



LONDON BOROUGH OF BRENT

STATEMENT OF LICENSING POLICY

Issued by
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Foreword

The Licensing Act 2003 is the biggest change in licensing laws for forty years. The Act sees the transfer of responsibility for licensing pubs, clubs and other premises selling alcohol from the Magistrates' Courts to local authorities. Also affected are nightclubs, and other places of entertainment, cinemas, theatres, off-licences, restaurants, hotels, guest houses, shops selling alcohol and businesses selling hot food or drink between 11pm and 5am the following morning.

The Act aims to lessen binge drinking by encouraging a "cafe culture" and a more continental style of drinking.

Councillors and officers will ensure applicants address the Act's four objectives:

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

Premises licenses issued under the Licensing Act 2003 will, amongst other things, document the trading days, times and the activities allowed on premises, together with any conditions imposed by the council to promote the licensing objectives.

Brent is a place where residents and visitors to the borough can enjoy their leisure time, but this should not be at the expense of people's rights to a peaceful and clean environment. To achieve this we will carefully balance the wishes of the applicants for greater freedom and flexibility (subject to their clear responsibilities) with protecting residents from disturbance. This policy gives guidance on how that balance may be achieved.

Statement of Licensing Policy

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LONDON BOROUGH OF BRENT STATEMENT OF LICENSING POLICY

1. Introduction

- 1.1 Brent Council (“the council”) is the licensing authority under the Licensing Act 2003 (“the Act”) and is responsible for granting premises licences, club premises certificates, temporary event notices and personal licences in the London Borough of Brent.
- 1.2 Activities covered by legislation and this policy include:
- the retail sale of alcohol
 - supply of alcohol to, by or on behalf of a club or to the order of a club member
 - supply of hot food or drink between 11pm and 5am the following day
 - provision of entertainment for profit, including charity, where the entertainment involves:
 - a) theatrical performance
 - b) film exhibition
 - c) indoor sporting event
 - d) boxing or wrestling (indoor and outdoor)
 - e) live music performance
 - f) playing of recorded music
 - g) dance performance
 - h) provision of facilities for making music
 - i) provision of dancing facilities.

2. The Policy

- 2.1 The Licensing Act 2003 requires the council to publish a “Statement of Licensing Policy” that sets out the policies that the council will generally apply to meet the licensing objectives when determining applications. This policy will guide the authority when considering personal licences, premises licences (including provisional statements), variations, transfers, interim authorities and reviews, club premises certificates, designated premises supervisors and temporary event notices.
- 2.2 This statement has been developed in accordance with the provisions of the Act, having regard to the guidance issued under section 182 of the Act. Before publishing this statement the council shall consult with, and have regard to, the views of all statutory consultees such as the police, fire service, representatives of licence holders, local businesses and their representatives and local residents.

- 2.3 In addition to the statutory consultees, the following persons or bodies shall be consulted:
- Brent Ambulance Service
 - Accident and Emergency Services
 - the council's transport and planning services
 - Brent's Crime and Disorder and Community Safety Partnership
 - the Local Transport Authorities
 - Equity
 - Brent Council's cultural strategy officer
 - Assistant Director, Children's Services
 - Headteachers of Brent schools
- 2.4 Due consideration will be given to all replies and a record of persons/organisations consulted and replies received will be kept by the council's Licensing Unit.
- 2.5 A copy of the policy will be placed on the council's website and periods of consultation will be advertised on the site.
- 2.6 This policy will come into force on 7th January 2008 once approved by Full Council and will be reviewed and published every three years. A full consultation will be undertaken every three years. The policy will also be under review in the interim period and should any revision be required to the policy during the three year period, such revision will be subject to full consultation and approval by Full Council.
- 2.7 In accordance with the Act, the council will seek to promote the following objectives when determining an application:
- prevention of crime and disorder
 - public safety
 - prevention of public nuisance
 - protection of children from harm.

3. Main Principles

- 3.1 This policy sets out the general approach the council will take when considering applications for licences. When determining applications and reviewing licences, the council will have regard to:
- the Licensing Act 2003 and related regulations
 - government guidance issued under section 182 of the Act
 - this Statement of Licensing Policy.
- 3.2 When determining an application under these considerations, the overriding principle adopted by the council will be that each application will be determined on its merits.

- 3.3 Applicants will be expected to address the licensing objectives in their operating schedule with particular regard to the nature of the location, type of premises, entertainment to be provided and operational procedures. It is important that all operating schedules should be precise and clear about the measures proposed to promote each of the licensing objectives.
- 3.4 Only conditions necessary to promote the licensing objectives will be attached to any licence and the council will have regard to the individual style and characteristics of the particular premises and events concerned. Licence conditions will not be imposed where other regulations or legislation exists to provide sufficient protection.
- 3.5 Licensees will be expected to comply with the Code of Practice of the Portman Group. The stocking or supplying of products featured in the Portman Group's "Retailer Alert Bulletin" could lead to review of the premises licence and ultimately a suspension or revocation of that licence if the council considers that such action would undermine one or more of the licensing objectives, if a valid complaint is received.
- 3.6 The council recognises that, in addition to the licensing objectives, it also has a duty under section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough.
- 3.7 The council will not take "need" (commercial demand) into account when determining an application. This is not a matter for a licensing authority in discharging its licensing functions, or its statement of licensing policy.
- 3.8 "Cumulative impact" means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. Although "cumulative impact" will not be considered by itself when determining an application under the Act, the council does recognise that the cumulative impact of a number of premises in a location may negatively impact on one or more of the licensing objectives. In particular, it is recognised that cumulative impact may lead to serious problems of nuisance and disorder in that area. In these circumstances the council may consider cumulative impact when granting a new licence or club premises certificate and may refuse an application where relevant representations show that there is strong evidence that the new premises will undermine one or more of the licensing objectives by exacerbating existing problems linked to crime and disorder or another of the licensing objectives.
- 3.9 The council has not adopted a special policy relating to cumulative impact but may consider such a policy where an area is saturated with licensed premises and the granting of new licences would undermine one or more of the licensing objectives. The council will consult on the need for a special policy and/or review and revise any special saturation policy or policies as may be identified in the Statement of Licensing Policy as appropriate and in any event every three years.

- 3.10 Whilst we recognise the guidance discourages off-licences from being included in cumulative impact policies it does not preclude them and the Council may consider off-licences if there is a strong case in favour of their inclusion.
- 3.10 The area known as Neasden Precinct was considered as an area that may benefit from a special policy. However, evidence gathered by officers proved to be inconclusive. Problems in the area seemed to be exacerbated by premises closing at the same time with large numbers of party goers being discharged on to the street at one time. Staggered closing appears to have lessened the problems and recent police reports for the area show a decline in disorder.
- 3.11 Officers will continue to monitor all areas of the Borough and all venues and events, and where appropriate refer any areas likely to benefit from a special policy to the Committee.

4. Licensing Objectives

The Act provides a clear focus on the four statutory objectives which the council must seek to promote when determining an application. These objectives are the prevention of crime and disorder, public safety, prevention of public nuisance, and protection of children from harm. Because of the wide variety of premises and activities to which this policy applies, applications will be expected to address all aspects relevant to the individual style and character of their premises and events. These objectives are set out in more detail below.

4.1 The Prevention of Crime and Disorder

- 4.1.1 The council recognises that licensed premises, especially those offering late night/early morning entertainment for large numbers of people, can be a source of crime and disorder problems.
- 4.1.2 The council will expect operating schedules to satisfactorily address the prevention of crime and disorder from the design of the premises through to the daily operation of the business.
- 4.1.3 Applicants are recommended to seek advice from council licensing officers and the local police as well as taking account of local planning policies, transport policies and crime prevention strategies when preparing their operating schedules. Applicants should note that conditions addressing the crime and disorder objective may also promote the other licensing objectives such as setting capacity limits addressed in paragraph 4.2.3.

4.1.4 It is recommended that for significant events, a comprehensive risk assessment is undertaken by premises licence holders to ensure that crime and disorder and public safety matters are identified and addressed. Accordingly, for premises that wish to stage promotions, or events the Licensing Authority recommends that applicants address the Risk Assessment and debrief processes in their operating schedule.

The Licensing Authority further recommends the Metropolitan Police Promotion/Events Risk Assessment Form 696 and the After Promotion\Event Debrief Risk Assessment Form 696A as useful and effective tools for this purpose. Where the risk assessment forms are used to assess the likely risk from any promotion or event, the Licensing Authority anticipates that these will be completed in consultation with the Metropolitan Police. Risk assessments should be submitted to the Metropolitan Police and the Licensing Authority within 14 days of any proposed event and within 14 days of the conclusion.

Forms 696 and 696A are available on the Metropolitan Police website. It is recommended that electronic completion and transmission of the forms is undertaken by licensees. E-mail addresses for submission are ClubsFocusDesk-CO14@met.police.uk and hsl@brent.gov.uk and (insert Wembley Police Licensing Unit).

Where venues have regular repeat artistes and DJs only one risk assessment and subsequent debrief would be required. Where venues have promotions with different artistes or DJs on each occasion, it is anticipated that the risk assessment forms will be completed for each of these occasions.

The definition of a significant event is any occasion in a premises licensed under the provisions of the Licensing Act 2003, where there will be live musicians, DJs, MCs or other artistes; that is promoted in some form by either the venue or an outside promoter; where entry is either free, by invitation, pay on the door or by ticket.

Where the applicant offers this as part of their operating schedule or where there is a relevant representation and the Licensing Sub-Committee at a hearing use their discretion to impose a condition the following recommended conditions will be taken from our pool of model conditions and applied:

“The licensee shall undertake a risk assessment of any significant promotion or event, using the MPS Promotion/Event Risk Assessment (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”

And

“Where an event has taken place, the licensee shall complete a Debrief Risk Assessment (Form 696A) and submit this to the Metropolitan Police and Brent Council’s Licensing Unit within 3 days of the conclusion of the event.”

These conditions shall not apply unless they have formed part of the applicant’s operating schedule or they have been imposed by the Licensing Sub-Committee following a hearing to determine a relevant representation.

4.1.5 Where there is relevant representation and the council considers that crime and disorder has not been fully addressed in the operating schedule, it will consider attaching conditions to licences to deter and prevent crime and disorder inside and immediately outside the premises.

4.1.6 Where there is relevant representation and the Council considers that the sale of high strength alcohol in an area is a contributing factor to crime and disorder or public nuisance we will consider applying a condition that prevents the sale of beer, lager and cider above 5% AVB.

4.2 **Public Safety**

4.2.1 The Act covers a wide range of premises and activities and each of these present a mixture of risks. Some of these risks will be common to most premises and others unique to specific operations. It is essential that premises are constructed or adapted and managed so as to safeguard occupants against these risks. The council will expect operating plans to satisfactorily address the objective of public safety in their operating schedule.

4.2.2 Applicants should note that the public safety objective is concerned with the physical safety of the people using the premises and not with public health which is covered by other legislation. Applicants are advised to seek advice from Licensing Technical Officers, Health and Safety Officers, Environmental Health Officers and Fire Safety Officers before preparing their operating schedules.

4.2.3 Premises or activities that present a risk to the public either because of the way they are designed, the large numbers expected to attend in comparison to the size of the venue or because there are special effects involved, will be required to set an occupancy figure for those premises or activities. Examples of this are discos and other dances attracting large numbers of young people, public houses close to Wembley National Stadium where large numbers of people may attend on special days, and activities that involve entertainments such as novelty acts involving pyrotechnics and other special effects. While the character and nature of the premises will determine capacity limits, the council recommends that occupancy figures should be set at one person for every 0.3m² of available floor space for standing areas and one person for every 0.5m² for dance areas.

4.2.4 Where there is relevant representation and the council considers that public safety has not been fully addressed in the operating schedule, it will consider attaching conditions to licences in order to achieve this licensing objective.

4.3 **Prevention of Public Nuisance**

- 4.3.1 The council recognises that licensed premises, especially those operating late at night or in the early hours of the morning, can cause a range of nuisances that impact on people living, working or sleeping in the vicinity of the premises.
- 4.3.2 As public nuisance is not given a statutory meaning in the Act, the council will consider nuisance in its common law meaning. Issues that may constitute common law nuisance could include noise nuisance, light pollution, water pollution, smoke, smells, waste, litter and other similar issues. The council will expect operating schedules to satisfactorily address these issues. Applicants are advised to seek advice from the council's Environmental Health Unit when preparing their operating schedules.
- 4.3.3 Where there is relevant representation and the council considers that the prevention of nuisance has not been fully addressed in the operating schedule it will consider attaching conditions to licences and temporary event notices to prevent nuisance.

4.4 **Protection of Children from Harm**

- 4.4.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, for food and/or entertainment.
- 4.4.2 Generally the council will not seek to limit the access of children to licensed premises unless it is necessary to protect children from harm.
- 4.4.3 The council will judge the merits of each application before deciding whether to impose conditions limiting the access of children to individual premises. While the council wishes to see the development of family friendly environments, it may consider imposing conditions in the following circumstances:
- where adult entertainment is provided
 - where there have been convictions of current management for serving alcohol or with a reputation for allowing under-age drinking
 - where there is a known association with drug taking or dealing
 - where there is a strong element of gambling on the premises
 - where the exclusive or primary purpose of the service provided is the consumption of alcohol.

- 4.4.4 The council will consider all or any of the following options when dealing with a licence application where limiting the access of children is considered necessary to promote the protection of children from harm:
- limitations on the hours when children may be present
 - limitations on ages below 18 years
 - limitations or exclusion when certain activities are taking place
 - presence of sufficient adults to control the access and egress of children and to ensure their safety
 - full exclusion of people under 18 years when any licensable activities are taking place
 - limitations to parts of the premises to which children may have access.
- 4.4.5 Where a significant number of children are likely to be present, a licensee should ensure that an adequate number of staff are present to control their access, egress and safety. The number of staff required should be assessed by the licensee taking in to account the number of children to be present, the type of event, characteristics of the premises and any other relevant factor. The council recommends that, while the aforementioned factors will determine the number of staff required, the sufficient number of adults present should be calculated at a rate of one adult for every 50 children or part thereof. Where there is a balcony the rate shall be one adult for every 30 children or part thereof.
- 4.4.6 Nothing in this policy shall seek to override or duplicate child supervision requirements contained in other legislation. However, the council will take into consideration (where appropriate) the measures taken by applicants to ensure that staff who have any contact with children are appropriately checked to ensure that they pose no risk to children. It may be appropriate to obtain enhanced disclosure checks from the Criminal Records Bureau in some cases.
- 4.4.7 Brent Council supports the “Challenge 21 Scheme, Brent’s Age Restricted Goods Responsible Trader Scheme and similar proof of age schemes and will expect applicants to address this within their risk assessment in respect of determining access to premises or sale of alcohol to young persons.
- 4.4.8 Where an entertainment includes the showing of any film the council will impose conditions requiring licensees to restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classifications or by the licensing authority itself.
- 4.4.9 Where there is relevant representation and the council considers that the licensing objective regarding protection of children has not been fully addressed in the operating schedule it will consider attaching conditions to licences and temporary event notices to protect children from harm.

5 Licensing Hours

- 5.1 The council recognises that longer licensing hours should discourage binge drinking and avoid large numbers of people leaving premises at the same time which should reduce the pressure on late night fast food outlets, taxi ranks, minicab offices and other sources of transport which in turn should lead to a reduction in disorder and disturbance.
- 5.2 Fixed trading hours within designated areas will not be set by the council as the council recognises that this could lead to significant movements of people from one area to another seeking later hours leading to peaks of disorder and disturbance. The setting of fixed trading hours in certain areas may also lead to the council treating one group of residents less favourably than another group.
- 5.3 The council will generally consider licensing shops, stores or supermarkets to sell alcohol for consumption off the premises at any times they are open for shopping. However, it may consider there are very good reasons to restrict the hours alcohol may be served, for example where police representation is made in respect of isolated shops known to be the focus of disorder and disturbance and evidence supports this.
- 5.4 The aim of the Council through the promotion of the licensing objects shall be to reduce the potential for concentrations and achieve a slower dispersal of people from licensed premises through flexible opening times. The Council recognises that arbitrary restrictions that would undermine the principal of flexibility should be avoided.

6 Alfresco

- 6.1 The provision of tables and chairs outside the premises can enhance the attractiveness of a venue or area and encourage a continental style cafe culture. Where applicants wish to place tables and chairs on a public highway they will require to be licensed for such an activity by Brent Council's Health, Safety & Licensing Unit.
- 6.2 Where applicants intend to use private land for alfresco meals or refreshments they will be required to explain how possible nuisance or crime and disorder from late night use of table and chairs will be controlled. This may include such matters as restricting music or other forms of entertainment, providing additional supervision or installing CCTV.

7 Integrating Strategies and Avoiding Duplication

- 7.1 The council recognises the need to avoid duplication with other regulatory regimes as far as possible and will not seek to impose conditions where it can be demonstrated by applicants that the licensing objectives can be met by existing legislation. These regulatory regimes include (but are not limited to) the Disability Discrimination Act 1995, the Health and Safety at Work Act 1974 and associated legislation, Fire Safety Legislation, Race Relations Act (as amended 2002) and the Environmental Protection Act 1990.

- 7.2 The council recognises that there should be a clear separation of the planning and licensing regimes and licensing applications should not be a re-run of the planning application. In order to ensure this, the council recommends that applicants should have the appropriate planning permission in respect of their application. In addition the Licensing Committee will keep the Planning Committee informed of the situation regarding licensed premises within the London Borough of Brent.

Any licence issued either directly by Licensing Officers or following a hearing of the Council's Licensing Sub-Committee does not absolve the applicant of their responsibilities under other legislation. In particular where the times and conditions imposed on a licence are at variance with any planning consent the applicant or licensee should ensure they comply with any conditions imposed under any other legislation.

- 7.3 Applicants will be expected to have taken local crime prevention strategies, transport and planning policies and tourism and cultural strategies into account when submitting their operating schedules.

8 Licence Conditions

- 8.1 Where responsible authorities and interested parties do not raise any relevant representations regarding the application made to the council, the council will grant the licence or certificate subject only to the conditions that are consistent with the operating schedule or club operating schedule and any mandatory conditions prescribed in the Act itself.
- 8.2 Where responsible authorities and interested parties raise relevant representations, the council may, if it is satisfied at a hearing or otherwise, impose conditions where considered necessary for the promotion of the licensing objectives.
- 8.3 Any conditions attached by the council or submitted by the applicant must focus on the direct impact of the activities taking place at licensed premises, on those attending the premises and residents and persons working in the area.
- 8.4 Any conditions attached to licences will be tailored to the individual needs, style and characteristics of the particular premises and events concerned and will be drawn from a 'model pool of conditions' where appropriate. The Model Pool of Conditions used by Brent Council can be obtained from the Council's Licensing Unit or from our website www.brent.gov.uk

9 Live Music, Dancing and Theatre

- 9.1 The council recognises the need to encourage and promote live music, dance and theatre for the wider cultural benefit of the community, particularly for children. Live performance is central to the development of cultural diversity and vibrant, exciting communities, particularly traditional entertainment such as circus and street arts.

- 9.2 When considering applications for such events and the imposition of conditions on licences or certificates, the council will carefully consider the cultural benefit to the community when seeking to promote the licensing objectives.
- 9.3 Consideration will be given to the particular characteristics of any event including the type, scale, duration and regularity of the proposed entertainment, especially where limited disturbance only may be caused.

10 Diversity and Equality

- 10.1 Brent is a diverse borough and this is recognised by councillors and officers. The council is aware that some applications may have a greater impact on groups, organisations or associations in respect of their race, gender, age, disability, sexuality or religious beliefs. With a view to eliminating unlawful discrimination, applicants will be expected (where appropriate) to address these concerns in their application.
- 10.2 Brent Council is keen to see comprehensive facilities for people with disabilities wherever reasonably practicable and therefore applicants will be encouraged and expected (where appropriate) to address the needs of disabled persons in their operating schedules.
- 10.3 Where applications made by these groups or organisations representing them highlight special needs or customs that may affect their application, the council, in recognising its duty to promote good relations between persons of different racial groups¹, will give consideration to supporting those needs or customs whilst seeking to promote the licensing objectives.
- 10.4 As part of our policy review we will consider the impact of this policy on these groups.

¹ The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 places a duty on public authorities to have due regard to the need to eliminate unlawful discrimination; and to promote equality of opportunity and good relations between persons of different race groups. A copy of the council's Race Equality Scheme Summary can be found under [Diversity](#) on the council's website: www.brent.gov.uk

11 Human Rights

- 11.1 The Human Rights Act 1998 incorporates the European Convention on Human Rights and makes it unlawful for a local authority to act in a way that is incompatible with a Convention Right. Brent Council will have particular regard to its rights and responsibilities under the Human Rights Act 1998 when determining applications and reviewing this policy. The council will have particular regard to:

Article 6 that in the determination of civil rights everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

Article 8 that everyone has the right to respect for his home and private life; and

Article 1 of the First Protocol that every person is entitled to peaceful enjoyment of his or her possessions.

12 Enforcement

- 12.1 It is essential that premises are managed so as to ensure the promotion of the licensing objectives and compliance with the specific requirements of the Licensing Act 2003. The council will make arrangements to monitor premises and take appropriate action to ensure that licensing objectives are adhered to.

- 12.2 Brent Council's Licensing Officers will develop constructive and effective working relationships and strategies with the Police, Fire Authority and other enforcement agencies as appropriate, for the management of licensed premises and the night-time economy.

Joint working with the Police and other agencies together with targeted enforcement will ensure a more effective and efficient deployment of officers and will avoid any duplication of duties.

- 12.3 The Council in its enforcement activity will have regard to the proposed "Hampton" principles and in particular the "Regulators' Compliance Code", which includes:
- use of risk assessment to concentrate resources;
 - to be accountable for efficient and effective activity;
 - must be a reason for inspections;
 - no requirement on business for unnecessary information or its duplication;
 - persistent law breakers are identified quickly;
 - provision of good and easily accessible, cheap advice; and
 - not to intervene into economic progress unless there is a clear case for protection.

12.4 Inspections and enforcement will be undertaken on a risk basis if and when judged necessary.

13. Reviews

13.1 The council recognises that the review procedure set out in the Act provides an effective mechanism to address concerns relating to the licensing objectives raised by relevant authorities and interested parties which arise after the grant or variation of premises licences.

13.2 When a request for a review is submitted to the council, the council must first be satisfied that the request is not vexatious, frivolous or repetitious especially if the request relates to a recent hearing on application or review of a licence.

13.3 Where a relevant representation is received, the council may hold a hearing to review a licence and consider evidence relating to problems occurring on the premises associated with crime and disorder, public safety, public nuisance or the protection of children from harm.

13.4 Following a review the council may take a number of steps including the modification of conditions of the premises licence, exclusion of a licensable activity from the scope of the licence, removal of the designated premises supervisor, suspension of the licence for a period not exceeding three months, revocation of the licence and a finding that no action is necessary.

14 Administration, Exercise and Delegation of Functions

14.1 Brent Council has established a licensing committee to administer its licensing functions under the Licensing Act 2003.

14.2 To provide a speedy, efficient and cost-effective service the committee has established a number of sub-committees and delegated certain functions and decisions to those sub-committees.

14.3 Many of the decisions are largely administrative in nature such as, the grant of non-contentious applications, including for example, those licences and certificates where no representations have been made. These will be delegated to council officers by the licensing committee.

14.4 All decisions taken by the sub-committees and officers will be reported for information to the next full committee meeting.

14.5 Applications where there are relevant representations will be dealt with by the licensing committee/sub-committees unless such representations are considered irrelevant, frivolous or vexatious or unless the council, the applicant and all those persons who have made representations agree that a hearing is not necessary.

14.6 The Council does not have a fixed definition of “vicinity” but instead looks at each representation on its own merit, having regard to all the facts pertaining to that

application. Factors which may be considered include, for example, whether the individuals residence or business is likely to be directly affected by disorder and disturbance occurring or potentially occurring on those premises. This means that a person living close to a small shop or restaurant may not be considered to be in the vicinity of the restaurant but somebody living several hundred yards from Wembley Stadium may be considered to be in the vicinity of the Stadium.

- 14.7 Where there is sufficient reason to believe the publishing of personal details such as names and addresses will result in intimidation, the Council will withhold such information to protect the individual. However, we will make available such information as is necessary, without identifying individuals, for the applicant to respond to the objections raised by the representations.
- 14.8 Where only positive representations are made the Council will invite those making the representation to withdraw and so avoid the need for a hearing.
- 14.9 Where there is the likely hood of an agreement being reached between an applicant and a person making a representation, then where appropriate, the Council will with the agreement of both parties, extend the limit for holding a hearing.
- 14.10 Information on the procedure to be adopted at hearings will be sent to applicants and persons making a representation at the time the agendas are dispatched. Anybody wanting a copy of this information may obtain it from the Council's Licensing Unit.
- 14.11 The table on the following page sets out the delegation of functions under the Licensing Act 2003 to the licensing committee, sub-committees and officers. Where appropriate, officers may refer any matter to a sub-committee or a sub-committee to Full Committee.

TABLE OF DELEGATION OF LICENSING FUNCTIONS

Matter to be Dealt With	Decision Maker		
	Full Committee	Sub-Committee	Officers
Application for personal licence		If police representation made	If no relevant representation made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for a provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club registration certificate		If a relevant representation made	If no relevant representation made
Application to vary designated personal licence holder		If police representation made	All other cases
Request to be removed as a designated personal licence holder			All cases
Application for transfer of premises licence		If police representation made	All other cases
Application for interim authorities		If police representation made	All other cases
Application to review premises licence/club premises registration		All cases	
Decision on whether a complaint is irrelevant, frivolous or vexatious			All cases
Decision to object when local authority is a consultee and not the lead authority			All cases
Determination of a police representation to a temporary event notice		All cases	

CONTACT DETAILS

The council's licensing officers can be contacted in any of the following ways:

In Person

Visit us at Health Safety & Licensing, Brent House, 349-357 High Road, Wembley, Middlesex.

By Post

Write to The Licensing Officer, Health Safety & Licensing, P.O. Box 411, Brent House, 349-357 High Road, Wembley, Middlesex HA9 6EP

By Fax

To the Licensing Officer on 020 8937 5357

By E-mail

To the Licensing Officer at hsl@brent.gov.uk

By Telephone

020 8937 5359

OTHER USEFUL CONTACTS

Police	Wembley Police Station, 603 Harrow Road, Wembley, Middlesex HA0 2HH tel: 020 8733 3206
Fire Authority	Fire Safety Regulation: North West Area 1, London Fire Brigade, 169 Union Street, London SE1 0LL tel: 020 8555 1200 ext 38778
Planning	Planning Service, Brent House, 349-357 High Road, Wembley, Middlesex HA9 6BZ tel: 020 8937 5210
Environmental Health	Environmental Health, Brent House, 349-357 High Road, Wembley, Middlesex HA9 6BZ tel: 020 8937 5252
Trading Standards	Quality House, 249 Willesden Lane, London, NW10 tel: 020 8937 5555
Public Safety Team	Health, Safety & Licensing, Brent Council, Brent House, 1 st Floor, 349-357 High Road, Wembley, HA9 6EP tel: 020 8937 5362
Brent Magistrates	448 High Road, London, NW10 2DZ tel: 020 8955 0555
Children's Services	Chesterfield House, 9 Park Lane, Wembley, HA9 7RJ
Portman Group	www.portmangroup.org.uk e-mail info@portmangroup.org.uk tel: 020 7907 3700