate a challenge 25 age verification policy with the only acceptable forms of photographic identification being a driving licence or passport.
19. Any outside hirers shall be given a copy of "Challenge 25" policy prior to commencement of events and will be required to sign declaration of understanding of the policy.
20. Contact details of all outside hirers/DJ's shall be logged and kept at the premises and made available for inspection by police and relevant authorities upon request. These contact details shall include; full name, address, telephone and email address.
21. No children shall be admitted unless accompanied by a responsible adult. Persons under 18 will not be permitted to remain on the premises after 00:00hrs.
22. Any staff directly involved in selling alcohol for retail to consumers and staff who provide training including managers shall undergo regular training of the Licensing Act 2003 legislation (at least every 6 months). The training shall be documented and signed off by the

DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

23. Door supervisors of a sufficient number and gender mix, shall be employed from 22:00hrs on any day when the premises are open past midnight.
24. SIA Security shall wear clothing that can be clearly and easily identified on CCTV.
25. A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept at the premises and made available to the Police and Licensing Authority.
26. SIA Security shall monitor the egress of customers at the end of the night and shall remain at the premises until the final customers have left.
27. No entry or re-entry shall be permitted after 23:00 hours on Sunday to Thursday and 00:00 hours on Friday and Saturday until the premises close to the public.
28. Notices explaining the licensee's policy on admission and searching shall be placed at each entrance.
29. A personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol after 20.00hrs.
30. The designated smoking area (DSA) shall be located at the front of the premises facing High Road, Wembley. When the premises licence is in operation the DSA shall be limited to no more than 7 (seven) people at any one time. This shall be supervised at all times.
31. Customers carrying open or sealed bottles or glasses shall not be admitted to the premises.
32. Public transport information including night time travel options shall be made available. Notices advertising the number of a local licensed taxi service shall be displayed in a prominent position.
33. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (h) any visit by a relevant authority or emergency service.

### **Reduction of Permitted Hours**

The Licensing Authority would propose the change of the hours open to the public and the supply of licensable activities as follows:

### **Regulated Entertainment**

Monday – Sunday – 23:00hrs – 01:30hrs

**Live Music**

Monday – Sunday – 23:00hrs – 01:30hrs

**Late Night Refreshment**

Monday – Sunday – 23:00hrs – 01:30hrs

**Supply of Alcohol**

Monday – Sunday – 23:00hrs – 01:30hrs

**Hours Premises is Open to the Public**

Monday – Sunday - 10:00hrs – 02.00hrs

In order for the Licensing Team to withdraw this representation, it will be necessary for you to confirm that you accept the above conditions and changes in timings in writing.

Yours sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services