

Licensing Sub-Committee Agenda



To: Councillors Karen Jewitt (Chair), Nina Degrads and Badsha Quadir

A meeting of the **Licensing Sub-Committee** which you are hereby summoned to attend, will be held on **Tuesday, 21 June 2022 at 10.30 am**. **This meeting will be held remotely** and Members will be sent a link to attend the meeting; to view the meeting, please click [here](#).

Katherine Kerswell
Chief Executive
London Borough of Croydon
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www.croydon.gov.uk/meetings
Monday, 13 June 2022

If you would like to record the meeting, we ask that you read the guidance on the recording of public meetings [here](#) before attending.

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If you require any assistance, please contact Tariq Aniemeka-Bailey on 020 8726 6000 x 64109 as detailed above.

AGENDA – PART A

1. Appointment of Chair

To appoint a Chair for the duration of the meeting.

2. Apologies For Absence

To receive any apologies for absence from any members of the Committee.

3. Disclosure of Interests

Members and co-opted Members of the Council are reminded that, in accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, they are required to consider in advance of each meeting whether they have a disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. If advice is needed, Members should contact the Monitoring Officer in good time before the meeting.

If any Member or co-opted Member of the Council identifies a DPI or ORI which they have not already registered on the Council's register of interests or which requires updating, they should complete the disclosure form which can be obtained from Democratic Services at any time, copies of which will be available at the meeting for return to the Monitoring Officer.

Members and co-opted Members are required to disclose any DPIs and ORIs at the meeting.

- Where the matter relates to a DPI they may not participate in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.
- Where the matter relates to an ORI they may not vote on the matter unless granted a dispensation.
- Where a Member or co-opted Member has an NRI which directly relates to their financial interest or wellbeing, or that of a relative or close associate, they must disclose the interest at the meeting, may not take part in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation. Where a matter affects the NRI of a Member or co-opted Member, section 9 of Appendix B of the Code of Conduct sets out the test which must be applied by the Member to decide whether disclosure is required.

The Chair will invite Members to make their disclosure orally at the commencement of Agenda item 3, to be recorded in the minutes.

4. Urgent Business (if any)

To receive notice of any business not on the agenda which in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

5. LICENSING ACT 2003 - Application For a Premises Licence at Purley Way Playing Fields, Croydon, CR2 6BU (Pages 5 - 146)

The Sub-Committee is asked to determine whether to grant the application for a premises licence.

6. LICENSING ACT 2003 - Application For a Premises Licence at 31 South End, Croydon, CR0 1BE (Pages 147 - 186)

The Sub Committee is asked to determine whether to grant the application for a variation to a premises licence.

7. Exclusion of the Press and Public

The following motion is to be moved and seconded where it is proposed to exclude the press and public during the course of a meeting:

Pursuant to the provisions of regulation 14 paragraph (2) of the Licensing Act 2003 (Hearings) Regulations 2005, the licensing authority may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public. For the purposes of paragraph (2), a party and any person assisting or representing a party may be treated as a member of the public. In light of the possibility of disclosing personal data if the photographs circulated by a party to the hearing were made available in public, members of the committee will be asked to agree to exclude the public from the hearing to enable members to view the photographs on the basis that doing so outweighs the public interest in that part of the hearing taking place in public.

PART B

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REPORT TO:	LICENSING SUB COMMITTEE 21 June 2022
SUBJECT:	LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE
LEAD OFFICER:	Corporate Director, Sustainable Communities, Regeneration & Economic Recovery
CABINET MEMBER:	Cllr. Scott Roche Streets & Environment
WARDS:	Waddon
CORPORATE PRIORITY/POLICY CONTEXT: This report is specific to this application and has no implications on the Council's Corporate Policies.	
FINANCIAL SUMMARY: This application is being processed as part of normal duties carried out by the Department with no additional costs involved.	
FORWARD PLAN KEY DECISION REFERENCE NO.: N/A	

For general release

1.	RECOMMENDATIONS
1.1	The Sub-Committee is asked to determine whether to grant the application for a premises licence at Purley Way Playing Fields, Croydon, CR2 6BU.

2. EXECUTIVE SUMMARY

- 2.1 The purpose of this report is to advise the Sub-Committee that an application has been received for a premises licence under the Licensing Act 2003 ("the Act"). This application is the subject of representations, therefore a hearing is required.

3. DETAIL

- 3.1 A Protocol for Licensing Hearings and a Procedure for Licensing Sub-Committee Hearings has previously been agreed by the Licensing Committee (minute A/24/05 refers). The protocol has been subsequently amended by the licensing committee (minutes A/32/06, A/40/07 and A/07/12 refer and the Protocol was last amended by the licensing committee on 30 September 2020, minute 15/20 refers).

- 3.2 The applicant and the parties making representations have been notified of the hearing in accordance with the Licensing Act 2003 (Hearings) Regulations 2005 and Licensing Act 2003 (Hearings) (Amendment) Regulations 2005 “the Regulations”. Information to accompany the notice of hearing was provided to the applicant and the parties making representations in accordance with “the Regulations”.
- 3.3 Appendix A to this report provides details of this application.

4. FINANCIAL CONSIDERATIONS

1 Revenue and Capital consequences of report recommendations

There are no direct financial implications associated with this report, subject to the risks at 4.2 & 4.3. This application is being processed as part of normal duties and therefore the work associated with it is contained within the departmental budget.

2 The effect of the decision

The decision of the Sub-Committee may be subject to appeal and/or Judicial Review

3 Risks

An appeal against a decision of the Sub-Committee or a Judicial Review of the application process may present financial risks to the Council with regard to any award of costs against it.

4 Options

The options available are: to grant the application, to vary the application, with or without further conditions, or to refuse the application.

5 Savings/ future efficiencies

None identified.

6 (Approved by: Flora Osiyemi, Head of Finance Place, Residents & Gateway)

5. COMMENTS OF THE SOLICITOR TO THE COUNCIL

- 5.1 The Head of Litigation and Corporate Law comments on behalf of the Director of Law and Governance that the sub-committee must determine the application, taking into account relevant representations, the Licensing Act 2003, the regulations made thereunder statutory guidance and the Council’s own licensing policy.

(Approved by Sandra Herbert, Head of Litigation and Corporate law on behalf of the Director of Law and Governance and Deputy Monitoring Officer).

6. HUMAN RESOURCES IMPACT

6.1 The Human Resources impact of supporting the Licensing Hearings will be contained within the budgeted establishments of the Democratic and Legal Services and Licensing Teams.

6.2 (Approved for and on behalf of HR by Jennifer Sankar, Head of HR Place).

7. EQUALITIES IMPACT

7.1 The arrangements for the Licensing Hearings seek to ensure that all applicants and other interested parties receive a fair hearing and that the process is accessible to all groups within the community. In exercising licensing functions, the Council is required to comply with Section 149 of the Equality Act 2010 which requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

7.2 For these purposes the protected characteristics are

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

7.3 The Act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

8. ENVIRONMENTAL AND DESIGN IMPACT

- 8.1 The effective implementation of the Licensing Act 2003 will contribute to an improved environment for local residents and other stakeholders.

9. LICENSING OBJECTIVES IMPACT

- 9.1 The licensing objectives contained in the Act are:

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

- 9.2 Officers comments and relevant representations on the impact of the application on these objectives appear in Appendix A to the application.

10. HUMAN RIGHTS IMPACT

- 10.1 The Human Rights 1998 (HRA) requires public bodies to ensure everything they do is compatible with Convention Rights and makes it unlawful for a public authority to act incompatibly with those Rights. **Article 6 (A6)** of the European Convention on Human Rights (ECHR) is the right to a fair trial. The key elements of this include:

- The right to a *fair* hearing;
- The right to a *public* hearing;
- The right to a hearing before an *independent and impartial tribunal*;
- The right to a hearing *within a reasonable time*.

- 10.2 When hearing an application, the proceedings of a non-judicial body such as the Licensing Sub Committee, as opposed to an actual Court, need not meet the full requirements of A6 where there is a right of appeal from the Licensing Sub Committee to a Court that does meet the full A6 standards and can consider all aspects of the case (even if that does not include a full re-hearing of the facts).

- 10.3 So, while it is good practice to make a hearing before the Licensing Sub Committee as A6 compliant as possible, it will not be a breach of the HRA if it is not. Further, the hearing of all applications is subject to the principles of Natural Justice and the requirement for decisions to be 'Wednesbury reasonable'.

11. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS

- 11.1 Protocols agreed in relation to Licensing Hearings are within the Council's Constitution and will be accessible as part of the Council's Publication Scheme maintained under the Freedom of Information Act.

CONTACT OFFICER:

Michael Goddard, Head of Environmental Health,
Trading Standards and Licensing, Place
Department ext. 61838

BACKGROUND DOCUMENTS:

Application Forms
Licensing Hearings and Protocol and Procedure

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APPENDIX A

1. The Application

1.1 This report concerns an application by Cellar Door Promotions Limited for a time limited premises licence at Purley Way Playing Fields, Croydon, CR2 6BU.

1.2 The application seeks the following licensable activities, between the hours shown on Saturday 2 and Sunday 3 July 2022 –

Provision of Regulated Entertainment, namely -
Live Music
Recorded Music
Saturday and Sunday 1200 hours (midday) until 2130 hours

Sale by Retail of Alcohol (for consumption 'On' the premises) -
Saturday and Sunday 1200 hours (midday) until 2130 hours

1.3 A copy of the application is attached at Appendix A1. Would the sub committee please note that the terminal hour listed for live and recorded music in the application is 2200 hours on both days. However, the public notices at the site and in the local newspaper listed the terminal hour for these activities as 2130 hours, therefore 2130 hours has to be listed as the terminal hour that the application seeks for those activities.

1.4 Would the sub committee please note that as part of the premises licence application paperwork, the applicant also submitted a copy of their Event Safety Management Plan, a Noise Assessment and Management Plan, a Risk Assessment Record, a Security and Crowd Safety Management Plan and a Medical Assessment Plan. The Medical Assessment Plan has not been included in the attachments to this report as it is marked as "confidential and privileged" and its publication is said to be restricted without the express consent of the company which produced the plan. As we have not been provided with proof of such consent by the applicant, the Medical Assessment Plan does not form part of the papers before the Sub-Committee. Copies of the remaining documents are attached at Appendix A2 and would the sub committee please note that personal and potentially sensitive material has been redacted from these documents with the exception of the Noise Assessment and Management Plan. No redactions have been made for personal data or any other data in this document as the document contains a requirement that any reproduction be in full other than with the permission of the firm in question who produced the document and no such consent has been received from the applicant in submitting the documentation.

1.5 Would the sub committee please note that following discussions with the Trading Standards Officer, the applicant has amended their application to have the conditions at Appendix A3 placed on the licence if the application is granted.

2 Promotion of Licensing Objectives

2.1 The applicant provides details under the heading Licensing Objectives in their application of the steps they intend to take to meet the four licensing objectives. These steps would in turn, where applicable, be made into conditions to be attached to the premises licence, if the variation application is granted.

3 Relevant representations

3.1 Representations have been received on the application by local residents and Ward councillors and copies are attached at Appendix A4.

3.2 In addition, representations have been made on the application by the Police as a Responsible Authority under the Licensing Act 2003 and a copy is attached at Appendix A5. In addition, the Police subsequently submitted further information in support of their representations in the form a witness statement and this is also included at Appendix A5.

3.3 The applicant has been provided with a written copy of the representations made and the further information submitted by the Police.

4 Policy Considerations

4.1 Under the terms of the Act, the Council has published a Statement of Licensing Policy. This is available on the Council website at www.croydon.gov.uk . Hard copies are also available from the Council's Place Department and copies of the policy will also be available at the licensing sub committee hearing. The following paragraphs from the Statement are considered particularly relevant with regard to this application.

4.8 The fundamental principles of the Act and its accompanying guidance are that nothing in this 'Statement of Policy' will:

undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have each application considered on its individual merits, or,

override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.

4.9 Parties should be aware that, for a representation to be considered relevant, it must be one that is about the likely effect of the grant of a new licence/certificate or variation of an existing licence/certificate on the promotion of the four licensing objectives. Also, if the representation is made by an 'other person', it will not be relevant if the licensing authority considers it to be 'vexatious or frivolous', or in the case of a review, 'repetitious'.

4.10 Applicants and those making relevant representations in respect of applications or seeking a review of a licence or a certificate have the right of appeal to the Magistrates' Court against the decisions of the Council.

- 4.11 In considering all licence/certificate applications, the Council will take into account the character of the surrounding area, the impact of the licence/certificate on that area and the nature and character of the operation.
- 4.12 As part of any application for a premises licence/club premises certificate or a variation to an existing licence/certificate, applicants are required to submit an 'Operating Schedule', which must include the steps proposed to promote the Licensing Objectives set out in paragraph 2.2.
- 4.13 Part 5 of this Statement gives guidance to applicants on some of the matters they may wish to consider when preparing their Operating Schedules.
- 4.14 Licensing is about permitting activities but also ensuring the responsible management of licensed premises, qualifying clubs and temporary events within the terms of the 2003 Act, and conditions are likely to be attached to licences, certificates and permissions that will cover matters which are within the control of individual licensees.
- 4.15 However, the Council acknowledges that it can only impose conditions where relevant representations have been received on an application and that such conditions must be considered necessary for the promotion of the licensing objectives. Where no relevant representations have been made, the application will be granted by the licensing authority in terms consistent with the applicants operating schedule.
- 4.16 When considering these conditions, the Council will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

NEED and CUMULATIVE IMPACT

- 4.17 The Council will not take 'need' into account when considering an application, as this concerns 'commercial demand' and is a matter for the planning process and the market.
- 4.18 However, the Council recognises that a significant number and type of licensed premises in a particular area may lead to problems of crime, disorder and nuisance and notes that in accordance with the Statutory Guidance to the Act, their cumulative impact on the promotion of the licensing objectives is a proper matter for the Council to consider. For example, national analysis of alcohol sales data (sales in the on and off trade) has shown a positive association at local authority level between off-trade sales and alcohol-specific hospital admissions.
- 4.19 Where the Council recognises that there is such a cumulative effect it will consider adopting a specific Cumulative Impact Policy for that area, if this is shown to be necessary. Reducing availability, affordability and attractiveness are some of the most effective ways to reduce alcohol-harm and related crime.

- 4.20 In these circumstances, the Council may consider that the imposition of conditions is unlikely to address the apparent problems and may consider the adoption of a special policy whereby there will be a presumption that new premises licence or club premises certificate applications, or applications to materially vary a premises licence, will be refused. A material variation may be, for example, an increase in permitted hours or to add a licensable activity onto a premises licence.
- 4.21 Based on the Statutory Guidance to the Act, in deciding whether to adopt such a Policy in an area, the Council will consider the following:
- local crime and disorder statistics, including statistics on specific types of crime and crime hotspots
 - statistics on local anti-social behaviour offences
 - the density and number of current premises selling alcohol
 - Alcohol use and misuse in Croydon's population
 - Claimants of benefits due to alcoholism
 - Alcohol specific hospital admissions for under 18's
 - Ambulance incidents and dispatches
 - Alcohol related road traffic accidents
 - Statistics on alcohol related emergency attendances and hospital admissions
 - Mortality
 - Complaints recorded by the local authority
 - Evidence from local councillors and
 - Evidence obtained through local consultation.
- 4.22 There are concerns about parts of the borough which experience high levels of alcohol related crime and alcohol related hospital admissions and where it is clear that the density of shops selling alcohol for consumption off the premises is significantly higher than in other parts of the borough.
- 4.23 As a result, the Council has considered it appropriate to designate, the following four areas within Croydon as being subject to a special Cumulative Impact Policy in respect of off licences and shops and supermarkets selling alcohol off the premises:
- i. Along the Brighton Road; South End; High Street, George Street corridor, from the Royal Oak Centre on Brighton Road, Purley to the junction of George Street and Cherry Orchard Road in Central Croydon
 - ii Along the London Road/Streatham High Road corridor, in 3 sections; from the junction of London Road and Tamworth Road in West Croydon to the j/w Canterbury Road; from the j/w Broughton Road to the j/w Melrose Avenue and; from the j/w Northborough Road to the borough boundary with London Borough of Lambeth

- iii Along the Brigstock Road and High Street, Thornton Heath corridor, from the junction of Brigstock Road and London Road in Thornton Heath to the junction of High Street, Thornton Heath and Whitehorse Lane
 - iv Along the length of Central Parade, New Addington
- 4.24 The effect of a Cumulative Impact Zone Policy for each of the areas listed above is that where relevant representations are received on any new applications for a premises licence to sell alcohol off the premises, or on a material variation to an existing such premises licence there will be a presumption under the special policy that the application will be refused. A material variation would be, for example, an increase in permitted hours for the sale of alcohol or to add the sale of alcohol off the premises as a licensable activity to the premises licence.
- 4.25 The Cumulative Impact Policy is intended to be strict, and will only be overridden in genuinely exceptional circumstances. However, the Licensing Authority will not apply these policies inflexibly. It will always consider the individual circumstances of each application; even where an application is made for a proposal that is apparently contrary to policy.
- 4.26 It is not possible to give a full list of examples of when the council may treat an application as an exception. However, in considering whether a particular case is exceptional, the Licensing Authority will consider the reasons underlying the policy.
- 4.27 The Licensing Authority will not consider a case to be exceptional merely on the grounds that the premises have been or will be operated within the terms of the conditions on the licence, or that are or will be generally well managed because of the reputation or good character of the licence holder or operator. This is expected in the conduct of all licensed premises. Moreover, licences are for premises and can be easily transferred to others who intend to operate within the scope of the licence and its conditions.
- 4.28 The Council will review the special policies regularly to see whether they have had the effect intended and whether they are still needed or whether they need expanding.
- 4.29 The Council will not use these policies solely:
- As the grounds for removing a licence when representations are received about problems with existing licensed premises, or,
 - To refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for an extension in permitted hours or to add a licensable activity.
- 4.30 The Council recognises though that where no relevant representations are made in relation to an application in a cumulative impact area, the application must be granted in terms consistent with the applicants operating schedule.

- 4.31 The Council recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have full regard to those differences and the differing impact these will have on the local community.
- 4.32 Where an application is made for a new or transfer and variation of a licence, in respect of premises that have closed and been unused and that closure was to a relevant extent as a consequence of crime and disorder and/or nuisance issues at the premises, the Council would expect the applicant to make clear in their operating schedule how they will ensure the crime and disorder and public nuisance objectives will be met, bearing in mind any previous crime and disorder/nuisance concerns there may have been.
- 4.33 It therefore also recognises that, within the Cumulative Impact Policy areas, it may be able to approve licences that are unlikely to add significantly to the existing problems, and will consider the circumstances of each individual application on its merits.
- 4.34 In addition to the cumulative impact zones listed above, the Council is aware of concerns amongst responsible authorities and residents about the number of shops licensed to sell alcohol for consumption off the premises in certain other areas of the borough and the impact they may be having on crime and disorder. It is not intended at this time to introduce cumulative impact zones in these areas, however, they will be monitored and assessed regularly and should concerns increase, consideration will be given to formally identifying them as cumulative impact zones. For the time being, those areas will be classed as special stress areas and they are as follows:
- High Street & Portland Road, South Norwood
 - Lower Addiscombe Road
- 4.35 The Council acknowledges that the licensing function cannot be used for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned and that apart from the licensing function, there are a number of other measures available for addressing issues of unruly behaviour that can occur away from licensed premises.
- 4.36 In recognising the importance of such measures, the Council will continue to seek further improvements to those already achieved in respect of planning controls and working in partnership with local businesses and transport operators on a number of measures to create a safe and clean environment in the following areas:
- Provision of extensive CCTV and radio communication systems
 - Improvements to street lighting
 - Rubbish collection and street cleaning
 - Provision of better late night bus, tram, rail and taxi/minicab services
 - Provision of Police Officers/street and litter wardens

- Designation of areas within the borough, as part of a Public Space Protection Order, where alcohol may not be consumed publicly and monitoring the possible need for future designations in other parts of the borough*
- Working in partnership with Croydon Borough Police on law enforcement issues relating to disorder and anti-social behaviour. These include the use of powers to issue fixed penalty notices, prosecuting those selling alcohol to people who are underage and/or drunk, confiscating alcohol from adults and children in designated areas and instant closure of licensed premises or temporary events on the grounds of disorder, or likelihood of disorder or excessive noise from the premises
- Working in partnership with Licensees and expecting them to support existing and future agreed measures set up to promote the strategic objectives for crime and disorder reduction within the Borough
- Acknowledging the powers of the police or other responsible authorities, or a local resident or business under the 2003 Act, to seek a review of the licence or certificate

*Would existing licence/certificate holders and new applicants please note that a number of areas within the borough of Croydon are to lie within Public Space Protection Orders (PSPO's) that may control the consumption of alcohol in public areas. Please contact the Council's licensing team if you wish to discuss how such orders may affect licensed premises.

5. LICENSING OBJECTIVES and OPERATING SCHEDULES

5.1.1 The following sections set out the Council's Policy relating specifically to the four Licensing Objectives:

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

5.1.2 In each section the Council defines its intended outcome and lists the factors that may influence achieving that particular objective, but because of the wide variety of premises and activities to which this Policy applies, the lists provided are not exhaustive. Applicants will know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.

5.1.3 Further, each section lists possible control measures to assist applicants, but again these lists are not exhaustive. Also, many of the control measures achieve more than one Objective but have not been listed under each Objective and applicants do not need to mention a control measure more than once in their Operating Schedule.

5.2 Crime and Disorder

- 5.2.1 Croydon Council is committed to reducing crime and disorder within the Borough and creating an environment where people feel safe.
- 5.2.2 In addition to the requirements under the 2003 Act for the Council to promote the licensing objective of preventing crime and disorder, 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.
- 5.2.3 Licensed premises, especially those offering late night/early morning entertainment, alcohol and/or refreshment, can be a source of crime and disorder problems.
- 5.2.4 The Council considers that the promotion of the Licensing Objective to prevent crime and disorder also places a responsibility on licence holders to work in partnership to achieve this Objective.
- 5.2.5 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained so as to minimise or prevent crime and disorder in and around the vicinity of their premises and events.
- 5.2.6 The Licensing Authority recommends that for certain events, a comprehensive risk assessment is undertaken by premises licence applicants & holders to ensure that crime and disorder and public safety matters are identified and addressed. For larger public events, including those in open spaces and for premises that wish to stage promotions or events, the Licensing Authority recommends that licence applicants and holders address Risk Assessment and post event debrief processes in their application operating schedule/event planning.
- 5.2.7 Applicants and premises licence holders may wish to engage the services of suitably trained individuals or companies to assist them in this risk assessment process. In addition, they may seek guidance and advice from the Licensing Authority or the Metropolitan Police regarding the process, although the responsibility for undertaking the risk assessment remains with the Applicant/Premises License holder as neither body is able to actually undertake such risk assessments for applicants/licence holders. Applicants and premises licence holders are also reminded that the Licensing Authority is not able to recommend the services of a particular individual or company for this purpose.

5.2.8 Drugs, violence, anti social behaviour and theft of customers property are examples of crime and disorder issues which may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including associated open areas, appropriate storage of alcohol, discouraging loitering/consuming alcohol outside the premises, ensuring opening hours are adhered to
- participation in responsible management schemes such as the 'Best Bar None' accreditation/award scheme
- appropriate instruction, training and supervision of those employed or engaged to prevent incidents of crime and disorder
- adoption of existing and future best practice guidance (e.g. Safer Clubbing, the National Alcohol Harm Reduction Toolkit and other recognised codes of practice including those relating to drinks' promotions, i.e. The Point of Sale Promotions published by the British Beer and Pub Association and cheap drinks deals/Happy Hours)
- acceptance of accredited 'proof of age' documentation, as recognised by the Council in consultation with the Police
- maintaining appropriate signage and a refusals log
- employment of sufficient SIA licensed door staff, i.e. within nationally accepted standards
- provision of toughened or plastic glasses
- provision of secure deposit boxes for confiscated items as recognised by the Council in conjunction with the Police
- provision of litter bins and security measures, such as lighting outside premises
- Other schemes including only purchasing alcohol from authorised wholesalers, not selling certain alcohol types/strengths (e.g. high strength beers/ciders or single cans above 6% ABV), restricting sales on certain alcohol types (e.g. miniature spirits), allowing a 'track and trace' identifier on products so Police/Trading Standards can identify which off-licence seized alcohol is from, signing up to local responsible retailer schemes
- Provision of closed circuit television, with cameras covering relevant internal and external areas (including beer gardens) and entrances/exits to premises

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.2.9 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council Licensing Team and Croydon Police Licensing and/or Crime Prevention Officers, as well as taking into account, as appropriate, local planning and transport policies, and, tourism, cultural and crime prevention strategies.

5.2.10 Where relevant representations have been made, the Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises.

5.3 Public Safety

5.3.1 The Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.

5.3.2 The 2003 Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, off licences, cafés/restaurants, fast food outlets/takeaways and sometimes open spaces.

5.3.3 Each of these types of premises present a mixture of different risks, with many common to most premises and others unique to specific operations. These will range from fire safety, including fire precautions and means of escape arrangements in all types of premises, to the use of scenery and pyrotechnics in theatres and special lighting effects in night clubs.

5.3.4 It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.

5.3.5 The following examples of influencing factors are given to assist applicants when addressing the issue of public safety during the preparation of their Operating Schedule:

- the number of people attending the premises
- the condition, design and layout of the premises, including the means of escape in case of fire
- the nature of the activities to be provided, in particular the sale of alcohol and including whether those activities are of a temporary or permanent nature
- the hours of operation and hours of opening if different
- customer profile (i.e. age, mobility)
- the use of special effects such as strobe lighting, lasers, pyrotechnics, smoke machines, foam machines etc.

5.3.6 Public safety issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the safety of everyone attending the premises or event, i.e. number of door supervisors within nationally accepted standards (and having SIA accreditation where necessary)

- appropriate instruction, training and supervision of those employed or engaged to secure the safety of everyone attending the premises or event
- suitable customer-care policies for assisting lone customers taken ill or injured etc. at the premises
- provision of effective CCTV in and around premises
- provision of toughened or plastic glasses
- implementation of crowd management measures
- regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety codes and standards

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.3.8 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council's Health and Safety Officers and the London Fire Brigade.

5.3.9 The Council will consider attaching Conditions to licences and permissions to promote public safety.

5.4 Prevention of Public Nuisance

5.4.1 The Council recognises the need to protect the amenities of people living, visiting and working in the vicinity of licensed premises, whilst balancing the rights of businesses to develop.

5.4.2 Licensed premises, especially those operating late at night and in the early hours of the morning, can give rise to a range of public nuisances which may impact adversely on local communities.

5.4.3 These concerns mainly relate to noise and disturbance, light pollution, noxious smells, litter and anti-social behaviour and due regard will be taken on the impact these may have.

LICENSING HOURS

5.4.4 The Council will generally deal with the issue of licensing hours having due regard to the individual merits of each application, considering the potential for nuisance associated with the style, characteristics and activities of the business and examining any steps that might reduce the risk of nuisance.

5.4.5 The Council recognises that longer licensing hours for the sale of alcohol will avoid concentrations of people leaving premises at the same time, which is necessary to reduce the potential for friction at late night fast food outlets, taxi ranks/minicab offices and other sources of transport that can lead to disorder and disturbance.

5.4.6 The Council will not set fixed trading hours within designated areas (“zoning”) as it recognises this could lead to significant movements of people across boundaries at particular times seeking premises opening later and would lead to the peaks of disorder and disturbance the Council is trying to avoid. Additionally, this would seemingly treat residents in one area less favourably than those in another.

5.4.7 However, although the Council will treat each case on its individual merits, generally it will not grant permission for licensable activities beyond 2330 hours on Sundays to Thursdays and Midnight on Fridays and Saturdays in respect of public houses situated in areas having denser residential accommodation. The Council would expect good reasons to be given to support any application for extensions beyond these hours, including addressing possible disturbance to residents and local parking. Additionally, in these areas, consideration will be given to imposing stricter conditions in respect of noise control.

SHOPS, STORES AND SUPERMARKETS

5.4.8 The Council acknowledges that the Guidance issued under section 182 of the Licensing Act 2003 states that shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.

5.4.9 However, there is local concern about crime and disorder associated with shops licensed to sell alcohol off the premises. Accordingly, while the Council will treat each case on its individual merits there will be a presumption that permitted hours for the sale of alcohol will be restricted to between 8am and 11.30pm on Sunday to Thursday and 8am to midnight on Friday and Saturday in respect of shops in residential areas or within one of the four relevant Cumulative Impact Zones where representations are made by the police and/or local residents and where premises are shown to be a focus of crime, disorder or nuisance. Applications to vary the permitted hours for the sale of alcohol off the premises within the above hours shall similarly be treated on their merits

PREVENTION OF PUBLIC NUISANCE - GENERALLY

5.4.10 The Council will expect applicants to demonstrate in their Operating Schedule that they have identified satisfactory measures and will implement and maintain these so as to prevent public nuisance, having due regard to the style, characteristics and activities of their particular premises and events and of the locality.

5.4.11 The following examples of influencing factors are given to assist applicants when addressing the issue of the prevention of public nuisance during the preparation of their Operating Schedule:

- the location of the premises and proximity to residential or other noise sensitive premises

- effective and responsible management and supervision of the premises and associated open areas
- the hours of opening
- the nature of the activities to be provided and their location within the premises, the customer profile, whether the activities are temporary or permanent and whether they are to be held inside or outside
- the design and layout of the premises and in particular the presence of noise limiting features
- the number of people attending the premises
- the availability of public transport
- a 'wind down' period between the end of the licensable activities and the closure of the premises
- a 'last admission time' policy

5.4.12 Public nuisance issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including any outside areas
- appropriate instruction, training and supervision of staff to prevent public nuisance
- adoption of current best practice guidance (i.e. Good Practice Guide on the Control of Noise from Pubs and Clubs produced by the Institute of Acoustics), including designing shop fronts so as to limit noise nuisance from premises, i.e. from opening windows or continental-style concertina doors
- control of opening hours for all or part (i.e. garden areas) of the premises – including other times when deliveries take place/rubbish and bottles are binned – and the operation of generating plant and equipment
- installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and sound insulation and limiting devices
- managing people, including staff and traffic, arriving and leaving the premises, including patrolling entrance queues
- managing the departure of customers
- liaising with transport providers
- siting and operation of necessary external lighting, including security lighting, with the possible nuisance to nearby properties
- suitable arrangements for collection and disposal of litter, including bottles, so as to minimise disturbance to nearby properties
- no flyposting of events/careful distribution of flyers, including by promoters
- effective ventilation systems to prevent nuisance from odour

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

- 5.4.13 Additionally, when preparing their Operating Schedules applicants are recommended to seek advice from Council Pollution Enforcement Officers.
- 5.4.14 The Council will consider attaching Conditions to licences and permissions to prevent public nuisance.

5.5 Protection of Children from Harm

ACCESS TO LICENSED PREMISES

- 5.5.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, to buy food and/or for entertainment.
- 5.5.2 Although the 2003 Act details certain age and/or time limitations on the admission of accompanied or unaccompanied children to certain types of licensed premises, the Council recognises that additional limitations may have to be considered where it appears necessary to protect them from physical, moral or psychological harm.
- 5.5.3 The Council will consider the merits of each application before deciding whether to impose conditions limiting the access of children to individual premises.
- 5.5.4 While no policy can anticipate every situation, the following are examples of premises that will raise concern:
- where entertainment or services of an adult or sexual nature is commonly provided;
 - where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
 - with a known association with drug taking or dealing;
 - where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and
 - where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- 5.5.5 When dealing with a licence application where limiting the access of children is considered necessary, the Council may consider any of the following options, in combination where appropriate:
- limitations on the hours when children may be present;
 - limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place;
 - limitations on the parts of premises to which children might be given access;
 - age limitations (below 18);

- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
 - full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 5.5.6 The Council will not impose conditions on licences or certificates requiring that children be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee. However, where applicants volunteer prohibitions and limitations in their operating schedules and no relevant representations have been made to the Council, these will become conditions attached to the licence/certificate conditions and will be enforceable as such.

RESPONSIBLE AUTHORITY

- 5.5.8 The Council recognises the Croydon Children’s Safeguarding Board and any successor groups to be the ‘responsible authority’ competent to advise on matters relating to the ‘protection of children from harm’, and to whom copies of applications should be sent.

CHILDREN IN LICENSED PREMISES – GENERALLY

- 5.5.13 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, having due regard to the style, characteristics and activities of their particular premises and/or events.
- 5.5.14 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. Applicants should consider the following influencing factors, for which there is the potential for children to be exposed, when addressing the issue of protecting children from harm during the preparation of their Operating Schedule:

- drugs, drug taking or drug dealing
- gambling
- activities of an adult or sexual nature
- incidents of violence or disorder
- environmental pollution such as noise or smoke
- special hazards such as falls from heights
- opportunities to purchase, acquire or consume alcohol

Note: A number of these factors are listed in more details in paragraph 5.5.6, but as this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

5.5.15 Protection of children from harm issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the protection of children, including child performers, from harm
- appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- adoption of best practice guidance (Public Places Charter)
- limitations on the hours when children may be present in all or parts of the premises
- limitations or exclusions by age when certain activities are taking place
- imposition of requirement for children to be accompanied by an adult
- appropriate instruction and training for counter staff in the prevention of underage sales, including acceptance of accredited 'proof of age' identification, such as a photo card driving licence, a passport, a citizens card, a validate card or a scheme which carries the PASS hologram logo and keeping a 'refusal' book.

5.5.16 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from Council Licensing and Child Protection Officers.

5.5.17 The Council will consider attaching Conditions to licences and certificates to protect children from harm.

5.5.18 While the Council expects Licence holders to comply with the law, the 2003 Act details a number of specific offences designed to protect children in licensed premises and the Council will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the underage sale and supply of alcohol to children.

6. INTEGRATING STRATEGIES and AVOIDING DUPLICATION

6.1 There are many stakeholders in the leisure industry covering a wide range of disciplines and although their strategies are not always directly related to the promotion of the licensing objectives, they often indirectly impact upon them.

6.2 The Council therefore acknowledges the importance of co-ordinating and integrating these policies, strategies and initiatives and will maintain multi-disciplinary working groups to ensure its licensing policy integrates with local crime prevention, planning, transport, tourism, race equality schemes and cultural strategies, as well as any other plans relating to the management of the town centre and the night-time economy.

CRIME PREVENTION

6.3 Conditions attached to Licences and Certificates will, so far as possible, reflect local crime prevention strategies. Examples of such conditions can be found

in the Pool of Conditions relating to prevention of crime and disorder contained in the Statutory Guidance to the Act.

CULTURAL STRATEGIES

- 6.4 The Council will make arrangements to monitor the impact of licensing on regulated entertainment, particularly live music, ensuring that only necessary, proportionate and reasonable licensing conditions impose any restrictions on such events.
- 6.5 Where there is any indication that such events are being deterred by licensing requirements, the statement of licensing policy will be examined to see if the situation might be reversed.

PLANNING AND BUILDING CONTROL

- 6.8 The Council recognises that there should be a clear separation of the planning, building control and licensing regimes in order to avoid duplication and inefficiency.
- 6.9 Licensing applications will not be a re-run of the planning application and will not cut across decisions made by the planning committee or permissions granted on appeal.
- 6.10 The Council will however expect applications for premises licences or for a variation to an existing premises licence at permanent commercial premises to be from businesses having the relevant planning consent for the property concerned. In addition, persons submitting temporary event notices should ensure the premises in question has the requisite planning consent for the proposed activities and hours of operation. Where this is not the case, applicants will be expected to show good reason why the premises do not have planning permission.
- 6.11 The Croydon Local Plan sets out the criteria that will be used to assess planning applications for any changes of use that require planning permission. Some changes of use do not require planning permission but an application for prior approval may be required to ascertain whether there are matters related to the change of use that do require planning permission. Applicants should contact the Council's Development Management service at development.management@croydon.gov.uk with any enquiries related to planning applications or the prior approval process.
- 6.12 Any application for planning permission will be expected to take into account the impact of noise and fumes (and other forms of potential nuisance) on neighbouring premises and to provide details of any mitigating measures, as applicable.
- 6.13 The Council will ensure that if requested, reports will be sent from the licensing committee to the planning committee advising them of the situation regarding

licensed premises in Croydon, including the general impact of alcohol related crime and disorder, to assist them in their decision-making.

ADVANCING EQUALITY

- 6.14 The Council recognises its legal obligation under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share a characteristic and those who don't.
- 6.15 The Council will assess and consult on the likely impact and monitor for any adverse impact on the advancement of equality which may arise as a result of this Policy Document and will publish the results.

DUPLICATION

- 6.16 The Council will, so far as possible, avoid duplication with other legislation and regulatory regimes that already place obligations on employees and operators, e.g. the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990, the Regulatory Reform Fire Safety Order 2005 and the Equality Act 2010 in respect of accessibility for disabled people.
- 6.17 Conditions relating to public safety will only be attached to premises licences and club premises certificates where considered necessary for the promotion of that licensing objective and not covered by any other legislation and where regulations do not cover the unique circumstances of certain licensable activities in specific premises.
- 6.18 The Council acknowledges that bingo clubs are dealt with under the Gambling Act 2005 and will have due regard to the relevant advice regarding duplicating licence conditions which has been given under both this legislation and the 2003 Act when dealing with applications relating to alcohol, regulated entertainment or late night refreshment under the 2003 Act.

9. STANDARDISED CONDITIONS

- 9.1 Where Conditions are properly attached to licences or certificates they will be tailored to the individual style and characteristics of the particular premises and events concerned.

10. ENFORCEMENT

- 10.1 It is essential that licensed premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the 2003 Act and it is the responsibility of premises licence holders and designated premises supervisors (where applicable) to ensure this happens and that regulatory compliance is maintained. The Council and its partners will make arrangements to monitor premises and take appropriate enforcement action to ensure this but

enforcement action should be considered to be the last resort and such intervention should not be necessary where premises are operated & managed effectively.

10.2 Each of the Responsible Authorities under the Act may make representations on an application or seek a review of a premises licence/club premises certificate, based on concerns around any of the licensing objectives. That said, it is anticipated that specific responsible authorities will take a central advisory & enforcement role, as necessary, with regard to relevant licensing objectives, for example –

- Prevention of crime and disorder – Police
- Prevention of Public Nuisance – Council Environmental Health (Pollution) Team and the Planning Department
- Public Safety – Council Food & Safety Team or HSE (as applicable) and the LFB
- Protection of Children from Harm – Croydon Children’s Safeguarding Board, Police and the Trading Standards Team

10.3 Under the London Borough of Croydon Licensing Act 2003 Enforcement Protocol, originally approved by the Council’s substantive Licensing Committee on 21 June 2006, using the principles of risk assessment, the Council will work closely with the responsible authorities in enforcing licensing law and inspecting licensed premises. This should ensure that resources are more effectively concentrated on problem and high risk premises. This Protocol shall be reviewed, through a separate process to this policy review in the coming months and an updated version shall be available from the Council Licensing Team and posted on the Council’s website.

10.4 The Council will carry out its regulatory functions in accordance with good enforcement practice and particular regard will be had to fundamental principles. In that regard, Enforcement shall be:

- Targeted
- Consistent
- Transparent
- Proportionate
- Necessary

Any enforcement activity shall be undertaken in a fair, open and consistent manner in conformity with the above principles.

The Home Office has produced Statutory Guidance under Section 182 of the Licensing Act 2003. The following paragraphs from the Guidance are re produced below to assist the sub committee –

10.8 The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is

appropriate to impose conditions to promote one or more of the four licensing objectives.

- 4.2 All relevant parties have been made aware of the date, time and location of the Sub Committee meeting.
- 4.3 An ordnance survey extract map showing the application site is attached at Appendix A6.

A1

New Premises Licence

Premises Details

Premises Address *

PLAYING FIELDS PURLEY WAY CROYDON CROYDON
CR2 6BU

Telephone number at premises (if any)

N/A

Non-domestic value of premises. *

£ 0.00

Applicant Details

I/We apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Please state whether you are applying for a premises licence as:

a person other than an individual -as a limited company/
limited liability partnership

Applicant Details

If you are applying as a person described in one of the above please confirm: *

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

Other Applicant (Non Individual)

Name *	Cellar Door Promotions Limited
Registered Address *	71 High Street
Town/City *	Croydon
County	
Postcode *	CR0 1QE
Registered Number (where applicable)	0608161
Description of applicant (for example partnership, company, unincorporated association, etc) *	Cellar Door Promotions is a registered Limited company that specialises in event production and management.
Telephone Number	

Operating Schedule

When do you want the premises licence to start? *	27/06/2022
If you wish the licence to be valid only for a limited period, when do you want it to end?	07/07/2022
Please give a general description of the premises. *	Purley Way Playing Fields is a large open green expanse
If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.	6000

Operating Schedule

What licensable activities do you intend to carry on from the premises? * (Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2) *

- Plays
- Films
- Indoor Sporting Events
- Boxing or Wrestling
- Live Music
- Recorded Music
- Performances of Dance
- Anything of a similar description falling under Music or Dance
- Provision of late night refreshment
- Supply of Alcohol

Live Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Saturday
	12:00
	22:00

Live Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Sunday
	12:00
	22:00

Live Music

Will the Performance of Live Music take place indoors or outdoors or both? (please read guidance note 3) *	Outdoors
Please provide further details. (please read guidance note 4)	There will be 2-4 amplified performers on the main stage each day.
State any seasonal variations for the Performance of Live Music. (please read guidance note 5)	The music festival, called Matt's BBQ is a two-day festival taking place over a weekend. Saturday 2nd July 2022 is branded as Matt's BBQ, while Sunday 3rd July 2022 will be branded as Sandz UK.
Please state any non-standard timings, where you intend to use the premises for the performance of live music at different times from the Standard days and times listed? (please read guidance note 6)	N/A

Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Saturday
	12:00
	22:00

Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Sunday
	12:00
	22:00

Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 3) *	Outdoors
Please provide further details.(please read guidance note 4)	Amplified DJs will perform across three stages: the main stage, a stage under a big top tent, and a sound system beach area.
State any seasonal variations for the playing of recorded music. (please read guidance note 5)	Matt's BBQ & Sandz UK is a two-day weekend music festival on the 2nd and 3rd July 2022
Please state any non-standard timings, where you intend to use the premises for the performance of recorded music at different times from the Standard days and times listed? (please read guidance note 6)	N/A

Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)* Please enter times in 24hr format (HH:MM)

Day *	Saturday
	12:00
	21:30

Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)*
Please enter times in 24hr format (HH:MM)

Day *

Sunday

12:00

21:30

Supply of Alcohol

Will the supply of alcohol be for consumption on premises or off premises or both? (please read guidance note 8) *

On the premises

State any seasonal variations for the supply of alcohol. (please read guidance note 5)

N/A

Please state any non-standard timings, where you intend to use the premises for the supply of alcohol at different times from the Standard days and times listed? (please read guidance note 6)

N/A

Designated Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form)

Title *	Mr
First name *	Farouk
Surname *	Deen
Street address *	
Town/City *	
County	
Postcode *	
Personal Licence Number (if known)	18/00589/LIPERS
Issuing Licensing Authority (if known)	Croydon

Adult Entertainment

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A

Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Saturday
	12:00
	22:00

Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Sunday
	12:00
	22:00

Opening Hours

State any seasonal variations. (please read guidance note 5)	Set up days are from Monday 27th June - Friday 1st July 2022 De-rig is from Monday 4th July - Thursday 7th July 2022
--	--

Please state any Non-standard timings, where you intend the premises to be open to the public at different times from the Standard days and times listed? (please read guidance note 6)	N/A
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Licensing Objectives

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General - all four licensing objectives (b, c, d and e) (please read guidance note 10)

We have produced an Event Safety Management Plan that has been presented to a SAG in February 2022. Following this, we have consulted with council officers, the police, and TfL, in order to address points that will help to ensure that the event is safe and secure. A follow-up SAG took place on Thursday 21st April, where we were able to report on improved security measures for the event.

b) The prevention of crime and disorder

On event days amnesty bins outside the event perimeter fence. The use of x2 K9 dogs that will patrol inside and outside the event site throughout the day. A Security vehicle will patrol outside the event site and parking area throughout the day. Security will patrol inside the perimeter fence throughout the day to prevent people from climbing the fences. Anyone without a ticket will be turned away from the venue.

c) Public safety

All staff, artists, and ticket holders will go through a security check at the entrance, this includes walking through a metal detector, and bag checks. There will be a ratio of 1:50 Security staff working each day = 120 staff. CCTV cameras will be at every stage, bar, gate, and car park area. A medical team and ambulance will be on site.

d) The prevention of public nuisance

Some security will be wearing body cameras to record any incidents. As the sun sets, tower lights around the event site, including exit routes, and the car park will be lit.

e) The protection of children from harm

Challenge 25 will be followed at all bars.

Declarations

Declaration Type *

Sole Applicant - Individual or Other

Declarations

I have uploaded a copy of the plan of the premises. I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable. I understand I must now advertise my application. I understand that if I do not comply with the above requirements my application will be rejected. Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT' 'IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Signature/Declaration of applicant or applicant's solicitor or other duly authorised agent (see Guidance Note 11 & 12). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

Full Name *

Farouk Deen

Date *

22/04/2022

Capacity *

Applicant

Declaration made

Do you wish to provide alternative correspondence details? *

No

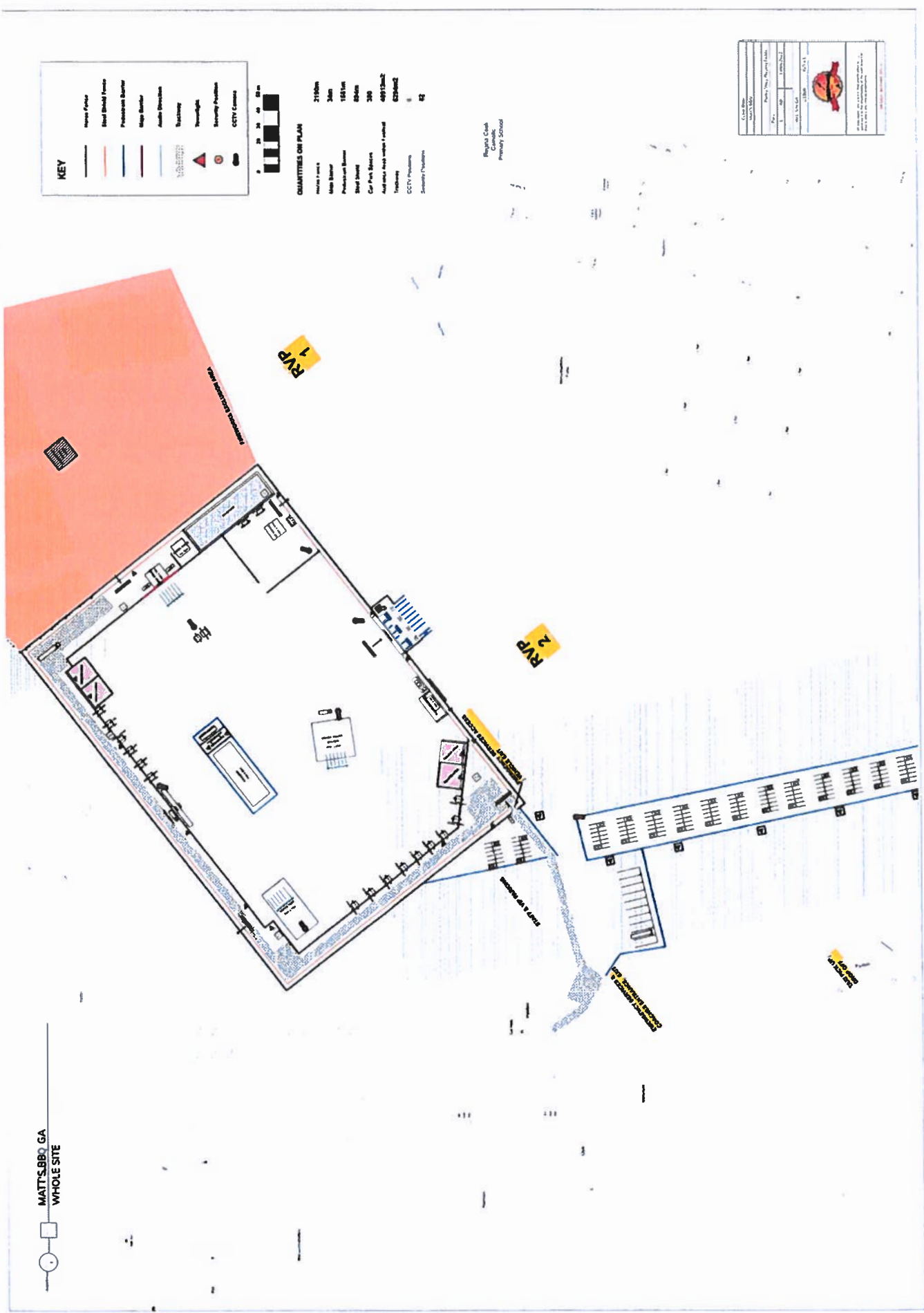
Email confirmation

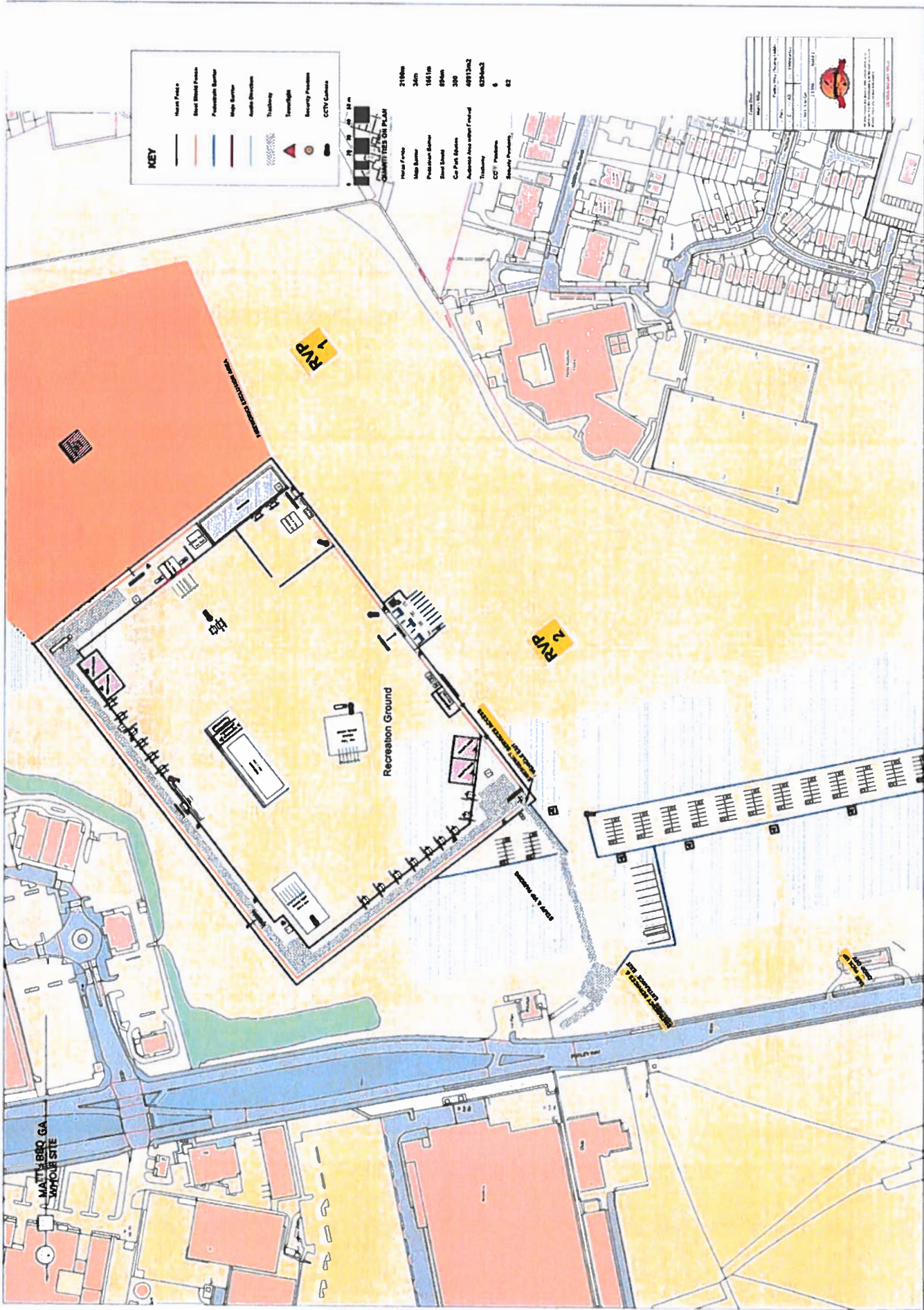


On submission an email confirmation will be sent using the details below

Forename

77





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A2

EVENT SAFETY MANAGEMENT PLAN

Matt's BBQ

Purley Way Playing Fields,
CRO 4RF

2nd & 3rd July 2022



Version control

Version	Date	Reason
DRAFT V1	07/02/2022	Initial draft for comment and review
DRAFT V2	15/03/2022	Revisions from Clients
DRAFT V3	31/03/2022	Revisions from Clients, and update
DRAFT V4	15/04/2022	Revisions from Clients, and update
DRAFT V5	20/4/2022	Updated plan, parking, fireworks and suppliers

Contents

SECTION 1 - OVERVIEW OF EVENT	4
1.1 LEGAL DUTIES	4
1.2 AIM OF EVENT SAFETY MANAGEMENT PLAN	4
1.3 OBJECTIVES OF THE EVENT SAFETY MANAGEMENT PLAN	5
1.4 ADDITIONAL CONSIDERATIONS REGARDING THE ESMP	5
1.5 AUDIENCE PROFILE	5
1.6 LICENCES	5
1.7 CONSTRUCTION AND DESIGN MANAGEMENT REGULATIONS 2015	6
1.8 KEY DATES AND TIMES:	6
1.9 PROPOSED LINE-UP	6
SECTION 2 - EVENT PLANNING AND MANAGEMENT	1
2.1 EVENT MANAGEMENT STRUCTURE	1
2.2 EVENT SAFETY ROLES AND RESPONSIBILITIES	1
2.3 EVENT CONTROL ROOM	1
2.4 LOST PROPERTY	1
SECTION 3 - SITE MANAGEMENT AND DESIGN	2
3.1 SITE PLAN FOR 2022	2
3.2 ACCESS AND EGRESS	3
3.3 CAPACITY CALCULATIONS	3
3.4 SITE SAFETY RULES FOR STAFF & CONTRACTORS	4
3.5 SANITARY FACILITIES	4
3.6 WASTE MANAGEMENT	5
3.7 ELECTRICAL INSTALLATIONS	5
3.8 LIGHTING	5
3.9 BARRIERS	6
3.10 FACILITIES FOR PEOPLE WITH DISABILITIES	6
3.11 CAMPING	6
3.12 TEMPORARY STRUCTURES	6
3.13 EMERGENCY AND FIRE CONSIDERATIONS IN STRUCTURES	7
3.14 STAGES	7
SECTION 4 - FOOD AND DRINK	8
4.1 FOOD	8
4.2 WATER	8
4.3 ALCOHOL	8
SECTION 5 - OTHER ACTIVITIES	9
5.1 SPECIAL EFFECTS, PYRO, FIREWORKS, LASERS ETC.	9
5.2 AMUSEMENTS, ATTRACTIONS AND PROMOTIONAL DISPLAYS	10

5.3 SPECIAL LICENSING REQUIREMENTS	10
<u>SECTION 6 – COMMUNICATION ON SITE</u>	<u>11</u>
6.1 COMMUNICATION ON SITE	11
6.2 COMMUNICATION WITH STAKEHOLDERS	11
6.3 EVENT STAFF COMMUNICATION	11
6.4 RADIO PROCEDURE	11
6.5 INCIDENT CODES	12
6.6 COMMUNICATION WITH THE PUBLIC	12
<u>SECTION 7 - SECURITY OPERATIONS</u>	<u>14</u>
7.1 SECURITY AND STEWARDING ROLES	14
7.2 COUNTER TERRORISM	16
7.3 POLICING, CRIME & DISORDER	16
7.4 EJECTIONS	17
7.5 ALLEGATIONS OF CRIME	17
7.6 PROHIBITED ITEMS POLICY	19
7.7 PRESERVATION OF A CRIME/INCIDENT SCENE	19
7.8 INCIDENT DOCUMENTATION	20
<u>SECTION 8 - PROTECTION OF CHILDREN FROM HARM</u>	<u>21</u>
8.1 GENERAL MEASURES	21
<u>SECTION 9 - TRAFFIC MANAGEMENT</u>	<u>22</u>
9.1 AIMS OF THE TRAFFIC MANAGEMENT PLAN	22
9.2 PARKING	22
9.3 ROAD CLOSURES	22
9.4 TRAFFIC CONTROLS	22
<u>SECTION 10 HEALTH AND SAFETY ARRANGEMENTS</u>	<u>23</u>
10.1 RISK ASSESSMENTS	23
10.2 FIRST AID	23
10.3 FIRE SAFETY AT THE EVENT	23
10.4 EMERGENCY EXITS	23
10.5 FIRE EXTINGUISHER PROVISION	24
10.6 LPG CYLINDERS	24
10.7 FIRE RETARDANT MATERIALS	24
10.8 FIRE SAFETY FOR MOBILE CONCESSIONS	25
<u>SECTION 11 - NOISE MANAGEMENT</u>	<u>26</u>
11.1 NOISE MANAGEMENT METHODS	26

11.2 NOISE AT WORK REGULATIONS	26
<u>SECTION 12 – PROCEDURES/POLICIES</u>	<u>27</u>
12.1 RIDDOR/ACCIDENT REPORTING	27
12.2 ANIMALS	27
12.3 IMMEDIATE SHOW STOP PROCEDURE	27
12.4 ESCALATED SHOW STOP PROCEDURE	27
12.5 ADVERSE/SEVERE WEATHER	28
<u>SECTION 13 - MAJOR INCIDENT PLANNING</u>	<u>29</u>
13.1 EMERGENCY LIAISON TEAM	29
13.2 EMERGENCY VEHICLE ACCESS	29
13.3 EMERGENCY PROCEDURES	29
<u>SECTION 14 – SUPPLIERS/CONTACTS</u>	<u>30</u>
14.1 SUPPLIERS AND CONTACTS	30
<u>APPENDICES</u>	<u>30</u>
TO BE ADDED ONCE CONFIRMED	30

Section 1 - Overview of event

Matt's BBQ started as a birthday BBQ, with around 30 people in a back garden in 2006. Each year the numbers grew, until the time, in 2012 that it was decided to change the BBQ's location as the event outgrew the garden. Since then the Matt's BBQ has hosted events throughout the UK in different venues from football clubs to cricket grounds, attracting crowds of over 1000. In 2017 Matt's BBQ grew again, occupying a dedicated festival site on Colesdale Farm, Tunbridge Wells, where it attracted over 3000 ticket holders. In 2021, the event are in popularity once more, with around 6,000 attendees attending the chosen site in Sevenoaks, Kent. On the Sunday Matt's BBQ with work in conjunction with Sandz.

The location is grounds of Purley Way Playing Fields, CR0 4RF
The event will take place over the weekend of 2nd & 3rd July

The event is composed of a live acts, DJs, funfair and food stalls

1.1 Legal Duties

It is the Event Management Team's policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, volunteers, contractors, subcontractors and others involved. Supervision and information will be available to all parties and management will communicate, cooperate and coordinate between all parties working in order to promote safety. Whilst every effort will be made by the management team to ensure that all areas of the event are safe, all personnel should also be aware that they have a duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.

A record of risk assessment carried out for this event is attached at the end of this document.

1.2 Aim of Event Safety Management Plan

The plan outlines the site arrangements, emergency procedures and general control measures of all the major parties involved in this event.

The plan has been compiled acknowledging the guidance contained in the Event Safety "Purple Guide as well as other relevant guidance such as HSG154 Managing Crowds Safely, the HM Government Guidance relating to fire safety risk assessments, and other published guidance from the Health & Safety Executive relating to various activities.

The aim of the plan is to document the measures for ensuring, so far as is reasonably practicable, the health and safety of all persons on site (including spectators and working personnel) as well as promoting a safe and co-ordinated response from all agencies in the event of an emergency arising at the event. These measures will be designed to enhance visitor experiences in the process.

1.3 Objectives of the Event Safety Management Plan

There are several objectives of this plan to include:

- To communicate the organisational arrangements for the event to relevant parties
- To communicate safety processes and procedures to all parties working on the event
- To communicate safety processes and procedures to external stakeholders such as the emergency services and local authority.
- To identify the roles, duties and responsibilities for each organisation.
- To identify clear lines of command and control
To allow a co-ordinated and effective response to unscheduled occurrences

1.4 Additional Considerations Regarding the ESMP

This plan will also determine the requirements needed for the event, such as stages, tents, toilets, first aid, concessions, exits, entrances, hospitality, sight lines, power, water, fencing, traffic management etc.,

The following factors are considered in accordance with the Event safety (Purple) Guide.

- Proposed occupant capacity
- Event and Artist profile
- Audience profile
- Duration and timing of the event
- Venue evaluation
- Alcohol sales
- Whether the audience is seated, standing or a mixture of both
- The movement of the audience around the site between activities and facilities Artistic nature of the event

In addition, due to the unique nature of the venue special traffic management arrangement will be made during the build, breakdown and event days in order to reduce environmental impact and address heightened security concerns in the capital.

1.5 Audience profile

Based on data from previous events, the audience profile is estimated to be:

70% female / 30% male

Majority of attendees expected to be 25-35.

Unknown small number of disabled access customers.

The event organisers are operating with 6000 guests excluding staff. Current sales are 2572.

1.6 Licences

A premises licence will be in operation for this event subject to license application.

The event will open for licensable activities from 12:00 hours Saturday and 12:30 hours Sunday each day

Last orders will be 21:00 for last sale at 21:30

1.7 Construction and Design Management Regulations 2015

The build-up, load in, load out and breakdown phases all feature construction related activity and therefore fall under the CDM regulations. Notification: As the onsite activities do not exceed 30 days and the construction activities do not exceed 500-person days it is not notifiable to the HSE under regulation 6 of CDM 2015

Contractors will take primary responsibility for the safe working procedures for activities under their control and will ensure that their staff are briefed accordingly including on the findings of their own risk assessments and any site-specific requirements including the site safety rules. The erection and construction of the structures will be monitored by the Event Management who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification. The contractors will also be required to demonstrate how by means of barriers/stewarding/etc. the public will be protected from the construction activity. In all sites, the public are excluded during the CDM phases to ensure safety and separation.

A construction phase plan will be issued to all contractors containing key safety information, schedules, site rules and important contacts for the build and break period of the event.

1.8 Key dates and times:

Event Days Saturday 2nd and Sunday 3rd July 2022

Event Timings Saturday 2nd July 2022: 12:00 – 22:00
Sunday 3rd July 2022: 12:00 – 22:00

Last Entry is 17:00 both days

Build Monday 27th June – Friday 1st July 2022 08:00-20:00

Break Monday 4th July – Thursday 7th July 2022 0800-20:00

1.9 Proposed Line-up

Ding Dong (awaitng confirmation)	DJ EMZ RBC	Katy B (awaiting confirmation) Andrew Fresh
DJ Puffy (awaiting confirmation)	Femstar	Allen Brando
Amika Ezer	Supa D	Chromatic (awaiting confirmation)
DJ Godfather	Pioneer	Spaceship Billy
DJ Conspiracy	Coldsteps	Mc Rankin
DJ Silk	Perempay	Terminal 4
Top catz Inc	Andy Mills	Chromatic
DJ Larni	Mr Taffa	Boom Boom
Sound Supreme	Scotti D	Sir DJ Corey
Logan Sama	Shenin Amara	Top Catz Inc
Masterstepz	Marc Ryder	DJ Godfather
MC Creed	Morgan Black	DJ Puffy
Loyal Squad	Stixy D	Conspiracy
DJ Majikal	Ryan X	
DJ Roach	Dezy B	
Dj Dee	Spidey G	

Section 2 - Event Planning and Management

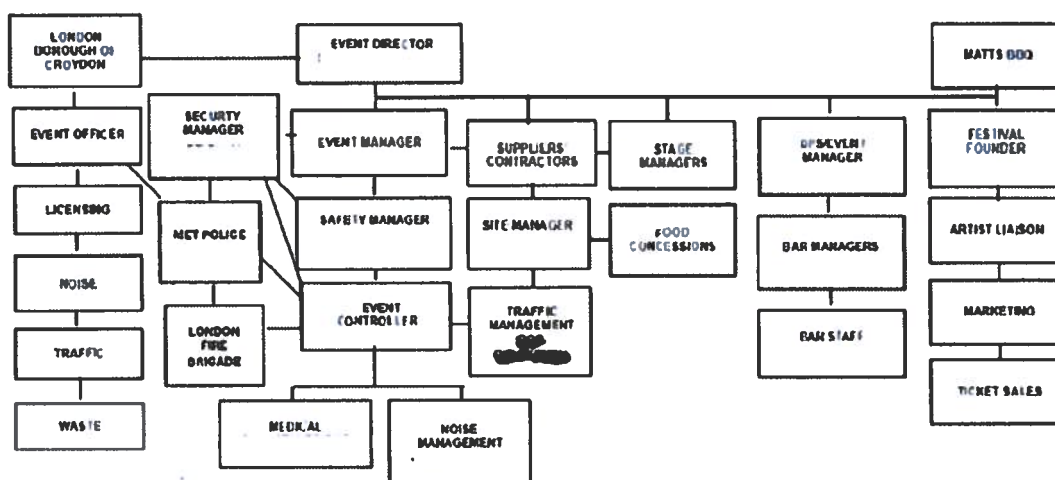
2.1 Event Management Structure

The event is operated by Cellar Door Group who have extensive experience in festival management. Operations will be managed by the Event Director.

A competent event control manager will be appointed to coordinate operations and provide a communication link between all parties. See Section 2.3 below.

The event will be attended by a designated safety officer with the role fulfilled by:

2.2 Event Safety Roles and responsibilities



2.3 Event Control Room

A dedicated event control composed of the Festival Manager, head of security, head of medical and safety advisor will be set up.

The control room will coordinate operations between all parties and ensure resources are deployed appropriately to meet the Festival Manager's intentions.

2.4 Lost property

All lost property is to be handed in to a member of security who will then pass this to the lost property point where it will be logged. At the end of the event any unclaimed lost property is to be handed to a senior member of event organisers.

3.4 Site Safety Rules for Staff & Contractors

- No vehicle movements on public days within the fenced off arena area from 30 minutes before opening until 15 minutes after last member of the public has left.
- No keys are to be left in any unattended vehicle.
- Indicators will not be used as hazard lights
- 5 mph speed limit at all times
- Fire extinguishers and electrical control boxes must not be blocked in.
- Vehicle movements are to be kept to a minimum on the grass area and is not permitted during rainfall as this can severely damage the grass surface and due to the nature of the soil, vehicles can easily become stuck.
- Vehicles must use the provided turning area on the event site before leaving so that all vehicle movements onto the main road are forward. Vehicles must not reverse onto public roads
- All vehicles' drivers must follow the directions of the traffic management team and must only enter the festival site when authorised to do so.
- All vehicles must register with the traffic marshal when entering or leaving the site.

3.5 Sanitary facilities

There will multiple temporary toilets positioned at various locations throughout the site. These will be provided by an approved contractor. Toilets will be cleaned and restocked on a regular basis according to usage and a schedule agreed with the contractor for this. It is noted on the attached site plan that toilets are located by the perimeter fence to allow the cleaning vehicle to use the provided temporary roadway without hinderance for access.

As a check, the purple guide is used considering the following criteria:

- Gate time opening of 6 hours or more
- Food and drink being served
- 70% female/ 30% male on site
- The Purple Guide recommends the below sanitation provisions:
- 1 toilet for every 75 female attendees
- 1 toilet for every 400 male attendees
- 1 urinal for every 100 male attendees

The planned provision is:

- 70 x single units
- 9 x 4 bay urinal pods
- 4 x disabled toilet units
- 2x 3+1 VIP units for VIP

The toilet contractor will provide three Attendant's to replenish with consumables and maintain cleanliness throughout the event.

There will be an overnight servicing of toilets to include emptying, refilling and pressure washing.

The position of toilets can be seen on the site plan in the Appendix A.

3.6 Waste management

There will be bins around the site which will be emptied on a regular basis. There will be litter pickers operating throughout the site. Recycling and Waste will be collated into separated larger containers and removed by the approved contractor. This has been designated at Veolia.

3.7 Electrical installations

All electrical installations will be provided by an approved contractor. This includes generators and lighting, which also includes lighting on the pedestrian access.

Generators will be located out of public areas and fenced off to deter unauthorised access.

Onsite electrical installations will be handled by the approved contractor who will comply with the general requirements of the Electricity at Work Regulations 1989. Their work will be monitored by the Event Safety Manager who will get a completion certificate from the contractor certifying the instal has been completed and tested to BS7909 standard and any specific handover information.

Installation

All electrical equipment will be installed as far as is reasonably practical, so that the public or other unauthorised personnel cannot interfere it with. All equipment exposed to the weather will be suitably protected or IP-rated. All electrical installations will be fitted with Earth Leakage Circuit Breakers (or RCD's) and Earth Spikes where needed.

Cabling

Wherever possible, cables will be routed so they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages, will be protected against contact with sharp edges or crushing by heavy loads. Cables will be run around the perimeter of the site and where this is not possible, suitable cable protectors will be used. As per our agreement with English Heritage we will not bury any cables on the site.

3.8 Lighting

As the event is open during the hours of darkness, lighting towers & systems are being provided by in addition to lighting inside marquees and at entrance gates.

It is recognised that suitable lighting levels are required to facilitate smooth and safe passage of all personnel on both evenings as the event closes at 23.30hrs on Saturday and 22.30hrs on Sunday.

Whilst there will be light emitting locally from venues on the event site, additional location specific lighting will be provided by way of temporary lighting at:

- Floodlights at key points per plan
- Temporary lighting on the exit pathways for pedestrians

Please see lighting plan in the attached Maps appendix B.

3.9 Barriers

Barriers/fencing will be provided to enclose the whole festival site.

Production and other backstage areas will be in their own separate area inside of the main arena fencing but separated by Heras Fencing.

Queue systems will be appropriately designed considering historic data on crowd flow rates.

3.10 Facilities for people with disabilities

Accessible toilets are provided. Parking for blue badge holders is available on site with access to the field via pathways. Any customers with specific access requirements are encouraged to contact the event management team in advance so their needs can be met wherever reasonably practicable.

Emergency exits will be flat with no obstructions which would hinder disabled customers. Disabled access viewing areas which are either fenced off, signposted as priority seating or on raised deck will be considered if appropriate.

3.11 Camping

There is no public camping on site.

3.12 Temporary Structures

The structural integrity of the marquees will be the responsibility of the supplier/owner. Their work will be monitored by the Safety advisor.

Completion certificates must be provided for each structure by the contractor, these certificates must have an on-call contact number for the contractor as well as a maximum wind rating and information regarding weather management (for example, how to open side walls or close marquees and install bracing in windy conditions).

Once erected, the structures will be monitored by the Event Director and general stewarding staff. Safe access and egress will be maintained from all marquee exit routes.

Wherever possible, pedestrian routes will be sited away from marquees to avoid any tripping hazards such as pegs and stakes though frame marquees are being used so the risk should be minimal. In an instance where large numbers of people are expected to pass by, any stakes will be suitably covered, wrapped or barriered off.

List of Structures

Name	Type of Structure	Length	Width	Total M2	Comments
Stage 2	Big Top	42	28	1176	Stage size to be confirmed
Bar	ClearSpan?	12	36	432	Bar and BoH to be confirmed
VIP	Stretch Tent	15	21	315	Bar and BoH to be confirmed
Green Room	Stretch Tent	7.5	10.5	78.75	
Entrance Marquee	ClearSpan?	3	12	36	
Search Marquee	ClearSpan?	3	3	9	
Staff Welfare Marquee	ClearSpan?	6	9	54	

3.13 Emergency and fire considerations in structures

Each marquee will contain appropriate fire extinguishers and have designated fire exits. All membranes and fabrics used shall be flame retardant and free of flaming molten droplet characteristics.

There will be a minimum of 2 fire exits available at each marquee, with more being required for larger marquees and CO2 by electrical installations. **The exit widths for each structure will be calculated and included in the final fire safety risk assessment.**

3.14 Stages

All staging will be provided by a reputable company with experience of providing staging to outdoor events. The contractor will have provided risk assessment documents for their activities on site.

The structural integrity of the staging will be the responsibility of the supplier/owner. Their work will be monitored by the Event Safety Manager who will also get their work signed off once it is complete including wind speed loading and a record of the appropriate kentledge/ballast being in place. Once erected the structures will be monitored by the Event Director.

Section 4 - Food and drink

4.1 Food

Food will be provided on site through a range of vendors who will need to provide all relevant paperwork in advance of the event. This will include food safety ratings, HACCP plans and training records.

Food vendors will be subject to a safety inspection by a member of the management or safety team prior to opening. These checks will include that appropriate and in-date fire extinguishers are carried, hand washing facilities are functioning correctly and first aid kits are in place.

See section 10.3 for LPG policy. All catering units will maintain a minimum 3 metre distance to prevent the spread of fire. Each catering unit is expected to provide a fire safety risk assessment including an appropriate extinguisher provision for their activities.

There are currently 14 proposed food vendors

4.2 Water

As the site has no dedicated supply there will be water points across the site which will give out free bottled water. These locations will be at the welfare point and all bars. Subject to weather.

Water is available to buy from the various catering concessions.

4.3 Alcohol

Challenge 25 will operate throughout the site (ID – Pass card (proof of age standards scheme), Driving Licence or Passport) will be the only forms of identification used.

SIA registered security officers will be present at all times during events where licensable activity is taking place.

Any persons who appear to be intoxicated or aggressive will not be permitted into the event. No open alcohol containers will be allowed to leave the event and bins will be provided on each entrance/exit gate for the disposal of containers. All bars will use plastic glasses, if a purchase is made which comes in a bottle it will be decanted into a plastic glass.

There will be a personal licence holder present at all times to ensure compliance with the law in relation to the consumption of alcohol by persons under 18 years of age, including prevention of adults buying alcohol for children.

This event is an over 18 event. No persons under 18 will be employed to serve alcohol.

All drinks will be sold in plastic cups or PET containers.

A personal license holder will be located at every bar.

Section 5 - Other Activities

5.1 Special Effects, Pyro, Fireworks, Lasers etc.

Pyrotechnics will be used on the Main Stage, PLI, risk assessment and associated documents will be checked by the Safety Manager in advance.

Fireworks Supplier (Performance time 21:45)

**Dynamic Fireworks
Unit 18 Peartree Business Centre,
Peartree Road,
Stanway,
Colchester,
Essex CO3 0JN**

Pyros Supplier

**Shazam Productions
The Wall Heath Tavern
12-14 High Street
Kingswinford
DY60 0HB**

5.2 Amusements, attractions and promotional displays

The festival may feature a Ferris wheel and dodgems, which will be vetted by the Safety Manager.

All associated health & safety documents, including risk assessments and insurance will be checked by the Safety Manager ahead of the event.

Supplier:

Ferris Wheel & Dodgems

5.3 Special Licensing Requirements

No skin piercing/tattooing or other activities requiring a specific local authority licence will be permitted on site.

It is not currently planned to have any massage therapists or similar, however if this changes, any therapists booked will be qualified massage therapists who are members of either Complementary Therapists Association or the Federation of Holistic Therapists.

Section 6 – Communication on site

6.1 Communication on site

As the event is taking place on an Croydon Council land, the event organisers will liaise with the CC personnel lead as required to ensure a safe and suitable event and that both parties are clear in their responsibilities, roles and requirements during the event.

6.2 Communication with Stakeholders

Statutory Authorities will be communicated via the Safety Advisory Group process.

The event management team will act as a point of contact for all external stakeholders.

6.3 Event staff communication

All key members of staff, medical team, safety and security team will be issued with radios.

Appropriate testing of the radio system will occur during build to identify any 'weak spots' of coverage or areas where there could be interference with the signal. Such measures as are necessary will then be taken to alleviate any issues identified.

Call signs will not be used and people will be referred to by name or organisation whichever is the most appropriate to ensure clarity. Staff will be asked to state their own name clearly before that of the person they are wishing to contact. Any member of staff that is unfamiliar with the workings of a two-way radio will be briefed. Additional radios will be available to other emergency services should they wish to attend the event at any time.

6.4 Radio procedure

Radio channels:

The art of good communication is clear and concise information being passed.

Phonetic Alphabet

Alpha	Bravo	Charlie	Delta	Echo	Foxtrot
Golf	Hotel	India	Juliet	Kilo	Lima
Mike	November	Oscar	Papa	Quebec	Romeo
Sierra	Tango	Uniform	Victor	Whiskey	X-Ray
Yankee	Zulu				

WANTING TO SAY	CORRECT TERM
Call another person	CALL CALLING CALLING CALLING
To answer a call	ANSWER ANSWER
End of sentence	END
End of message	END
Where are you	WHERE
What are you up to	WHAT
Understood	UNDERSTOOD
If transmitting a long message, break it down into chunks with:	SO SO
Answer to above	ANSWER
Helping relay messages in bad area to bridge comms.	(Person called), FURTHER (your name), RELAYS MESSAGES FROM THE AREA back.
Need time to answer up	NEED UP NEED UP
Important info and can't get on net	IMPORTANT MESSAGE
Need HELP now	URGENT ASSISTANCE

In the event of an accident or incident that needs reporting, it is helpful to follow an organised procedure of reporting. A practical format helps the person providing the information to include the necessary details, quickly and efficiently and in the correct order. It also helps the person receiving the information to anticipate and recognise items that helps them note the information so they can deal with it quickly.

All communications must follow A, B, C's...

ACCURACY, BREIVITY, CLARITY

The following information should be provided by any caller:

- ~~Identification of the caller and the parties~~
- ~~Location and details of where the incident is~~
- ~~Incident's precise details of what is involved, including any hazards (present or potential)~~

For second or further transmissions the following items are of particular importance

- ~~Confirmation of details from any injured or sick people~~
- ~~Confirmation of who to contact and where for more information from the scene~~
- ~~Agreed details about what might affect access to the scene or advice on the quickest route. Other information and other relevant information~~

6.5 Incident codes

See Security/Major Incident Appendix

6.6 Communication with the public

AR

All event venues will have PA system. Pre-planned announcements are provided in the emergency plans for use in the event of incident. Stewards will make announcements in open areas, loudhailers will be supplied as required to assist with this.

If the event has to be cancelled shortly before the event, we will use local radio and our social media streams and road signs to inform the public.

If the event has to be cancelled one or more days ahead:

- Signage will be placed to advise that the event is cancelled
 - Social media channels will be used to advise of cancellation
 - All ticket holders will be contacted to advise them not to attend and to offer a full refund.
- In addition, a manned customer care point will be provided at the venue for the original event dates to deal with any in person enquiries.

Section 7 - Security Operations

7.1 Security and Stewarding Roles

Every Customers (Including VIPS), staff and artist. entering the event is subject to a search at the discretion of management or security in accordance with the event search policy. This will be made clear in the ticket terms and conditions.

A Security company have been appointed to carry out the security of the main event area and the nearby external areas to control access and to deal with any public order/safety issues. They will be supported by a team of volunteer stewards operating in shifts during licenced hours.

The security manager appointed by the contractor will liaise with the Head of Stewarding who is responsible for the effective Stewarding of the Event.

The Crowd Management plan can be found in the appendix.

Security duties shall include: -

- Ensuring only those over 18 enter the event
- Extraction of injured/distressed persons
- Conduct searches (with consent) of those seeking to enter the event or suspected of possessing prohibited items.
- Refusing access to site as appropriate.
- Evicting persons declared trespassers if necessary.
- Ensuring security at the event;
- Investigate immediately any disturbance or incident and to take such action as deemed necessary;

All Security and Stewarding Staff will be at least 18 years of age and shall be easily identifiable

Any staff carrying out security duties will be SIA Licensed and on the current register, as part of the requirements under the private security act 2001, all licensed staff will display their SIA badges whilst on duty.

Radios shall be used to maintain communications and all operators shall be competent in radio procedure. Any serious disturbance or any other emergency at the event area, which cannot be dealt with by the Stewards or Security, shall be reported at once to the Police via the Control Room.

The number of stewards is dependent on the size of the event. Careful consideration to the quantity implemented at the event is given based on ticket presales and weather forecast. All stewards will wear identifiable uniform when on duty.

Stewards who are undertaking vehicle parking duties will have been trained in and use hand signals per Health and Safety (Signs and Signals) Regulations 1996.

The event organisers reserve the right to conduct searches of persons or bags and notices to this effect will be displayed.

Inside the event there will be a roaming team of security.

Stewards

Volunteer steward general functions will include:

- Assist the control of traffic movements on site.
- Control of unauthorised access to backstage areas.
- Carry out fire patrols.
- Scanning tickets
- Monitor the emergency route and ensure that it is kept clear at all times and report any problems if route is not clear.
- Remain vigilant for any activities that may cause problems within the audience.
- Support the event control, dealing with enquiries and logging incidents.
- Provide information to customers.
- Reporting important information to the Event Control.

Stewards will be competent in their specific duties that include:

- Learning the layout of the site, enabling them to assist the public by giving information about available facilities, remembering the needs of people with disabilities.
- Be aware of the location of entrances, exits and first aid points.
- Ensure that no overcrowding occurs in any part of the event site by managing and directing the audience as appropriate, particularly on entering or leaving the event site.
- Keep gangways and exits clear at all times.
- Monitor unruly behaviour and investigate immediately in the case of any disturbances or incidents and report to the Event Control. Stewards are not to try and deal with the situation.
- Ensure that combustible refuse does not accumulate, make event control or waste contractor aware of any waste management issues.
- Communicate immediately with the Event Management Team in the event of an emergency. Know and understand the arrangements for evacuating the audience and be prepared to undertake specific duties in an emergency.
- Be aware of the location of and, if trained, be able to use firefighting equipment.
- Observe crowd behaviour and communicate anything out of the ordinary to the Event Management Team.
- Stewards are to report anything that they feel is out of the ordinary about a person and/or situation.

Event Management Team's expectations of a steward

All stewards will be fit to undertake the duties that are allocated to them. When on duty they will:

- Concentrate on their duties and not on the performances.
- Not leave their position or the site without permission to do so.
- Not consume or be under the influence of alcohol / drugs.
- Not smoke whilst on duty. Any steward wishing to smoke must do so during breaks and out of sight of the public and in spaces where it is legal to do so.
- Remain calm and be courteous towards members of the public and audience at all times.
- Wear distinctive clothing provided for them

Ata

7.2 Counter Terrorism

The event lay out has been designed to take account of recent terrorist events using vehicle born attacks and vehicle routes have been planned to prevent vehicle being able to drive at speed into event site.

The nature of the site is that vehicle access is very restricted and only available by two roads. This is controlled by gates and stewards.

If the current terrorism level threat is upgraded, all staff will receive counter terrorism brief as part of the pre-deployment briefing either by the head of security or the contracted safety officer who has undertaken operation griffin training.

The security operation plan will detail search procedures in place at this event which will include random person and bag searches.

7.3 Policing, Crime & disorder

It is specified within the ticketing terms and conditions that illegal items or behaviour will result in removal from site, removal of wristband and refusal for readmittance. A list of prohibited items at point of ticket sale is provided. Records will be kept of ejections including whom and why, with GDPR data security principles being applied.

Any suspicious activity or behaviour will be notified to the police via the security provider. Pre event suitability checks will be carried out on volunteers and employees.

Cash transporting will be done at varying times by varying trusted personnel to avoid creating patterns and if not able to be banked will be placed in suitable safe.

The alcohol sale policy aims to encourage responsible consumption.

The Metropolitan Police are welcomed and reserve the right to access and patrol the event site but are not contracted to provide any special policing services to this event.

When a crime or other incident, requiring Police attendance, is reported to and/or discovered by a security operative, they need to obtain as much detail as possible with particular importance being placed on identifying any victims, suspects, witnesses, and scenes of crime. Each agency will endeavour to provide a named contact person when requesting the attendance of another agency. A pre-determined RVP point will be assigned and filtered through to all relevant agencies prior to the event. A security representative will be sent (where possible) to meet any arriving officers at the designated RVP point if required.

It should be noted that in event operational times the dangers of bringing a vehicle (with emergency lights and sirens or without) onto the event site could pose a significant danger to the public, as the public are not expecting to encounter a motor vehicle whilst on the event site. Vehicles will therefore only be allowed into the main show site in exceptional circumstances and ALL emergency service personnel should abide by the safety instructions provided by the security supervisor sent to meet them to avoid endangering the public.

7.4 Ejections

The decision to eject a person or persons from site will be at the discretion of the Event Management Team or Security Manager. In making the decision to eject an individual or groups from the event site, several factors will be taken into account:

- Warnings received
- Seriousness of the offence
- Physical state of the Individual to ensure their own safety
- Mental state of the Individual to ensure their own safety
- Availability of a suitable location to eject too

Safety will be the overriding concern for any decision to eject and the consideration will be balanced on the individual's concerned safety and the safety of the general public at large. Security recognises its duty of care to individuals attending the event. The Police will only be called to prevent a Breach of the Peace, when a crime appears to have been committed, or when a large number of individuals are involved and the safety of staff is feared for.

Typically, ejections will be made from an event site for the following reasons (or similar):

- Noise & nuisance
- Intoxicated or anti-social behaviour
- Unauthorised access (such as fence-jumping)
- Possession of prohibited items
- Verbal abuse to staff or others
- Low level physical abuse to staff who do not wish to report the matter to police.

7.5 Allegations of Crime

Theft

Theft or allegations of theft will be taken very seriously. Should a member of the public approach a member of staff accusing an individual of theft, staff will:

In the first instance – security will be called to assist if a member of the public approaches a steward.

- Obtain as many details as possible from the victim and a description of the item alleged to have been stolen.
- The accused individual (if still present) will be asked to step to the side away from the general public and would be asked their side of events. Their details would be requested with proof of name and address (driving license, passport).
- In the event the suspect denies any such activity they will be asked to consent to a search of their person (limited to bags, clothing, pockets and wallet like items). Should the individual consent and no items found they would be allowed to continue their business unless the victim insisted on calling the Police, or saw the subject pass the items to someone else. It is usual that all such allegations be directed to the local Police station and as such security would make all incident reports and statements available to the police at the closest opportunity.

- Should the individual consent and items are found the individual would be detained and the Police called, unless the victim declined to speak with police, in which case the person would be ejected with all relevant details recorded in an incident report.
- Should the individual not consent then security would make a determination as to whether reasonable grounds existed to detain the person under s24a of the Police and Criminal Evidence Act 1984.
- If such grounds do not exist, or are not practicable, Body cameras, CCTV or other photographic equipment may be used to capture the appearance of, or ID produced by any subject for later reporting to the police.
- N.B. Any person can be ejected at the discretion of the event management team, and proof of a specific criminal offence is not necessary for this.

Assault

Any allegation of assault is serious and security will take steps to tend to and reassure the victim whilst gaining as much information as possible. This will include the gathering of any available witness statements and details. Should injuries be apparent these will be documented by the medical team. Depending on the seriousness of the assault and the wishes of the victim the Police may be notified.

If the suspect is not available, security will instigate a search of the site if a description is available. Dependant on the victims wishes, a site walk may be conducted to identify the suspect.

Should the suspect be identified, they will have their details recorded and verified (via official documentation) and dependant on the wishes of the victim either detained if any injury is caused or if the assault is sexual in nature to await Police arrival or ejected from the site (common assault is not an indictable offence, and so caution must be exercised in detaining for police). Body cameras, CCTV or other photographic equipment may be used to record the suspect or their identification.

Other Serious Crime

In the event of a criminal act of a more serious nature security staff will act to ensure the safety of the victim and public, gathering of witness statements and the preservation of any crime scenes and evidence that may be available from the victim (i.e. prevention of hand washing should scratching have taken place). In the event where a suspect can be detained, they will be moved to a separate location away from the victim and any witnesses. Due consideration to the safety of security staff will be considered (i.e. should a weapon be involved).

In cases where a suspect violently resists licenced security staff, after they have identified themselves and stated the reason for wanting to talk to the individual, the appropriate use of restraint techniques may be used.

In all cases the Police will be notified immediately of any serious crime committed on the event site whether this is the wish of the victim or not. Further advice will be sought from the Police until their arrival where all information will be handed over.

7.6 Prohibited Items Policy

Prohibited Items (which are not illegal) will be disposed of with the consent of the person in possession of them in the waste bins provided at each entrance. If the person will not dispose of the item, they will be refused entry to the event arena.

Prohibited items which are illegal to possess will be removed from the person and an assessment made as to whether or not to detain the person for police arrival. The decision to detain an individual and inform the Police will be at the discretion of the gate supervisor and Security Manager.

Items prohibited in the event arena include (but are not limited to):

- **Fireworks, flares and smoke canisters.**
- **Any liquids, including drinks**
- **Laser pointers or projectors.**
- **Guns (including BB guns), knives, clubs, bats or other items that could be used as a weapon.**
- **BBQ and camp cooking equipment**
- **Bicycles.**
- **Illegal substances.**
- **Nitrous Oxide canisters.**
- **Naked flames and candles.**
- **Professional audio/video recording equipment (without relevant permissions)**
- **Any item which the event management or security team feels would affect the safety or enjoyment of the event by any person.**

Should a member of public consent to a search on the event site and illegal material is found - this material will be confiscated. Small amounts of illegal substances will be logged, secured and disposed of and the details of the person taken and verified. The appointed security provider will detail their process for this.

Bladed, edged or projectile weapons and large quantities of illegal substances will be confiscated, details of the holder taken and verified wherever possible and the Police informed immediately. Security will then act upon Police advice as to whether the person should be held for officers or released.

7.7 Preservation of a crime/incident scene

Security Management and wider team are trained in identifying a serious incident and ensuring that the crime scene be secured until Police arrival.

Through the use of a combination of hazard tape, barriers and staff, security will ensure that the crime scene will be left as found, no items moved or cleaned, ensuring no one enters the area unless explicitly needed (e.g. medics to attend to casualties). Should the weather become adverse all actions would be taken to attempt to preserve the scene to the best of the available material (e.g. tarpaulin). Preservation will be maintained until a handover is provided to the police or the police have directed or implied that they are not looking to preserve the scene.

7.8 Incident Documentation

Security staff are all trained to record accurate incident reports of any incident they are involved with. These details include victim details, witness details, statements of account, emergency service officer numbers and incident references and ambulance hospital destinations. These can be made available to the police upon request.

Section 8 - Protection of Children from harm

8.1 General measures

- **Challenge 25 age verification conditions, ID requirements, staff training and signage conditions wording.**
- **Nobody under the age of 18 shall be permitted on site**
- **Nobody under the age of 18 will be permitted to be employed on the site. Those aged 16 and above may volunteer at the event under the supervision of a volunteer adult.**
- **No under 18's shall work at the licensed site unless a suitable and sufficient risk assessment has been carried out and all control measures effectively implemented.**
- **Any persons believed to be drinking under-age shall be intercepted by security personnel and alcohol disposed of.**
- **Any person under the age of 18 attempting to purchase alcohol, or any adult attempting to purchase alcohol for any person under 18 shall be asked to leave the event after event organisers have considered that it is safe for them to leave site.**

Section 9 - Traffic management

9.1 Aims of the Traffic Management Plan

Due to the uniqueness of the venue, the nature of the event and its location the event organiser will commission a traffic management plan that will mitigate risk, help address environmental concerns and prevent property damage. The plan's aim is:

- Control vehicle movement within the festival area
- Prevent unauthorised vehicle ingress into festival area
- Prevent security situations caused by unauthorised vehicles in festival area
- Reduce traffic movement on site to help ensure the safety of all workers and festival goers.
- Prevent unauthorised parking on the festival site
- Prevent damage to the environment
- Prevent damage to property
- Maintain a register of vehicles entering and leaving the site

The traffic management plan will be developed and found in the Appendix.

9.2 Parking

Parking will be allocated for blue badge holders, staff, contractors, and 350 VIP ticket holders. Emails will be sent to all VIP ticket holders, explaining that parking is limited and that they must request a car parking permit. This allows us to better understand the number of parking spaces needed.

Parking will be allocated for 450 people, and will be managed by Traffic Marshalls (Shift Traffic).

9.3 Road closures

None

9.4 Traffic controls

There are no traffic orders in place (TBC)

Deliveries are to be scheduled in order to prevent a build up of traffic in the vehicle marshalling area.

Any vehicle on site must be accompanied by a steward. The venue requirement is for hazard warning lights to be used when driving through the grounds and park although a roof mounted beacon would be preferable, where available, to avoid conflict with road traffic regulations on the use of hazard warning lights.

The Site speed limit is 5mph.

Traffic Management teams will be present at the exit/entrance of Purley Way to receive vehicles and direct them to the holding/marshalling area. When there is an available traffic marshalling steward to walk the vehicle and it confirmed that there is receiving space for the vehicle, it will be walked to the event site by the traffic marshalling steward. The same process will be used to bring a vehicle off the event site to the holding area of a walking traffic

marshalling steward. A traffic marshal will be placed at the vehicle exit of the event site to hold vehicles until there are resources and clear passage for them to move.

A traffic plan will be available in the **appendix X**

Section 10 Health and Safety Arrangements

Health and safety is the primary concern and will be monitored at all times by the event management team and contractors on site.

Event organisers will liaise with the appropriate authorities where appropriate. The event management team will undertake a full risk assessment prior to the event. Continued dynamic risk assessments will be undertaken to cover all areas of potential hazard by the event management team and any contractors on site.

The event organisers will arrange for competent advice and monitoring processes to check that safety measures are being implemented and are fit for purpose.

10.1 Risk Assessments

See Appendix

10.2 First aid

The event medical provider will be contracted to supply the required human resources and medical infrastructure.

The contracted medical services provider will hold the position of event medical coordinator and will strategically plan and manage the deployment of resources across the event site. They will be responsible for the production of a comprehensive medical operational plan and risk assessment for their activities, which is to be to the satisfaction of the SAG and event safety officer.

All staff working the event will have been DBS checked and be able to provide proof of qualifications upon request of the safety officer or event organiser. For the licenced hours, the provision will be advanced technician and three emergency first responders.

During the build & break phase first aid provision will use the services of the client's first aiders. This is the site manager, event director and health and safety advisor.

The medical plan is available in the appendix.

10.3 Fire safety at the event

Events are subject to the requirements of the Regulatory Reform (Fire Safety) Order 2005.

10.4 Emergency Exits

Need exits for site, marquee etc

This is the time it would take to evacuate the fenced event site, however the site is outdoors and therefore guests will be clear of structures quickly and in the open air even if still within the

footprint of the event site. The evacuation will be to other outdoor areas of Kenwood House Grounds, offering significant space in which to evacuate to if required.

All emergency exits are to be adequately signposted with the appropriate emergency signage taking into account the size of the venue and distance from the main arena in accordance with BS5499. All emergency exits are to be appropriately lit so that they can be easily identified in the case of emergency.

10.5 Fire Extinguisher Provision

Fire extinguishers shall be positioned as per the appended schedule.

All temporary catering facilities will be contacted and are obliged to provide suitable fire-fighting equipment as follows:

- * Non-Cooking: One x 2kg dry-powder extinguisher
- * Cooking: One x 2kg dry-powder extinguisher and a 1m² fire blanket (BS6575:1985) or if deep fat frying, 9L foam-type extinguisher and a 1m² fire blanket.

All venues will be supplied with the appropriate number of fire extinguishers in relation to their size and the number of emergency exits within.

10.6 LPG Cylinders

LPG Cylinders used in any mobile or temporary catering facility shall so far as is reasonably practicable be located in the open air. Only cylinders using pressure relief valves shall be used and they shall be positively secured in the upright position and are secure from interference by the audience.

All LPG Cylinders which are not being used, shall be stored in the open air away from any fixed or temporary source of ignition, and a suitable temporary hazard warning sign shall be placed at these locations.

No concession will bring more than sufficient LPG Cylinders for the day of the event or a maximum of 90kg whichever is the least.

All LPG cylinders must be kept in secure cages when stored or secured to the ground with appropriate devices to ensure they don't fall or cant move in an emergency.

10.7 Fire Retardant Materials

Fabrics or other materials used in conjunction with tents, marquees and similar structures, roof coverings, weather protection covers, curtains, drapes and other materials, used in or upon structures shall consist of flame resistant materials or shall be rendered flame resistant to British Standard 3120:1959 (until December 1995), or 7157 (Tents, Marquees, etc.) or BS5867 Parts 2 - (other materials).

Rigid linings and wall boarding used in any structure shall be not less than Class 1 surface spread of flame quality as described in BS476: Part 7. Any flooring used shall comply with the BS4790.

The event manager will ensure that the layout and separation distance of the concessions complies with the requirements of the Fire Officer.

The separation distance agreed shall be kept clear at all times of any rubbish, litter or any flammable or combustible material.

No petroleum spirit shall be permitted at the site except in the fitted tanks of petrol driven motor vehicles/plant/equipment or in controlled authorised container by authorised personnel sufficient but not excessive to support equipment.

10.8 Fire Safety for Mobile Concessions

All mobile food units will be self-equipped with their own firefighting appliances and any gas will be suitably stored. This will be monitored by the Event Safety Manager throughout the event

Fire Risk Assessment is available in the Appendix

Section 11 - Noise Management

Owing to the nature of the event there is a required element of Noise expected within the site and there is an expectation of off-site noise.

It must be recognised that the event by its nature will create noise.

Measures have been put in place to control environmental sound levels and to reduce overall levels especially off site relating to amplified sounds.

11.1 Noise Management Methods

Effective management will be achieved by Use of modern sound system using advanced speaker technology has been shown to increase the efficiency of sound reinforcement. Sound can be focused and controlled to a much higher degree. This has allowed the production teams to reduce the size of sound system to achieve the required sound reinforcement within the audience area.

Noise readings will be taken at the arena & property perimeter to monitor sound levels. Records will be kept by the appointed contractor.

Residential properties in the area will be forewarned of potential disruption by way of leaflet drop ahead of the event expected drop will be at the end of the March and this will be based off the data from sound management plan.

11.2 Noise at Work Regulations

In addition to Environmental nuisance issues the organisers are aware of the risks of damage to hearing for all event participants. The Noise at Work Assessment details the potential health risks, safeguards and responsibilities surrounding noise at work for event staff and contractors.

Appropriate hearing protection will be provided by employers for all staff members. Stewards and volunteers working for the event management company will be provided with

The Sound System deployed at this event is design specifically to provide sound reinforcement within the audience area.

Noise monitoring per agreed requirements will take place during the event and a separate vent noise management plan will be in force.

Noise will be managed on site by Vangaurdia

A Noise Management can be found in the appendix.

Section 12 – Procedures/Policies

12.1 RIDDOR/Accident reporting

The safety advisor will collate data from the first aid provider across all sites on all and any incidents. If first aid is not required but an incident or near miss occurs this will be recorded by the event safety coordinator.

All accidents / injuries reported to the first aid provider will be recorded on the appropriate form. Should the Event Management Team require access to these details, they will be provided by the first aid provider. If the incident is of a serious nature and causes the person to be taken to hospital from the site or causes a member of staff to be off work for more than 7 days, the HSE will be informed. If the incident is attributable to the event then an accident form will be completed and reported to RIDDOR if required. Any action that falls under RIDDOR will be reported via the HSE online portal within the required time limit by the event safety coordinator.

The first aid provider will provide information for this and it is recognised that under GDPR this constitutes a legal compliance requirement.

12.2 Animals

Animals are not permitted on any of our sites with the exception of assistance dogs or working dogs used by event contractors (such as security dogs)

12.3 Immediate Show Stop Procedure

If at any point there is an immediate danger of serious injury to members of the audience, staff or performers at a particular stage (for example broken pit barriers) the show will be stopped at that stage.

This decision will be taken by the relevant supervisor immediately without consulting the Event Management Team first.

The relevant supervisor will communicate directly with the front of house production staff and will then inform event control, and the PA operator to advise the audience of the reason for the stop. The Event Management Team will respond to manage the situation further. All communication must be clear and precise to manage the situation and prevent further risk to safety.

12.4 Escalated Show Stop Procedure

The crowd will be monitored by stewards at all times. If at any point the situation is considered to be unsafe than a steward will inform the Event Management Team. At this point the Event Management Team, Security Manager and an available steward will immediately go to that area concerned to monitor the situation. The steward will be placed at the sound/light desk and remain in radio contact with the Event Management Team.

The Event Management Team and Security Manager will make the decision whether to down grade the situation or if it has the potential to escalate further. If the situation becomes more serious, the Event Management Team will radio to the steward at the point of control. The steward will relay this to the sound engineer and stop the show.

Stopping a show in one area of the event may not mean that the whole event needs to be stopped. However if one area is stopped the whole event will be automatically be on alert as a precaution, and stewards will be placed at the other sound desks on site. Should the Event Management Team decide to stop the event, the emergency procedure will be initiated

In the event of a Show Stop, English Heritage duty manager at Kenwood house will be contacted to advise of the stop. They will be updated if a show stop is called, with any developments and when Stop is ceased or if the event is cancelled.

12.5 Adverse/severe weather

High Wind and Severe Weather Management Extreme weather conditions have the potential to make a significant impact on this event and may pose a threat to the safety of public and staff and may impact on the integrity and safety of some of the site infrastructure. Specific weather conditions that may cause an issue are high winds, thunderstorms (lightning strikes) heavy rain or extreme temperatures.

The Event Management Team will monitor weather forecasts in the lead up to the event and during it to establish if any weather is forecast that may lead to problems. Any weather identified as posing a threat will be communicated to all relevant personnel throughout all phases of the event in order to allow for an early response to the situation.

Staff should be able to get shelter and/or wear protective clothing. If ground conditions become unsafe then alternative options for access routes may need to be considered or some areas may need to be closed. Electrical equipment may need additional protection but this should be done with caution in order to ensure that additional protection does not cause the equipment to overheat and become a fire risk.

Wind speed ratings will be held for all temporary structures (from installer handover) and will be kept accessible. Wind speeds will be monitored and action taken to vacate structures if wind speed is or is expected to be over the safe limit.

Section 13 - Major Incident Planning

13.1 Emergency Liaison Team

Event Director

Event safety advisor

Medical manager

Security Manager

13.2 Emergency Vehicle Access

An emergency vehicle access route exists for the event. The route will be known to all traffic stewards and the location of relevant gates notified to the Safety Advisory Group prior to the event (Including what3words and coordinates where possible).

Emergency vehicles attending and entering the site will be stewarded through public areas where possible.

Vehicles should either have flashing blue lights or orange lights on when moving through areas containing public (Inbuilt hazards/indicators are not to be used as these are required for directional indication)

See the site plan for details of this route.

13.3 Emergency Procedures

The event ELT will manage all responses to an emergency on site where possible, should they not be able to do this, then they will request the assistance form the emergency services.

The steps outlined in the appendix will form the basis of the actions in the event of a situation requiring an emergency response.

Rendezvous Point for the emergency services will be located as indicated on the site plan.

Section 14 – Suppliers/Contacts

14.1 Suppliers and Contacts

TBC

Appendices

To be added once confirmed

MATT'S BBQ, JULY 2022

NOISE ASSESSMENT & MANAGEMENT PLAN

VAN-0051619-EN-NMP-0001

R02

APRIL 2022



DOCUMENT CONTROL

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R00	DRAFT FOR COMMENT	8 TH FEBRUARY 2022
R01	LEGEND ADDED TO FIG. 1	15 TH MARCH 2022
R02	SITE PLAN REVISED	14 TH APRIL 2022

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CONTENTS

CONTENTS	3
1. INTRODUCTION	4
2. LICENCE CONDITIONS	5
NATIONAL GUIDANCE ON NOISE CONTROL AT CONCERTS	5
LICENSING ACT 2003	7
NOISE POLICY STATEMENT FOR ENGLAND	8
3. PREDICTED NOISE LEVELS	9
LIMITATIONS OF NOISE PREDICTIONS	11
4. NOISE ASSESSMENT	12
5. NOISE MANAGEMENT PLAN	13
SITE / SOUND SYSTEM DESIGN	13
PRE-EVENT INFORMATION	13
SOUND PROPAGATION TEST	14
KEY EVENT TIMINGS	14
COMPLAINTS PROCEDURE	14
NOISE MONITORING INSIDE THE VENUE	15
NOISE MONITORING OUTSIDE THE VENUE	15
APPENDIX A – ACOUSTIC GLOSSARY	16
APPENDIX B – SITE PLANS	18

1. INTRODUCTION

- 1.1. Vanguardia have been appointed by Cellar Door Group to provide a Noise Management Plan for the Matt's BBQ event which is proposed to be held between 12:00 and 23:00 on Saturday 2nd July 2022 at Purley Way Playing Fields in Croydon, London.
- 1.2. The purpose of this document is to predict the noise levels produced from the event, provide an assessment of the offsite noise levels and describe the noise monitoring and management scheme that will be put in place to manage the music noise levels throughout the event. The practical measures that should be adopted to achieve this are described in Section 5.
- 1.3. It is intended that this is considered a 'live' working document which may evolve further with ongoing liaison between the event promoter and The London Borough of Croydon.
- 1.4. A glossary of acoustic terms is shown in Appendix A.
- 1.5. Proposed site plans are shown in Appendix B.

2. LICENCE CONDITIONS

- 2.1. Vanguardia understand that no offsite limit has yet been proposed by Croydon Council. In the absence of a specified noise limit for this proposed event, Vanguardia have set out national guidance and noise limits applied to similar events across the country.

NATIONAL GUIDANCE ON NOISE CONTROL AT CONCERTS

- 2.2. The established guidance for noise from outdoor music events is contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995), known colloquially as the Pop Code. The recommended noise limits contained within the Code of Practice for events held between the hours of 09:00 and 23:00 hours are summarised in the Table 1 below.

Table 1 Recommended noise limits at the façade of the nearest residential property

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15-minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15-minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15-minute period

- 2.3. Since its publication in 1995, there have been a number of recommended modifications to the Code. One of the criticisms of the Pop Code is that the difference in the L_{Aeq} criterion between urban stadia or arenas and 'other venues' is too large and that a limit of 75 dB(A) is recommended for stadia and arenas whilst a limit of 65 dB(A) is recommended for other urban and rural venues. Furthermore, it is recognised that the range in the number of events with the same L_{Aeq} noise criterion is too large. For example, one event day per year has a different impact on the local community than three events per year.
- 2.4. The Matt's BBQ event is a single day event where music is the primary source of entertainment which is planned to finish before 23:00 on a Saturday.

- 2.5. Therefore, taking the guidance from Table 1 above, the suggested criteria is that the Music Noise Level (MNL) would be 65 dB $L_{Aeq,15min}$ measured at the facade of the nearest residential property. However, there are several other factors that should be taken into account.
- 2.6. It is noted that the Pop Code was published over 26 years ago and although based on best practice at that time, the Code of Practice is currently under review. DEFRA-sponsored research commissioned to underpin the review has proposed that a revised Code might not need to differentiate between urban venues¹ (stadia and urban parks), for example. Other published research also concludes that further consideration should be given to limits in this category of venue, which in the Code are recommended to be restricted to 65 dB(A):
- “the Code’s noise limit of 65 dB $L_{Aeq,15min}$ for the venue category of ‘Other Urban and Rural venues’ should be reviewed for areas such as parks and other congregational spaces (City Squares, etc.) where limits of 75 dB L_{Aeq} have been successfully adopted.”²*
- 2.7. There is also evidence based on other concerts at other urban venues to suggest that these higher limits will not lead to undue disturbance providing other noise management protocols are implemented.
- 2.8. Table 2 below shows the noise criteria adopted for similar urban park venues throughout the UK. This does not include stadia where noise limits are 75 dB $L_{Aeq,15min}$ for up to three event days per calendar year.

Table 2 Venue noise criteria across the UK

Venue	Number of Concert Days per Year	Licence Condition
London		
Hyde Park	6	75 dB $L_{Aeq,5min}$, measured 1 m from the façade of any noise sensitive premises
Victoria Park	6	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Trafalgar Square	40 events with amplified music	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Clapham Common	up to 8	75 dB $L_{Aeq,15min}$ and 90 dB $L_{Ceq,15min}$ measured 1 m from the façade of any noise sensitive premises
Central Park, East Ham	4 in 2007	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises

¹ NANR 292 *Research into Attitudes to Environmental Noise from Concerts*, Ipsos MORI & Edinburgh Napier University, 2011

² Proc IOA Vol. 28. Pt.7, Griffiths and Staunton, 2006

Venue	Number of Concert Days per Year	Licence Condition
Kennington Park	up to 8	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Streatham Common	up to 8	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Brockwell Park	up to 8	75 dB $L_{Aeq,15min}$ and 90 dB $L_{Ceq,15min}$ measured 1 m from the façade of any noise sensitive premises
Crystal Palace Park	up to 6	75 dB $L_{Aeq,15min}$ and 90 dB $L_{Ceq,15min}$ measured 1 m from the façade of any noise sensitive premises
Other UK Venues		
Platt Fields	2 in 2012	Not to cause a nuisance. A limit of 75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises has been adopted for the event
Isle of Wight Festival	3	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises until 0000hrs
V Festival Telford	2	70 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Heaton Park, Manchester	2	80 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
The Den, Teignmouth	2	84 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Milton Keynes National Bowl	varies	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive property
South Park, Oxford	2	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises

2.9. It is clear from Table 2 that it is not unusual to have a noise limit of 75 dB(A) set for similar types of urban park venue.

LICENSING ACT 2003

2.10. In 2003 existing licensing provisions in England and Wales were revised. The Licensing Act 2003 took a more liberal and de-regulatory approach to the previous licensing system. As part of their new responsibilities, local authorities are encouraged to promote cultural activity in their communities.

2.11. The Code of Practice on environmental noise control at concerts places emphasis on the need to minimise disturbance and annoyance to the local community. The Licensing Act 2003

introduced the concept of the "Promotion of the Prevention of Public Nuisance" which sets the threshold at a different level. This distinction must now be considered when setting licence conditions for a music event.

NOISE POLICY STATEMENT FOR ENGLAND

- 2.12. The second aim of the Noise Policy Statement for England is Mitigate and minimise adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government Policy on sustainable development.
- 2.13. This refers to the situation where the impact lies somewhere between the lowest observed adverse effect level (LOAEL) and a significant observed adverse effect level (SOAEL). It requires all reasonable steps should be taken to mitigate and minimise adverse effects on health and quality of life while also taking into account the guiding principles of sustainable development (para 1.8). This does not mean that such adverse effects cannot occur and in this instance any effects are very short lived.
- 2.14. The guidance document is clear in its advice that it is essential to maintain a balance between the licence holder and the viability of the event and the needs of the local community.
- 2.15. With this in mind, the measures in the NMP will be implemented with the objective that the agreed noise limits are met.

3. PREDICTED NOISE LEVELS

- 3.1. Noise predictions were carried out using the acoustic modelling software IMMI to estimate the noise level at the nearest noise sensitive locations.
- 3.2. The receptors considered to be the nearest noise sensitive locations are presented in Table 3 with their respective predicted A- and C-weighted entertainment noise levels. They are also indicated in the noise contour map at Figure 1 overleaf.

Table 3 Predicted noise levels at the closest receptors

Receptor	dB(A)	dB(C)
70 Waddon Way	61	82
22 Waddon Way	62	84
Pampisford Road	61	83
Columbine Avenue	64	83
Kendra Hall Road	64	84
Joshua Close	61	81
Lynscott Way	63	79
Ensign Close	59	76
Overhill Road	63	77
Sovereign Close	65	77
Plough Lane	62	77
Morton Close	63	79
Vickers Close	64	80
New Barn Close	62	79
Hannibal Way	60	76
Premier Inn*	69	88
The Colonnades*	72	87
KFC*	73	90

*Non-residential receptor

- 3.3. The C-weighted levels are included to give an indication of the predicted low frequency content of the entertainment noise.
- 3.4. It is noted that the highest entertainment noise levels are predicted at non-residential receptors.

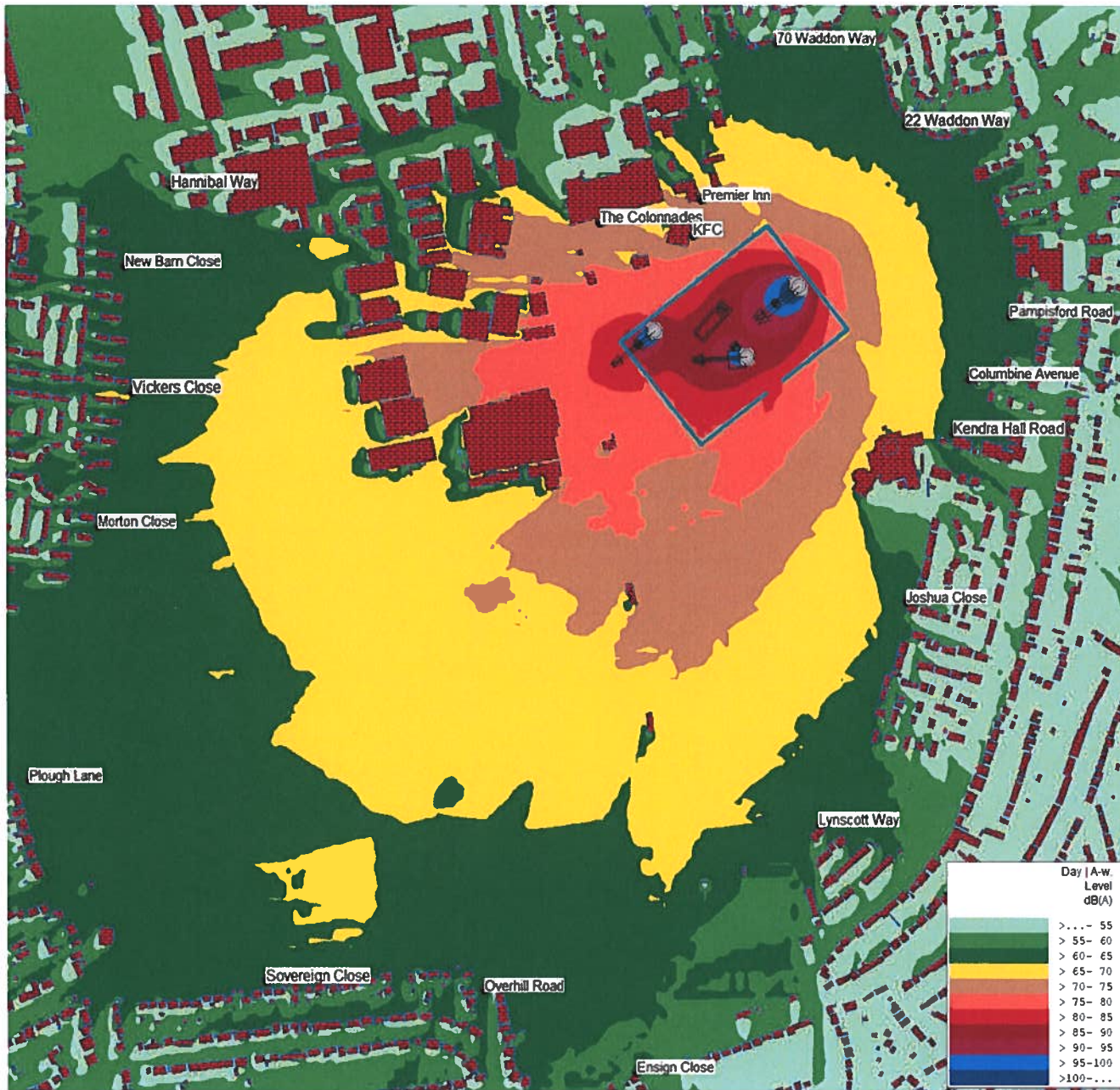


Figure 1 Noise contours and noise sensitive receptors in relation to the proposed site.

3.5. The following assumptions were made as part of the predictions:

- Steelshield (nominal height 3.0 m, indicated by the turquoise line on 3.4) surrounds the event site other than at the main entrance gates on the southeast side.
- A Music Noise Level of 98 dB(A) has been used as the source level at the FOH of the Main Stage (Stage 1). The distance between the stage and FOH is assumed to be 40 m.
- A Music Noise Level of 98 dB(A) has been used as the source level at a reference receptor location in the audience of Stages 2 & 3. The distance between the Stage 2 (Beach Arena) PA system and the reference location is assumed to be 20 m. The distance between the Stage 3 (Dance Tent) PA system and the reference location is assumed to be 30 m.
- All stages are assumed to be running simultaneously.
- Distance attenuation is based on the ISO 9613-2 calculation methodology under downwind propagation conditions.
- Transmission attenuation has been applied to the dance tent on the assumption that the sides of the marquee will remain closed during the event.

LIMITATIONS OF NOISE PREDICTIONS

- 3.6. Whilst noise predictions provide a relatively accurate indication of the noise impact at noise sensitive properties, it can in no way guarantee the actual operational noise levels at an event. Meteorological conditions such as temperature inversions and wind direction may have a significant effect (typically 10 - 15 dB) on noise levels at noise sensitive properties during an event, the effect of which cannot be predicted accurately.
- 3.7. In addition, there is a significant variation in the directivity of different sound systems from one manufacturer to the next, depending on the horizontal dispersion of the loudspeaker. The noise predictions are based on the orientation correction of a generic sound system and much lower levels at locations between 80 degrees and 180 degrees relative to the sound source may be achieved.

4. NOISE ASSESSMENT

- 4.1. The guidance from the Code of Practice advises that for 'other urban and rural venues' used for 1-3 events per calendar year, a music noise level (MNL) of 65 dB(A) over a fifteen-minute period at the nearest noise sensitive premises is recommended for events finishing no later than 2300hrs.
- 4.2. Whilst the predicted level at all residential receptors complies with this guidance, there are several non-residential receptors identified where the predicted levels are higher.
- 4.3. It is generally accepted that properties near a large-scale music event will be able to hear music noise. It is a matter of balancing the needs of the local community who may be inconvenienced for a few hours with the enjoyment of thousands of people.
- 4.4. It is proposed that specifying a music noise limit of **75 dB $L_{Aeq, 15mins}$** and **90 dB $L_{Ceq, 15mins}$** at the closest noise sensitive premises, identified as KFC, will allow the organisers to put on a successful event whilst still affording adequate protection to adjacent noise sensitive receivers and supporting the aims of the Licensing Act 2003.

5. NOISE MANAGEMENT PLAN

- 5.1. Careful consideration will be given to implementing and exercising a noise management programme during sound checks and events to control entertainment noise from the venue.
- 5.2. The noise management programme fundamentally follows the procedures that have been successfully adopted at outdoor concerts and festivals over the past 25 years throughout the UK.

SITE / SOUND SYSTEM DESIGN

- 5.3. The appointed sound system suppliers will be informed of the requirements of noise control and the location / orientation of their systems. Their contract of hire should also specify that the overall control of sound levels will be set by the event Promoter and/or their appointed agent (Vanguardia).
- 5.4. The sound systems for each stage should be set up in such a way as to minimise the noise impact at noise sensitive properties. Where possible, sound systems should be 'line-arrays' which provide improved sound coverage and reduced overspill to intended coverage areas. It is recommended that the sound system is hung as low as possible in order to take advantage of any barriers provided around the event arena and minimise the distance between the sound sources and audience areas. The loudspeakers should have as narrow horizontal dispersion as possible and be directed inwards to reduce overspill from the intended coverage area. Sub-bass loudspeaker units should be set up and configured in a cardioid arrangement in order to take advantage of phase cancellation at the backs and sides of the loudspeaker stacks. An example of a cardioid sub bass speaker arrangement is to stack them three units high and turn the middle unit around 180 degrees and invert the phase. In addition, multi-band compression and graphic equalizer units should be included as part of every sound system in order to control and limit the output from the sound systems. Careful and detailed alignment of the system will be ensured to optimise the coverage throughout the audience areas and balance this against the off-site environmental noise impact.
- 5.5. Sound propagation tests will be carried out prior to the event on all stages in order to set appropriate sound management limits.

PRE-EVENT INFORMATION

- 5.6. A letter or newspaper advertisement should be circulated to local residents at least 2 weeks prior to the event, informing them of the details of the event, including start and finish times of

both the event and any sound-checks. The advertisement should also include a dedicated telephone number for noise complaints. The information contained in the letter or advertisement and the addresses of residential areas to receive the information will be agreed in writing prior to distribution with the local authority.

SOUND PROPAGATION TEST

- 5.7. A sound propagation test will be undertaken on the morning of Saturday 2nd July 2022 to correlate the music noise levels at the mixing desk of each stage with the most sensitive offsite location(s). The results from the sound propagation test will be used to determine the sound limit at each stage.

KEY EVENT TIMINGS

- 5.8. The current schedule for the sound testing and key timings related to noise are presented below in Table 4 and will be updated as more information becomes available.

Table 4 Key event timings

Saturday 2 nd July 2022	
Time	Activity
10:00	Noise curfew lifted – sound propagation test
12:00 noon	Doors Open
23:00	Curfew

COMPLAINTS PROCEDURE

- 5.9. Vanguardia will set up a direct means of communications with all parties.
- 5.10. Vanguardia will liaise with the Council and comply with their complaints procedures.
- 5.11. A telephone complaints line should be made available for the duration of the event. Should any noise complaints be received, a consultant will investigate the complaint and if noise levels are above those specified in the licence conditions, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions.
- 5.12. The event promoter and Vanguardia will comply with any reasonable instructions given by the licensing authority.

NOISE MONITORING INSIDE THE VENUE

- 5.13. The music noise levels at mixing desk positions will be continually monitored in terms of 15-minute and 1-minute L_{Aeq} values. The noise limit will be set in 15-minute intervals, but the 1-minute values provide acoustic consultants with immediate information of the music noise levels.
- 5.14. All noise meters will comply with the required standards and be calibrated.
- 5.15. As part of the managerial process, the sound engineers of any individual artistes appearing at the event will be informed prior to arriving at the mixer of the need to adhere to the noise limits and instructions issued to them in relation to noise management.

NOISE MONITORING OUTSIDE THE VENUE

- 5.16. Noise measurements outside of the site will be monitored on a periodic basis at the most sensitive monitoring positions, according to weather conditions on the day. Where practicable, noise measurements will also be taken in response to noise complaints that may be received.
- 5.17. Due to its proximity and location relative to the PA systems, KFC will be the primary control point. Offsite monitoring locations may be subject to change following consultation with the local authority.
- 5.18. Action necessary to manage entertainment noise levels will be relayed to the mixer positions and immediate instructions issued to the sound engineers to resolve any potential problems. Vanguardia will have a direct means of communication between onsite and offsite staff to enable any changes to be made without delay.

APPENDIX A – ACOUSTIC GLOSSARY

A-WEIGHTING

The human ear is not equally sensitive to all frequencies of sound. It is relatively much less sensitive to very low frequencies such as 'mains hum', and to very high frequencies such as the call of a bat, than to the 'mid-frequencies' important for human voice communication. In order to make sound level meters, which would otherwise be indiscriminate in registering sound pressures, respond in a way which reflects human perception of sound, they usually are fitted with a set of filters to progressively filter out the high and low frequency energy. The filters are made to an internationally standardised specification and the filtered noise level is said to be 'A-weighted'. Sometimes A-weighted decibel levels are denoted 'dB(A)', but the correct, internationally standardised format for reporting requires the 'A' to be appended to the noise descriptor e.g. $L_{Aeq,T}$, L_{Amax} , etc.

AMBIENT NOISE

This is the totally encompassing sound at the measurement position over a specified time interval and usually comprises sound from many different sources both near and far.

ATTENUATION

A general term used to indicate the reduction of noise, or the amount (in decibels) by which it is reduced.

AVERAGING

In the absence of a dominant steady source, the sound level at a point, indoors or outdoors, varies continuously. For example, the variation may be over a few dB about an average value in a quiet room, or over 10 dB or more in a noisy outdoor environment. In order to define a level to represent the relative level of noise in the space it is necessary to define that average value. The most common averaging methods are energy averaging (L_{Aeq}) and statistical averaging (L_{AN} where N is a percentage between 1 and 100). The $L_{A10,T}$, the noise level exceeded for 10% of the measurement time interval T, is commonly used in the UK for the assessment of road traffic noise.

BACKGROUND NOISE LEVEL, $L_{A90,T}$

Background noise level is a term used to describe that level to which the noise falls during quiet spells, when there is lull in passing traffic for example. It is quantified by the $L_{A90,T}$ which is the noise level that is exceeded for 90% of the measurement time interval, T.

DECIBELS

Noise conventionally is measured in decibels (dB). The decibel is a logarithmic unit and decibel levels do not add and subtract arithmetically. An increase or decrease of 3 dB in the level of a steady noise is about the smallest that is noticeable. It represents a doubling or halving of noise energy. An increase or decrease of 10 dB represents a ten-fold change in noise energy, and is perceived as a doubling or halving of loudness. The threshold of hearing for a typical young, healthy adult is 0 dB A-weighted sound pressure level. A noise level of 140 dB(A) can cause physical pain. Most people listen to their televisions at about 60 to 65 dB(A). Alongside a busy main road the ambient noise level may be in the 70 to 80 dB(A) range; on a quiet day in the country it might be as low as 30 dB, in town 40 to 50 dB(A).

DECIBEL ADDITION

If two similar noise sources operate together their combined noise level at an observer's position some distance away is 3 dB higher than the noise level generated by just one of them. If two further machines are switched on the noise level generated by all four at the observer's position is 3 dB higher than the level generated by the two. If the number of machines is again doubled, to eight, the noise level increases by another 3 dB, and so on.

EQUIVALENT CONTINUOUS A-WEIGHTED SOUND PRESSURE LEVEL, $L_{Aeq,T}$

The 'equivalent continuous A-weighted sound pressure level' is an average of the fluctuating sound energy in a space. It is the value of the A-weighted sound pressure level of a continuous, steady sound that, over the specified time period, T seconds, has the same root mean square sound pressure as the varying sound. It can be likened to the mean petrol consumption of a car over a specific journey during which the instantaneous consumption peaked during periods of acceleration and fell during periods of coasting or braking.

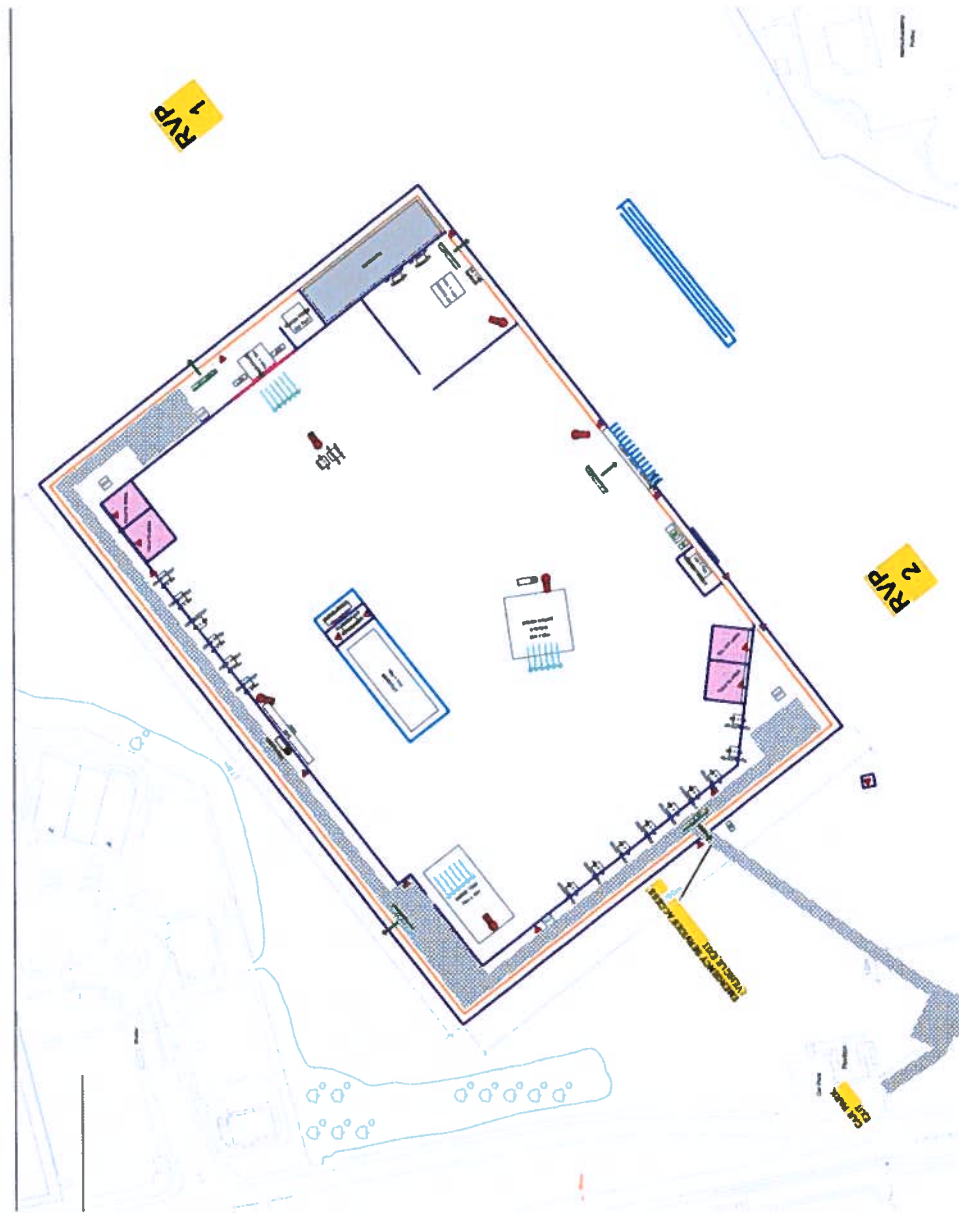
FAÇADE SOUND LEVELS

Road and railway traffic noise levels often are specified in terms of the sound level at a position 1 m in front of the most exposed façade of potentially noise sensitive premises. Such levels are assumed to be 3 dB(A) higher than sound levels measured at an equivalent position away from the noise reflected off the building façade and any other surfaces (excluding the ground).

MUSIC NOISE LEVELS (MNL)

The L_{Aeq} of the music noise measured at a particular location.

APPENDIX B - SITE PLANS





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RISK ASSESSMENT RECORD

Task being assessed	Matt's BBQ		
Risk Assessment	General Risk Assessment		
Assessment By		Signed	
Reviewed By		Signed	
Date of Assessment	07/02/2022	Date for next review	On going
Main Legal Requirements	<ol style="list-style-type: none"> 1. Health and Safety at Work etc. Act 2. Management of Health and Safety at Work Regulations 3. Common Law Duty of Care 		
Health and Safety Advisor		Event Director	

Risk Calculator

Likelihood		Severity				
		Trivial	Minor	+3 Day	Major	Death
		1	2	3	4	5
Remote	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Highly Likely	4	4	8	12	16	20
Certain	5	5	10	15	20	25

Low Risk		Moderate Risk		Significant Risk		High Risk	
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This risk assessment is based on what was seen on the day of our visit and what was advised to us. It cannot assess areas not disclosed to us and looks at significant risk based on reasonable behaviour expected of industry professionals. . The Event Director should ensure that risk assessment is reviewed to ensure it is suitable and sufficient.

Build and Break

Hazard (process)	Who does it affect?	Severity x Likelihood = PRIMARY RISK based on no controls			Existing Control Measures	Severity x Likelihood = RESIDUAL RISK			ADDITIONAL ACTION
		S	L	pR		S	L	rR	
		Access – Staff become disorientated in an unfamiliar Environment – Psychosocial.	Staff	3		3	9	<ul style="list-style-type: none"> Staff briefings include site plans and orientation notes. Time to walk round and familiarise staff with layout. 	
Deliveries and set up while public have access to grounds -- Struck by moving vehicles -- Physical	Staff Public	4	3	12	<ul style="list-style-type: none"> Working areas will be barriered off from the public Appropriate Signage to be used Hi-Viz clothing to be worn when working near plant Supervisor to be used 	4	2	8	<ul style="list-style-type: none"> Staff will be briefed about build and break hazards
Waste – Slips, trips and falls, fire fuel -Physical	Staff	3	3	9	<ul style="list-style-type: none"> All contractors to remove their own waste from site. 	3	2	6	<ul style="list-style-type: none"> Event Director to ensure good housekeeping throughout build and break
Weather (Heat) – Physical – Heat Exhaustion, Stroke, Dehydration	Staff	3	3	9	<ul style="list-style-type: none"> Where physical activity is taking place, outside temperature should be taken into account. Crew will take regular breaks in well ventilated areas If the weather is hot, then physical activity should be done early in the morning or late at night. 	3	2	6	<ul style="list-style-type: none"> Water will be freely available Sunscreen will be freely available
First Aid – Safety	Staff	3	3	9	<ul style="list-style-type: none"> First Aid Provision on site in-line with general requirements. 	3	2	6	<ul style="list-style-type: none"> There will be a system of recording all accidents.
Manual Handling - Ergonomic - Musculoskeletal injuries	Staff	3	3	9	<ul style="list-style-type: none"> All crew have been trained on the correct manual handling procedures for the equipment they are using 	3	2	6	<ul style="list-style-type: none"> Crew to start early to enable early preparation of all areas

A2

					<ul style="list-style-type: none"> Where possible equipment is broken down into smaller lighter loads. The use of manual handling equipment is encouraged and includes the use of wheeled cases, trolleys and sack carts as well as vehicle mounted tail lifts. For larger and heavier items, crew are instructed to use a two person or team lift approach. 				
Slips/trips/falls – Physical - Broken bones, Cuts, Sprains and Strains	Staff	3	3	9	<ul style="list-style-type: none"> All spillages are to be cleaned up immediately Trailing cables to be minimised and where present highlighted with tape or covered with cable ramps Any cable crossing footpath must be covered by cable ramp Crew are to be observant of their surrounding and avoid walking and talking on phones In areas with large amounts of cables or trip hazards, these should be isolated with barrier All crew should wear suitable footwear for the job they are conducting Work areas to be secure against public access 	3	2	6	<ul style="list-style-type: none"> Event Director should tour the site regularly to ensure all cables are well routed and sensitive areas are secure.
Working at Height – Physical – Fall from Height - Broken bones, Strains and sprains, Cuts & Bruises	Staff	4	3	12	<ul style="list-style-type: none"> Where possible work will be done at low level All ladders are to be in date safety check and pre user checks conducted at beginning of each day The correct ladder must be used for the task (A frame step ladder for low work) The time working on a ladder is to be kept to a minimum The ladder should be fully open and on even ground and supported by a second person where required 	4	2	8	<ul style="list-style-type: none"> Pre user checks to be completed daily No lone working in the area
COSHH – Chemical – Ingestion, Poisoning, Burns, Fire	Staff	3	3	9	<ul style="list-style-type: none"> Any chemicals used by crew must be kept in original container and Material Safety Data Sheet kept in production folder Chemicals to be kept to minimum quantity 	3	2	6	

A2

						<ul style="list-style-type: none"> Chemicals must be stowed away when not in use The correct PPE must be used for each chemical in line with the COSHH risk assessment First Aid available on site 				
Fire – Physical – Burns, Smoke inhalation & Death	Staff Public	4	3	12	<ul style="list-style-type: none"> Good housekeeping throughout the event with bins provided for rubbish Electrical safety maintained as below Smoking in designated area only Fire extinguisher available on at key locations 	4	2	8		
Electrical/Lighting – Physical - Burns, Electrocution & Death	Staff	4	3	12	<ul style="list-style-type: none"> All portable electrical equipment in date testing All equipment used by competent persons All equipment must be stored safely when not in use All electrical cables to be inspected pre use Extension leads should not be overloaded Any faulty or broken electrical equipment should be isolated Power supplies must not be overloaded Crew are not to plug in personal electrical equipment if not tested. 	4	2	8		
Generators – Physical – Fire, Explosions, Electric shock	Staff	4	3	12	<ul style="list-style-type: none"> Generators supplied by approved supplier and will be in date service and fit to use Generator will have a fire extinguisher located near by. Generator will be sufficiently full of fuel to eliminate the need to refill on site. Generator only to be operated by competent persons Generator will be appropriately grounded 	4	2	8	<ul style="list-style-type: none"> Approved supplier to be appointed by production team 	
Use of Hand Tools – Physical – Cuts and gashes.	Staff	3	3		<ul style="list-style-type: none"> Tools will be inspected before use Faulty tools will be removed from service Staff will make sure that they are using the correct tool for the job in hand 	3	2	6		
Use of Electrical Hand Tools – Physical – Cuts, Electric Shock	Staff	4	3	12	<ul style="list-style-type: none"> Tools will be inspected before use Faulty tools will be removed from service 	4	2	8	<ul style="list-style-type: none"> Where possible low voltage or battery powered tools will be used 	

72

								<ul style="list-style-type: none"> Staff will make sure that they are using the correct tool for the job in hand 							
Vehicle Movement – Physical – Staff Crush Injuries	4	4	3	12				<ul style="list-style-type: none"> No vehicle movements on public days within the fenced off arena area from 30 minutes before opening until 15 minutes after last member of the public has left. No keys are to be left in any unattended vehicle. Indicators will not be used as hazard lights 5 mph speed limit at all times Fire extinguishers and electrical control boxes must not be blocked in. Vehicle movements are to be kept to a minimum on the grass area and is not permitted during rainfall as this can severely damage the grass surface and due to the nature of the soil, vehicles can easily become stuck. Vehicles must use the provided turning area on the event site before leaving so that all vehicle movements onto the main road are forward. Vehicles must not reverse onto public roads All vehicles' drivers must follow the directions of the traffic management team and must only enter the festival site when authorised to do so. All vehicles must register with the traffic marshal when entering or leaving the site. 		4	2			8	

A2

Operational Risk Assessment

Hazard (process)	Who does it affect?	Severity x Likelihood = PRIMARY RISK based on no controls				Existing Control Measures	Severity x Likelihood = RESIDUAL RISK			ADDITIONAL ACTION
		S	L	pR	S		L	rR		
		<p>Crowd Crush - Psychosocial – Cuts, Bruises & Head injury, Compressive Asphyxia</p>	<p>Staff Guests</p>	5	2		10	<ul style="list-style-type: none"> Audience monitored to detect any problems Security to monitor main event areas Suitable amount of SIA and Stewards to be available to deal with issues 	5	
<p>Terrorism - Physical – Explosive Device -</p>	<p>Staff Guests</p>	5	2	10	<ul style="list-style-type: none"> Safety officer and Event organizer to conduct site search prior to start of build stage. Only approved contractor's vehicle allowed on site. Security team to be in situ 2 hours before event opening to undergo search of event site. Event site to be sterile of nonessential vehicles before site open and all essential vehicles to be searched by security team. All visitors to be searched on entry to event Separate car park separated from festival site by barriers and roadways All vehicle access and egress is to be strictly controlled by traffic management personnel. No vehicles to enter festival area without first being cleared. 	5	1	5	<ul style="list-style-type: none"> Event to engage with Police and emergency planning through SAG. Managers to receive ACT training 	
<p>Terrorism - Physical – Roving Attack</p>	<p>Staff Guests</p>	5	2	10	<ul style="list-style-type: none"> Safety officer and Event organizer to conduct site search prior to start of build stage to identify locations of possible hidden weapons. All visitors to be searched on entry to event. All contractors and staff members are subject to search before entering the festival site. Security team are trained in identifying possible suspicious activity (SIA training) 	5	1	5	<ul style="list-style-type: none"> The risk of injury remains considerable after the control measures have been implemented. No two situations will be the same and the event team are to be ready to react in accordance with the security services directions 	

A2

Terrorism - Physical – Vehicle Attack	Staff Guests	5	2	10	5	1	5	<ul style="list-style-type: none"> • Safety officer is available to act dynamically on any operational intelligence received and liaise together with the Event organizer with the security services. • All vehicle access and egress is to be strictly controlled by traffic management personnel. • Only authorised vehicles will be permitted to access the festival site. This includes only approved contractors and staff. • Staff Separate car park separated from festival site by barriers and roadways • All vehicles entering the festival site are stopped by the security team. • Vehicle ingress is designed in such a way as to slow vehicles down and protect pedestrians from possible targeting • Event site to be sterile of non-essential vehicles before site open and all essential vehicles to be searched by security team • Event team will be notified by the security services of any intelligence that could potentially affect the safety and security of the event. • Safety and security teams are to remain vigilant at all times and report any suspicious vehicles or actions that they feel may compromise the event. • No staff member is to approach vehicles deemed to be acting suspiciously. • Safety officer is available to act dynamically on any operational intelligence received and liaise together with the Event organiser with the security services. 	<ul style="list-style-type: none"> • The risk of injury remains considerable after the control measures have been implemented. No two situations will be the same and the event team are to be ready to react in accordance with the security services directions.
Weather (Heat) – Physical - Heat Exhaustion, Stroke, Dehydration	Staff Guests	3	3	9	3	2	6	<ul style="list-style-type: none"> • Where physical activity is taking place, outside temperature should be taken into account. • Crew will take regular breaks in well ventilated areas 	<ul style="list-style-type: none"> • Water will be freely available • Sunscreen will be freely available

72

					<ul style="list-style-type: none"> If the weather is hot, then physical activity should be done early in the morning or late at night. 				
First Aid – Safety	Staff	4	3	12	<ul style="list-style-type: none"> First Aid Provision on site in-line with general requirements for event Medical will be CQC registered to provide medical services. 	4	2	8	<ul style="list-style-type: none"> There will be a system of recording all accidents.
Violence and Aggression – Psychosocial – Cuts, Bruises & Head injury	Staff Guests	3	4	12	<ul style="list-style-type: none"> No lone working on site Staff to be briefed before commencing work SIA will always try verbal de-escalation before physical removal 	3	3	9	<ul style="list-style-type: none"> Policy for violence, ejections and evictions
Slips/trips/falls – Physical - Broken bones, Cuts, Sprains and Strains	Staff Guests	3	3	9	<ul style="list-style-type: none"> All spillages are to be cleaned up immediately Trailing cables to be minimised and where present highlighted with tape or covered with cable ramps Any cable crossing footpath must be covered by cable ramp In areas with large amounts of cables or trip hazards, these should be isolated with barrier Ground conditions will be monitored by the safety Manager 	3	2	6	<ul style="list-style-type: none"> Event Director should tour the site regularly to ensure all cables are well routed and sensitive areas are secure.
Noise – Physical – Hearing Damage	Staff Guests	3	2	6	<ul style="list-style-type: none"> Volumes will be kept at background levels where possible Noise will be monitored to ensure compliance 	3	1	3	<ul style="list-style-type: none"> Safety Manager will monitor on the day
Lasers – Physical – Eye Damage	Staff Guests	3	3	9	<ul style="list-style-type: none"> Lasers will be aimed above head height Only trained and competent staff to build and operate lasers Production company will check with local airports to ensure that show does not interfere with pilots visibility 	3	1	3	<ul style="list-style-type: none"> Production company will provide specific laser risk assessment
Fire – Physical – Burns, Smoke inhalation & Death	Staff Public	5	3	15	<ul style="list-style-type: none"> Good housekeeping throughout the event with bins provided for rubbish Electrical safety maintained as below Smoking in designated area only Fire extinguisher available on at key locations Waste in public areas cleared regularly 	5	2	10	

2

Electrical/Lighting – Physical - Burns, Electrocution & Death	Staff Guests	4	3	12	<ul style="list-style-type: none"> All portable electrical equipment in date testing All equipment used by competent persons All equipment must be stored safely when not in use All electrical cables to be inspected pre use Extension leads should not be overloaded Any faulty or broken electrical equipment should be isolated All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All power installed as per BS7909 All generators, distribution boxes etc to be away from public Power supplies must not be overloaded Crew are not to plug in personal electrical equipment if not tested. 	4	2	8	<ul style="list-style-type: none"> Generators supplied by approved supplier and will be in date service and fit to use Generator will have a fire extinguisher located near by. Generator will be sufficiently full of fuel to eliminate the need to refill on site. Generator only to be operated by competent persons Generator will be appropriately grounded 	4	1	4	<ul style="list-style-type: none"> Cables run away from public areas. Matting and ramps to prevent trip hazards Generators from reputable supplier BS7909 Sign-off cert prior to opening.
Generators – Physical – Fire, Explosions, Electric shock	Staff Guests	4	2	8	<ul style="list-style-type: none"> Generators supplied by approved supplier and will be in date service and fit to use Generator will have a fire extinguisher located near by. Generator will be sufficiently full of fuel to eliminate the need to refill on site. Generator only to be operated by competent persons Generator will be appropriately grounded 	4	1	4	<ul style="list-style-type: none"> Approved supplier to be appointed by production team 	4	1	5	<ul style="list-style-type: none"> Company will provide specific firework risk assessment and method statement
Fireworks – Chemical - Explosion and death	Staff Guests	5	3	15	<ul style="list-style-type: none"> Fireworks will be set up by reputable company The area for set up will only be accessed by firework technicians No smoking anywhere in the firework set up zone 	5	1	5	<ul style="list-style-type: none"> Company will provide specific firework risk assessment and method statement 	5	1	10	<ul style="list-style-type: none"> Company will provide specific risk assessment and method statement
Fun Fair – Physical – Crush injuries, falls from heights, death.	Guests	5	3	15	<ul style="list-style-type: none"> Will be set up by reputable company Records to be inspected by event safety manager for regularly testing and maintenance. 	5	2	5	<ul style="list-style-type: none"> Company will provide specific risk assessment and method statement 	5	2	10	<ul style="list-style-type: none"> Company will provide specific risk assessment and method statement

72

<p>Vehicle Movement – Physical – Crash Injuries</p>	<p>Staff Guests</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> • No vehicle movements on public days within the fenced off arena area from 30 minutes before opening until 15 minutes after last member of the public has left. • Guest parking will be managed by a traffic management company • Indicators will not be used as hazard lights • 5 mph speed limit at all times • All vehicles' drivers must follow the directions of the traffic management team and must only enter the festival site when authorised to do so. • All vehicles must register with the traffic marshal when entering or leaving the site. 	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> • Signage in place on approach to site.
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MATT'S BBQ Festival 2022

(Kindly place this manual at an easily accessible place)

Security & Crowd Safety Management

E1 SECURITY

Last updates: 04/04/2022

Next review date: 10/04/2022

Event management: _____

Security Emergency mobile

CONTENTS:

1. Cover

E1 SECURITY

www.e1security.co.uk

info@e1security.co.uk

1



2. Contents page
3. Essential info
4. Security numbers & positions
5. Entrance policy
6. Staff arrival & main entrance objectives 1.1
7. Main entrance 1.2 -1.3
8. Capacity 1.4 & entry search 1.5
9. Drug & weapons seizure 1.6
10. Internal security 1.8
11. Egress & dispersal 1.9 & emergency communication + evacuation
12. Emergency communication & evacuation procedures 2.0
13. Emergency communication & evacuation procedures 2.0
14. Fire policy
15. Main fire procedures 2.3
16. Bomb threat 2.4



AZ

Management: Cellar Doors Events & Matt's BBQ

Festival director:

Security management:

Health and Safety Management:

First Aid:

Security:

Ratio 1:50 (120 security staff). Security will consist of approximately 85-90% SIA door supervisor licenced operatives and 10-15 % SIA close protection licensed holders.

Minimum SIA training SIA door supervisor level 2:

- Working within the private security industry and working as a Door supervisor
- Level 2 communication & conflict management
- First aid at work or basic first aid
- Project Griffin counter terrorism awareness or/and ACT awareness
- Fire safety awareness

Security Contractors:

- E1 Security - main contractor will provide 60 security operatives
- RVL3 security – – 30 security operatives
- UK SPG LTD – - local company Croydon 30 door supervisors

Breakdown:

- 15 to 20 - SIA Close Protection licensed level 3
- 100-105 SIA Door Supervisor licensed level 2

Capacity: 6,000 excluding staff.

Security equipment:

- 6 Tower lights (external perimeter fence entrance, main stage, VIP, Beach bar and carpark area)
- 3 WCCTV remote tower & 8-16 fixed CCTV Cameras, (entrances, carpark, main stage, dance tent, bars, exit gates)
- 50% of security staff will wear body cameras
- 3 Metal detector arches
- Two-way Radio systems
- Front door security will be provided with Stab proof vests.

Further relevant documents:

Emergency Action Plan

Event Safety Management Plan

Security Risk & Threat assessment

E1 SECURITY

www.e1security.co.uk

info@e1security.co.uk

3



A2

Position security number chart -Refer to appendix: S2

<p><u>MAIN ENTRANCE (7 lanes)</u> see entrance map</p>	
	<p>Teams should consist of male & female search staff</p>
<p><u>FIRE EXITS</u></p>	
<p><u>MAIN STAGE</u></p>	
<p><u>VIP AREA & GREEN ROOM</u></p>	
	<p>Checking Pass's, making sure no one trespasses to ensure safety</p>
<p><u>DANCE TENT</u></p>	
<p><u>BARS</u></p>	
<p><u>RESPONSE TEAM & CONTROL</u></p>	



AZ

Sound truck / Beach sound	

**Entrance policy for Matts BBQ 2022:**

We operate challenge 25, so if you appear to be under the age of 25, you will be asked to show proof of identification, we only accept valid passports/ driving licence and some recognised ID by the management.

A search is a condition of entrance, anyone refusing a search will be refused admission.

You must hold a valid purchased ticket/ wrist band

No liquids will be permitted to the site items will be confiscated upon entrance

Prohibited item/s will be confiscated upon entrance, the list of items can be found on the website.

Anyone drunk or intoxicated will be refused admission.

Management and security reserve the right to refuse entry to any person, without giving a reason.

Anyone ejected by any security will not regain entry, their wrist band will be removed/ cut off.

Anyone violent or very abusive will be photographed upon removal and their details recorded.

Any inappropriate behavior will be dealt with by the security staff and the police will be informed.

Security reports of incidents will be filed for our records and for the police, should any evidence for prosecution against a suspect be required.

We operate a zero tolerance drugs policy. Any person entering the site are liable to a search, any illegal substances found on any customer will be handed over to the police.

We aim to provide a safe, enjoyable environment to all our customers, anyone who causes trouble in the event will be banned from any future events.



A2

(1) Security arrival routine

1. Upon arrival, all staff will go through metal detector arches & receive a pat down. They will then report to the designated security headquarters, log in the logbook providing their full name and SIA license numbers. Collect radios and vest/ equipment - SIA badge should be visible for the duration of their shifts.
2. Security staff will be briefed on the festival's emergency procedures and any updates. The supervisors will then instruct security staff to their allocated and designated positions.
3. before the event begins, HQ will instruct security to conduct a search within their vicinity area. Security response teams will search the general areas external perimeter and internal perimeter for any suspicious; objects, weapons or items that may harm or endanger the public attending making sure all fire exits are clear and obstacle free.
4. Upon completion of the sweep, security will report anything deemed suspicious or out of the ordinary to their supervisors who will further investigate, notifying HQ and relevant person/s - i.e., health and safety, traffic management, suppliers, or police.

(2) Main Entrance objectives (refer to Section 7 of ESMP)

- Safety and security of attendees
- Ensuring no weapons or alcohol are brought into the event
- Ensuring purchased ticket holders only
- Ensuring trespassers do not enter the site
- Ensuring a smooth and effective crowd control
- Logging in the number of people attending the event via clickers

A2





(4) Capacity policy: (See also Section 3, 3.3 of ESMP)

1. Patterns will be clicked in out ensuring there are not over 6,000 people on site at once.
2. Should there be a big queue outside and at the entrance as well as having reached our maximum capacity, the door team may decide to inform the crowds that the entrance doors are closed. They will advise the crowd politely to disperse to avoid unnecessary nuisance or gathering outside the venue entrance.



(5) **Entry & Search Policy**

Security search procedures type: General (condition of admission)

Everyone included staff, artist & VIPs

(See 7.6 ESMP prohibited items policy)

1. Request consent to a search (Same sex searches only).
2. First ask the person to empty pockets and place contents onto the basket by the table.
3. No liquids will be allowed, only perfumes may be permitted on condition that the person carrying them will be requested by security to spray it on their own wrists twice (to ensure its not acid) anyone refusing to do so may be refused entry and the item will be confiscated and further investigated. (Confiscation of liquids will be placed in an allocated bin).
4. **Anyone refusing a search will be refused admission to the site.**
5. They will then proceed to walk through the metal detector arches.
6. Depending on the check from the arches a further metal detector wand swab may be conducted if arches beeped, a pat down search will be done on everyone.
7. Any drug looking substances will be confiscated and placed in a drug sealed bag, the person will be refused entry, police may be informed and the suspect detained (depending on quantity/class) until police arrive.
8. Any weapons will be confiscated, and we will inform **management/police**, the person may be detained until police arrive.
9. Any rudeness or aggressive attitude will result in the removal/rejection of the person/s.

(6) **Drug Seizure:**

1. Confiscated drug substances, person may be detained until police arrive depending on the class or amount (anything above 'personal use').
2. The search supervisor will be informed, and a further thorough search may be conducted in private area by (same sex search) under CCTV supervision. This will include to removal of shoes & socks, removing trousers and shirt - **not boxers/pants or bra** (waist search) K9 sniffer dog may be used.
3. The search supervisor will get a second opinion from HQ control prior to detaining a suspect for the criminal offence of suppling drugs and police called.



A2

4. Anything above personal use, e.g. base of suspected dealing: 3 or multiple bags/wraps, weight scales, more than 3 pills.
5. Details will be taken of the suspect and the seized drugs will be placed in a safe sealed bag and dated which will be picked up by the security controller to be placed in HQ.
6. A written report with the details will be filled in followed by the managements signature.
7. Person will be refused entry.

(7) Seizure of Weapons

1. Confiscated weapons- person will be detained until police arrive.
2. A photo may be taken of the person who the weapon was seized from.
3. Weapons will be immediately handed to police upon arrival.
4. A written report with the details will be filled in followed by the manager's signature.
5. Person will be refused entry.

(8) Internal security

1. **Prevent any anti-social behaviour, criminal activities, and disorders.**
(See ESMP 7.3 to 7.7)

Security will be patrolling ensuring people are feeling well, identifying members of the public who are unwell, assisting the public with any help or enquiries, identifying security threats to the public and identifying any anti-social behaviours, crimes, and disorders.

- Identify any drunks or troublemakers and dissuade drunks to go elsewhere.
- Identify people who are being violent (fighting). Report to supervisor who will assist with the situation.
- Identify individuals in misuse of the drugs act 1971 and the public entertainment licence (drug misuse) act 1997. Reports to headquarters/ police, gather information.

(9) Fireworks:

At approximately



A2

(10) Egress dispersal

(For emergency egress, see section 9 of ESMP)

1. At closing time, Saturday 22:30pm & Sunday 22:00pm all security team will ensure customers are being dispersed in an efficient and safe manner and that customers are leaving with no drinks. They will be advised to leave in quiet manner.
2. All fire exits will be opened to assist in dispersals.
3. Security team will direct the crowds to the nearest allocated exits and cordon off any cleared areas with barriers
4. After the festivals closing time the response team will remain for an additional 60-90 min to assist with the car park management.

(2.0) Emergency communications and evacuation procedures

Refer to appendix X- action plan

Using alert level messages of:

GREEN ALERT	When a Green alert is issued, all staff should ensure that all exits are clear and that all customers are dispersed in a safe manner. (to be reported)
AMBER ALERT	When an Amber alert is issued, all staff should ensure that all exits are clear and that all customers are dispersed in a safe manner. (to be reported)
RED ALERT	When a Red alert is issued, all staff should ensure that all exits are clear and that all customers are dispersed in a safe manner. (to be reported)

All accidents, incidents and near misses must be reported without delay to the control. An accident book will be available at all times at the info point.

The security staff 2x DS will be at each exit and will act as fire marshals.

Evacuation procedure

In the event of fire or other emergency the following action will be taken.



A2

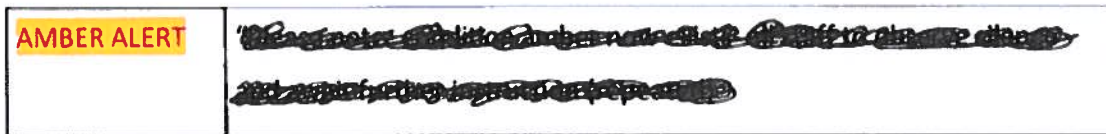
The incident will be brought to the attention of the nearest fire/security officer.

The fire/security shall pass the details to the production manager via radio.

The production manager will immediately investigate the incident, the fire service may be informed and requested to attend and the venue to be notified as soon as possible.

An announcement will be made by radio to all fire/security staff

This is a stand-by alert, to inform staff that an incident is in progress and evacuation MAY follow.



Within 2 minutes the production manager will decide whether evacuation is necessary and inform the security manager and event manager. If no decision is made by the 2-minute deadline, evacuation will be actioned.

To instigate the evacuation, the following message will be relayed via the event sound system;

~~ATTENTION PLEASE, ATTENTION PLEASE,
IS THERE AN EMERGENCY AT THE VENUE?
CIRCUMSTANCES WHICH REQUIRE
EVACUATION OF THE VENUE?
IF YES, PLEASE MOVE TO THE NEAREST EXIT.~~

On receiving the order to evacuate the structure all fire/security officers (incl. stewards) will prepare to open the fire exits as required.

The stewards in the affected area will usher all persons away from the incident and to the nearest unaffected exit.



A2

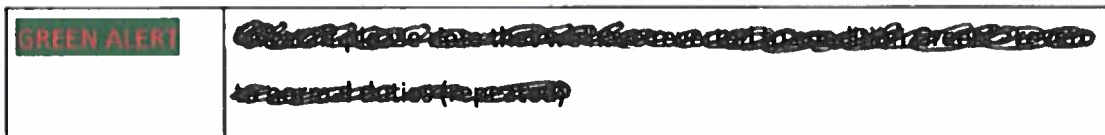
All other stewards will calmly direct all persons to the exits and prevent re-entrance by anyone until the appropriate order is given by the production manager.

Fire/security officers at exit doors will stand by to receive instructions to isolate heating and/or ventilation systems.

Should the need arise to vacate an assembly point e.g. due to smoke travel, the assembly point Fire/Security Officer will be instructed accordingly.

Following evacuation ONLY THE PRODUCTION MANAGER WILL GIVE THE ORDER TO RE-OCCUPY THE EVENT SPACE, and this will normally be only given following consultation with the local authority fire service.

If evacuation is not necessary, and once the incident is under control to the satisfaction of the venue fire manager, the following radio message will be made as a stand down instruction;



(2.1) Fire Policy

Discovering a fire

- Find
- Inform
- Restrict
- Evacuate/ extinguish

If security discovers a fire, the following procedure will be followed:

Extinguish if the fire is small and is safe for him/her to do so:

- Report to supervisor and Control
- Supervisor will allocate the nearest patrolling team to the location and call the fire brigade if necessary.



A2

- The response patrolling team will try extinguishing the fire bearing in mind it is safe and containable to do so, keeping people at a distance until the situation is resolved.
- If the fire becomes out of control, the police/fire brigade will then take control of the situation. If this scenario occurs, then the following actions will take place:
- Security/management will call the fire brigade and any other emergency services that are needed i.e. Police.
- Security /stewards and management will assist in crowd controlling and evacuation to the nearest designated exit.

(2.3) Fire Procedures: (see ESMP 10.4)

1. Inform controller /supervisor and (fire department) of location.
2. Supervisor management will investigate using the green, orange, red coded messages, if confirmed Red.
3. Emergency services and the police will then take control of the situation (if required) using the security team assistance.
4. Inform the fire brigade: type of fire, location of fire, and missing person.
5. Instructed fire exits DS will open emergency exits immediately
6. Front entrance security will remove the barrier blocking the entrance, to ease escape access.
7. Clear crowds so the fire brigade can access the location in which the fire has occurred.
8. Divert crowd away from danger using hand signals and whistle towards the nearest and safest exit.
9. Keep the public calm and reassure them.



A2

(2.4) Bomb Threat (refer appendix X emergency plan)

Suspicious packages

In the event that a suspicious package is found within the street/site , it is important that the following procedures will be followed:

The following will help to indicate if the package is an explosive device:

Bomb Threat Procedures:

IF YOU (SECURITY) BELIEVE IT MAY CONTAIN EXPLOSIVES:

1. Act calm and professional
2. If owner is not identified.
3. Immediately inform supervisor who informs HQ
4. HQ calls the police and sends response patrolling guards to assist in the evacuation.
5. Evacuate the public as far away as possible to the safest place away from the package.

Isolate the area in a calm and professional manner.

- The premises will operate a Challenge 25 age verification policy.
- Challenge 25 signage will be displayed at all bars.
- On Friday 1st July 2022, the day before the event opens, staff will be trained on how to operate Challenge 25 and ask for ID. This training will be refreshed for all staff on the morning of each event.
- Records of staff training will be kept and made available to the Police and Local Authority officers upon reasonable request.
- The following form of ID will be accepted as proof of age: Passports, Photo Driving Licence, and PASS hologram identity cards.

Rep 1.

I am a local resident. Noise and traffic management are my two main concerns with this event.

I have viewed the application form online but there is no map of where exactly this is proposed to be taking place on the extensive playing fields and where the parking will be. Purley Way is a Red Route so obviously no parking there. Also, is there a limit set on the volume of the sound from the 3 different sound systems and a number to call on the days if there are any problems to report if it goes ahead?

Many locals will be holding Street parties those days with roads closed. It would be awful to have them ruined by unwanted loud heavy music invading their parties. Sound travels a long way in the open air. Please consider the effect of this on local residents very carefully. Traffic management in the local area will be essential, not just on site.

Rep 2.

I am objecting to the proposed event on Purley playing fields by cellar door promotions ltd
ref : DSFX1650636533598

It cannot go ahead. The noise right on top of a built up residential area is unnecessary and unacceptable. The sale of alcohol to possibly 6000 people is also a concern. There is already an objection from the police on this so public safety is questioned. The area is also not suited to situate parking for this amount of people. And the transport links are not considerable or close enough in my opinion. The stress to local wildlife also has to be considered.

I do hope that this has all been done above board as I will have my local MP looking into this also.

Rep 3.

Dear Sirs

My husband and I wish to object to the licensing application being made to enable alcohol to served on the Purley Way playing fields on 26 and 27 June.

This application follows last year's proposed application by Croydon Council to host a series of similar events on these playing fields which caused much local protest and that application was withdrawn. This current application smacks of an intention by the Council to get its own way no matter what.

Our objections have been partly of the dangers to pedestrians by the site being adjacent to the A23, the lack of transport, the debris such events leave behind.

A major part of Pampisford Road backs directly onto these playing fields. It is a residential road of flats, houses and indeed schools. The noise from this event will undoubtedly be overwhelming to us residents without the concern of alcohol being served throughout the 2 days. Undoubtedly many attending will get drunk and disorderly conduct may well ensue affecting the residents of Pampisford Road and the Closes leading off it.

Please note our objections to this application.

Rep 4.

I wish to raise a objection to the application for an event this Summer at the Purley Way Playing Fields.

This event can NOT go ahead!

The application is in the name of Cellar Door Promotions Limited for Matt's BBQ.

REFERENCE: DSFX1650636533598

I have strong concerns over this event. Below outlines my objections:

- The proposed venue is not practical to accommodate the amount of people proposed in the application.
- The playing fields back onto a number of residential roads so there would significant noise disturbance from the music for an unacceptable amount of time.
- There is not adequate parking facilities in this location to accommodate parking for the scale of proposed visitors. This would impact local roads and there are a number of cul-de-sac streets backing onto the playing fields that could potentially be impacted from additional cars and traffic.
- There is very limited public transport to this location, so this will cause heavy traffic and impact local streets.
- If the event finishes at 10pm there will be a lot of people leaving the area at the same time so noise and disruption would continue after this time.
- Potential excessive litter in the local area following the event and the council are already struggling to maintain the current demand for rubbish collections.
- Will impact local residents use of the playing fields during that time.
- I have significant concerns over the capabilities of this company to manage the event appropriately. An article reporting on a previous recent event organised by Matt's BBQ demonstrates it was poorly managed with traffic chaos and a woman attacked. There was also reports of the music levels were not being kept within the permitted approved license (see below articles)
- There is local wildlife to consider that would be affected.

1. [Stabbing At Wrotham Music Festival - UK Reporter](#)
2. [Woman bottled in car park after Matt's BBQ festival in Wrotham \(kentonline.co.uk\)](#)



Woman bottled amid festival traffic chaos

A woman was bottled in a car park after a music festival while there were chaotic scenes on roads around the venue.

Matts BBQ are already promoting ticket sales before the application has even been approved. See below link:

[#MATTSBBQ - Purley Playing Fields - 02 July 2022 \(Choose tickets\) Matts BBQ \(mattsbbqtickets.com\)](#)

I am also concerned that this application has not been well publicised, so there could be many local residents that at this stage are unaware.

I have also copied in my local MP and the Mayor of Croydon.

Rep 5.

The first two points of prevention of crime and disorder and public safety would be at risk as the knife crime in Croydon is probably the worst that it has ever been and seems to be on the increase. I know the organisers will be taking steps to stop weapons being brought into the venue but what about outside of the venue. I know some police officers are concerned about this issue. Will extra funding be granted to the police to provide extra officers around the event area.

The third point of preventing public nuisance depends on how it is looked at. From the point of view of the traffic problems that such an event will cause you would only have to look at the Purley Way playing fields on match days to see that the amount of parked cars makes traffic congestion worse than ever and increases the risk of road traffic accidents.

Point four is covered by points one and two. So many children are being killed and injured by knife crime so children will be at a higher risk due to the events taking place.

Are you aware that just across the road to where these huge events are to be held is the Roundshaw Downs Nature reserve. It is likely that such events will cause damage to such an area of scientific interest where biodiversity is being encouraged to thrive. and much good work is being done to protect a rare chalk downland. I would urge you to not grant the events licence and to work with the organisers to find a more suitable venue.

A4

Thank you for your considerations.

Rep 6.

Re: Purley Way Playing Fields

I strongly object for reasons of noise and general disturbance.

CROYDON

www.croydon.gov.uk

Council Members' Room
The Town Hall, Katharine Street
Croydon CR0 1NX



A4

Licensing@croydon.gov.uk

Sent by e-mail only

19 May 2022

Dear Licensing Officers

Application for a Premises Licence for Purley Way Playing Fields

We are contacting you as Waddon ward councillors in response to the application submitted by Cellar Door Promotions Limited for a time-limited premises licence for the Purley Way Playing Fields. These are located in Waddon ward.

Based on the information contained in the application and the current version of the Event Safety Management Plan, we are not convinced this application currently meets all of the licensing objectives. The remainder of this representation sets out why – together with the steps we believe need to be taken to ensure that all four licensing objectives can be met.

Noise nuisance: it is proposed that live and recorded music will be played on the premises from noon until 10 pm on 2 July and 3 July. This music would be amplified. Given the proximity of the Purley Way Playing Fields to residential dwellings on the southern part of the Waddon Estate, our view is that playing music late into the evening would cause undue noise disturbance to local residents. This is not in keeping with the licensing objective relating to the prevention of public nuisance.

We would like all music to stop by 9 pm at the latest on both 2 and 3 July. A 9 pm finish would still enable the event to operate for 9 hours on both days. Furthermore, with 6,000 people envisaged on the premises at any one time and the site's poor public transport accessibility (see below), an earlier finish would further reduce the likelihood of noise disturbance to local residents, and the risk of wider public nuisance, as people leave the premises at the end of each day.

We would also like to see the bars close at 8:30 pm (rather than at 9:30 pm) for the same reasons and for the fireworks display planned for 9:45 pm to be brought forward by one hour in order to reduce noise disturbance to local residents, including families with young children, from fireworks going off late in the evening. These changes could either be put forward by the applicant or secured by condition.

We expect the Event Safety Management Plan (which we note is still evolving) to prescribe an upper limit on how loud the live and recorded music will be and to ensure the three stages that will be used during the event, and the amplifiers, are sited in a way that minimises noise impacts on local residents. The Event Safety Management Plan will need to set out the steps that will be taken to ensure that noise levels are monitored and upper noise limits are not breached.

What is missing from both the application and the current version of the Event Safety Management Plan is a commitment by the applicant to provide a dedicated telephone hotline and e-mail address to local residents so that residents can contact the event manager in the event of unbearable noise nuisance or other problems that may arise (and for the hotline and e-mail account to be monitored and actioned throughout the duration of the event). This important provision can be secured by condition.

Accessibility, traffic management and parking: it is unclear how people will travel to and from the event. The Purley Way Playing Fields are poorly served by public transport and, unlike other parks in the borough which host events similar to this one (such as Wandle Park or Lloyd Park) they are not located close to a tram stop. With 6,000 people expected, we are concerned that there is a risk to public safety and the potential for disorder if large numbers of people try to use limited public transport at once, particularly at the end of each day when people will be leaving the premises.

Furthermore, the current Event Safety Management Plan states that parking will be allocated for only 450 people – presumably on the actual playing fields. With poor public transport links to the playing fields, we are concerned that a very large number of attendees at this event will choose to travel to and from the event by car and, with very limited parking on the premises, will seek to park on residential streets on the southern part of the Waddon Estate.

These streets already suffer from considerable parking pressure and it is impossible to see where potentially hundreds of cars could park on-street if people drive to the event. This risks public safety and public nuisance – including parking on and damaging grass verges, parking on the pavement, obstructing residents' driveways and causing gridlock on narrow local roads on the Waddon Estate (including around the ambulance station on Waddon Way).

The Event Safety Management Plan states that a Traffic Management Plan will be prepared and lists a number of issues that will be addressed in it. However, these appear to focus only on traffic management and parking on the premises rather than on local streets adjacent to the premises. This oversight needs to be remedied.

If the applicant cannot set out how these concerns will be addressed, for example by agreeing to develop an on-street traffic and parking management plan for Waddon Way and adjacent local streets, providing additional on-site parking or arranging for extra bus capacity to be provided while the event is on, we would like to see a large reduction in the number of people allowed on the premises at any one time.

Participant behaviour off the premises: with 6,000 people anticipated at the event at any one time, we would have expected the application and the current version of the Event Safety Management Plan to have proposed much more to ensure the licensing objectives of preventing crime and disorder, public safety and the prevention of public nuisance are not compromised in the immediate vicinity of the premises.

The application does not adequately explain how large crowds will be managed off-site as people come and go (including queue management, considerate on-street parking, encouraging participants to go home quietly and tackling any anti-social behaviour in adjacent streets), particularly given the proximity of the premises to a residential area and the transport challenges that holding an event at this location present. We do not believe this can all be left to the Event Safety Management Plan.

We would like to see a condition attached to the licence to explicitly require a Police and/or Security presence to be provided outside the premises – particularly along the southern part of the Waddon Estate – during the event and until all patrons have dispersed and patrons instructed to go home quietly. Such a presence would ensure that, for example, noisy revellers leaving the premises and queues at local bus stops can be managed in a way that prevents crime and disorder, ensures public safety and prevents public nuisance.

Finally, we would like to see a commitment from the applicant, or a condition attached to the licence, to require the applicant to engage with local residents and their ward councillors in the lead-up to the event on matters such as setting noise levels, traffic and on-street parking management.

Yours sincerely,

Cllr Rowenna Davis

Cllr Ellily Ponnuthurai



From: Police Licensing Team,
Addington Police Station
Addington Village Road,
CROYDON CR0 5AQ

To: The Licensing Committee
Bernard Weatherill House,
8 Mint Walk,
CROYDON CR0 1EA

Tuesday 17th May 2022

Re: Time Limited Premises Licence Application - Playing Fields, Purley Way, Croydon, CR2 6BU

Members of The Licensing Committee,

I respectfully submit the following representations under the Licensing Act 2003 for the proposed time limited premises licence application for Playing Fields, Purley Way, Croydon, CR2 6BU.

The proposed hours on the application are 12:00 hours and 22:00 hours Saturday 2nd July 2022 and Sunday 3rd July 2022, however the applicant has stated a seasonal variation when open to the public as Monday 27th June 2022 – Friday 1st July 2022 and Monday 4th July 2022-Thursday 7th July 2022. Build and take down time would not need to be added as a seasonal variation, as the public will not be allowed entry during those times and no licensable activities are taking place.

Licensable activities applied for are live music and recorded music hours as per application. Supply of alcohol 12:00-21:30 hours on both Saturday 2nd July and Sunday 3rd Jul 2022.

The applicant describes the event within his application as: "The music festival, called Matts BBQ is a two day festival taking place over a weekend Saturday 2nd July 2022 is branded Matt's BBQ, while Sunday 3rd July 2022 will be branded as Sandz UK"

The premises licence application is for Playing Fields, Purley Way, Croydon, CR2 6BU. The playing fields are owned by Croydon Council and are situated on the A23, which is a main arterial route into London from the South of England, this is a red route with no facility to park. Vehicle access to the playing field would have to be from the A23. The playing fields are located next to the Colonnades, which contains several drive thru restaurants, Nuffield Gym, Kidspace, Oxygen Freejumping Trampoline Park and a Premier Inn hotel. The Colonnades are extremely busy on Saturday's and Sundays with people attending the various activity centres and food outlets.

The rear of the playing fields backs onto Waddon Way a residential area, with both Harris Academy Purley and Cumnor House Boys School backing onto the playing fields. Although this event will be held over a weekend, as it is term time events may also be running within the school grounds.

The Premises Licence application was originally submitted to Police on 21st April 2022, however as the applicant did not ask for the Supply of Alcohol, and the application was resubmitted to Police 2 days later.

Police were made aware of this proposed event in early 2022 and have attended both Safety Advisory Groups and separate meetings with the event organisers to discuss concerns.

On Friday 4th February 2022 Police met with the event organisers, Croydon Council and London Ambulance Service at Purley Way Playing Fields for a joint site visit. Police at this point raised concerns regarding ingress on to the site for site vehicles, this would require a route to be dug out of existing mounds used in the prevention of encampments. Other concerns raised by Police included egress from the site onto a busy road, general parking of those attending the event, the safety of customers crossing the road, and distance from nearby train stations. Waddon BR station is the nearest train station and is approximately a 15-20 minute walk from the playing fields, Purley BR and East Croydon BR would be significantly further.

Following the site visit the first Safety Advisory Group meeting for this event was Thursday 10th February 2022, Police attended this meeting issues raised by Police included the traffic management order and amount of security needed to run the event safely. Therefore a further pre consultation meeting was arranged for Monday 21st March to include members of the Police Licensing Team, Police Events Team and Safer Neighbourhood Inspector responsible for Waddon Ward.

On 14th March 2022 whilst looking at Matt's BBQ website it was noted by Police that VIP tickets for the event had gone on sale, advertised with a bottomless prosecco bar. This would mean attendees with a VIP ticket could drink unlimited alcohol, for the full 10 hour duration of the event.

During a meeting held with the event organiser on 21st March 2022, PC Garrod raised the issue of VIP tickets already being on sale with the inclusion of an unlimited Prosecco bar. The a member of Cellar door team stated they were not aware that these tickets had gone on sale, tickets were being sold by the owner of Matts BBQ, Matt Robinson. It is very concerning that the applicant and his company do not have control over the sale of tickets and what is to be included within the ticket price.

Police had grave concerns regarding a 10 hour unlimited Prosecco bar would make intoxication levels within the VIP area hard to manage. During this meeting Cellar door stated they would limit the number of drinks per ticket, they would update the ticket information immediately and ensure those who had already purchased tickets were contacted and made aware of the amendment to the unlimited prosecco bar.

As of Tuesday 3rd May 2022 tickets for the VIP area were still being sold with a complimentary food and prosecco bar, although the wording has changed this still implies an unlimited 10 hour prosecco bar. Clearly showing that even when asked to make simple amendments to ensure a safe event, these changes were not made. Police would question who is actually in control of this event the applicant and his company Cellar door or the owner of Matt's BBQ Matt Robinson.

A further meeting with Police was held on 11th April 2022, again members of Police Licensing Team, Police Events Team, Inspector for Waddon Ward and members of Cellar door door events company and their security team attended, along with a member of shift traffic a company employed by Cellar door to deal with traffic issues surrounding this event. During the meeting issues raised were traffic management for the event, included the safe ingress and egress for patrons attending this event. Cellar door stated they were considering having two extra branded bars. Although no confirmed details were supplied. They were unable to confirm how many food stalls would be at the event, how much space they would require and whether or not a funfair had been booked.

On 22nd April Police Licensing Team received the time limited premises licence application for 2nd and 3rd July 2022, and therefore Police arranged a further meeting with Cellar door to discuss their concerns. During 5th May 2022 a meeting took place between Police Licensing Team, the applicant and a member of his team. During this meeting Police highlighted concerns around the unlimited alcohol offering with the VIP ticket, stating they had already asked for it to be removed in a previous meeting on 21st March 2022. Cellar door stated they would ensure it was removed and those that had already purchased VIP tickets would be refunded.

Police raised their concerns about crime and disorder and ASB linked to Matts BBQ 2021, this event was held in Kent and is the same event proposed for Playing fields, Purley Way. The applicant stated he had been at the event himself and was aware of the chaos it had caused.

PC Garrod sent an email to the applicant following this meeting again asking for removal of the unlimited VIP alcohol. And to see a revised traffic management plan with exact numbers of coaches, numbers who are parking or using public transport, along with steward numbers and locations. The applicant was also asked to consider reducing the capacity to 3,000 allowing the applicant to run a smaller event and to show this event would not cause the same issues to the local community as the previous event. A reply was sent the same day stating VIP alcohol had been removed from the website and a link sent to the website to indicate the use of shuttle buses. It was stated that further information would be sent in regards a traffic management plan.

The next meeting was scheduled for 13th May 2022. With only 12 minutes until the start of that meeting, a member of Cellar door team sent an email with listed bullet points. The meeting was attended by the applicant and a member of his team, a member of shift Traffic Company hired by Cellar door, Police Licensing Team, Police events team and Inspector for Waddon ward. As there had been no time to process the details of the email it was discussed during the meeting.

As per previous meetings again one of the main concerns was ingress and egress of patrons attending this event. Cellar door confirmed that all parking had been removed from site except blue badge holders, staff, contractors, coaches, and Artists.

The email contained a breakdown of how people would arrive and leave the event - After consulting with TfL and with predicted ticket sales of 6,000, the following figures have been predicted based on TfL knowledge. From 6,000 visitors, 212 of these will be transported by the London coaches. This leaves 4,948. Of these 2,480 may choose to travel by car, 1,240 by public transport, and 1,240 by taxi. Based on these figures we are looking at provide shuttle coaches to transport around 3,000 people throughout the day. This equates to 12, 53 seater coaches.

Police highlighted that these figures are incorrect if 212 out of 6000 were using a shuttle bus that would be 5,788 and not 4,948. Even if you add those travelling by public transport, car and taxi it equals 4,960 and not 4,948. If nearly 2,500 (potential more as the figures are incorrect), drive to this event even if each vehicle had 4 people that would still leave 625 vehicles left to find allocated parking.

Cellar door advised that patrons will be advised to park in Croydon Town Centre, as they will be providing a shuttle bus service from Fairfield halls access road, it has not yet been confirmed by Croydon council in writing that permission to use this access road has been agreed. No additional security plan has been provided to Police to indicate how thousands of people directed into Croydon Town Centre, will be managed.

The shuttle bus will consist of 12 coaches, each with 53 seaters, so would therefore need to do 5 trips backwards and forwards from the event, this might work for those arriving at the event who will arrive at

different times. However at the end of the event when the same 3000 require the shuttle service back to Croydon Town Centre, each trip can only take 636, this would leave thousands of people hanging around the playing fields, giving potential for crime and disorder and ASB.

Another concern for Police is how this event will negatively impact the local community, Cellar door advised that up to 10 stewards, the majority will be SIA trained, would be stationed and patrolling surrounding streets and in particular Waddon Way, Barrow Road/Thornlea Gardens, Pampisford Road/Haling Park Road, Edge Hill/Pampisford Road.

During the meeting, they were asked if they had applied for a Traffic Management Order to cover the A23 and surrounding residential roads, a member of the Cellar door team stated that they wasn't aware that was something they needed to do. This has been raised in both SAG meetings and every interaction the Police have had with Cellar door, it is clear that despite repeatedly asking this has not yet been applied for, therefore how does Cellar door intend to deal effectively we patrons parking in the nearby residential streets. The lead from the Traffic Management company presented at this meeting that the justification for not applying for a TMO was based on the fact that no parking was being made available for Patrons, so the ingress and egress was not a problem, he then suggested that it was no longer proportionate to place water filled barriers along the centre of the Purley Way (to avoid south bound traffic doing illegal U turns) and inferred that "people will do what they want to do" again the inference drawn is less value is being put on Public Safety.

Despite continually meeting with Cellardoor, the owner of this event Matt Robinson has only attended the two Safety Advisory Groups in which he introduced himself and did not add anything further. Croydon Police Licensing Team have, throughout the years, worked with various event companies to host festivals within the borough. Both owners of the event and the events company are always in attendance at meetings and are able to provide all details required. It is clear that even the sale of the tickets is being organised by Matt Robinson and not the applicant or his company Cellardoor. Police feel this event will not run safely and in accordance with the four licensing objectives.

Crime and disorder licensing objective -

Attached to the application is an event safety management plan which describes how the event started - Matt's BBQ started as a birthday BBQ, with around 30 people in a back garden in 2006. Each year the numbers grew, until the time, in 2012 that it was decided to change the BBQ's location as the event outgrew the garden.

Since then the Matt's BBQ has hosted events throughout the UK in different venues from football clubs to cricket grounds, attracting crowds of over 1000. In 2017 Matt's BBQ grew again, occupying a dedicated festival site on Colesdale Farm, Tunbridge Wells, where it attracted over 3000 ticket holders. In 2021, the events popularity grew once more, with around 6,000 attendees attending the chosen site in Sevenoaks, Kent.

The licence applied for in 2021 was objected to by Police, noted from the officer's representations –

Matt's BBQ has been running at various locations for a number of years and in 2017 was held at Colebrook Park, Tunbridge Wells. The event was smaller in terms of attendance figures but complaints were received in relation to noise, drugs and safety, the running of this event ultimately led to a review of the premises licence for that site. It is believed that BJP Productions were not in charge of operations for the 2017 event however the marketing for the event appears the same.

A debrief for Matts BBQ 2021 stated that more vehicles than were expected attended the event, the main car park held 1,858 vehicles, those arriving after that time parked in nearby side roads, tracks, roundabouts, and any other piece of land.

Issues arising from those driving to the event resulted in several assaults between occupants but most seriously following a minor collision a male got out of his vehicle armed with a champagne bottle and a pocket knife, he proceeded to smash the bottle around the females head causing a 2cm laceration to her forehead, which required stitches. The male was arrested for GBH.

Debrief of the event from Kent stated all partners voiced the same concerns around the event as a whole and that any future events would be strongly opposed by all other agencies within the SAG. It has been highlighted by Kent Police planning officers that this Event should be looked at as an example of how one should not be worked.

Public nuisance licensing objective-

A debrief of this event reported 9 calls were made to the out of hours line by local residents, complaints related to noise levels of the music, parking issues and people hanging around at the end of the night with no means of getting home.

Public safety licensing objective –

The safety of those attending this event is paramount, although Police have engaged with the applicant both before and during this premises licence application, they do not feel satisfied that people will be able to attend this event safely. Policies and procedure are not robust enough to prevent incidents as were seen at the 2021 Kent event. It is beyond comprehension that the Event Company can openly state that all people whom drive WILL park in Central Croydon and depend on the Shuttle Bus service. Evidence presented from the Event in 2021 clearly shows people abandoning their cars on roundabouts and basically at any open space and there is nothing to suggest that this will not be the case again, even more so now that NO provision is being supplied within the Event footprint.

At the very first site visit as mentioned in this report, it was highlighted by Police Licensing that this location presents numerous concerns around safe ingress and egress, the feedback from the applicant in this regard is that they were told by Croydon Council that this is the only space available to them, they have agreed that this location is not their preferred choice and it was outlined on the 13th May meeting held, that this still was a choice that they have taken themselves.

At this point in the submission, I would like to refer you to your Statement of Licensing Policy:

5.2 Crime and Disorder

5.2.1 Croydon Council is committed to reducing crime and disorder within the Borough and creating an environment where people feel safe.

5.2.2 In addition to the requirements under the 2003 Act for the Council to promote the licensing objective of preventing crime and disorder, 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.

5.2.5 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained so as to minimise or prevent crime and disorder in and around the vicinity of their premises and events.

By allowing this premises licence to be granted the Police feel there is a huge risk of Crime and Disorder and Anti-Social Behaviour, which will have a detrimental effect upon the local residents and the local community.

We therefore ask the Committee not to grant this premises licence, as will feel it will strongly undermine all four of the licensing objectives: Public Nuisance, prevention of crime and disorder, public safety and protection of children from harm.

Should a premises licence be granted Police would ask that the premises licenced is reduced to a one day event, with a capacity of 3000 attendees. This has previously been offered to the applicant but he has stated that it is not a financially viable option.

Police can confirm that at the date of submitting these representations, Croydon Council has not signed a hire agreement allowing Cellar door to use Purley Playing Fields for this event.

I thank the Croydon Licensing Committee for its consideration of these matters and would be glad to assist with any further enquiries they have if required.

Yours Sincerely,

PC Zoe Garrod 2801SN

Croydon Police Licensing Team

Please find below image of playing fields, Purley Way, Croydon, CR2 6BU, courtesy and copyright of Google pages:



WITNESS STATEMENT

Criminal Procedure Rules, r 27. 2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B

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Statement of: Rob STRAKER PC 2642 SN

Age if under 18: Over 18 (if over 18 insert 'over 18') Occupation: Police officer

This statement (consisting of 1 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Witness Signature: Rob STRAKER PC 2642 SN..... Date: 06/06/2021

This statement refers to MATTS BBQ which is due to take place on the weekend of the 2nd and 3rd of JULY 2022 on PURLEY WAY playing fields CROYDON . This contains information gathered from residents in the vicinity of the playing fields who believe that they will experience incidents of Anti-Social Behaviour, drug use and noise complaints over a period of time. All the residents' wish to remain anonymous due to the nature of the behaviour coming from partygoers and owners of the establishment. Below is a breakdown of their personal experiences and issues they believe they will have to deal with.

Resident A has spoken to police and disclosed the following information anonymously. I live on Waddon Way, which is immediately across the road from Purley Way playing fields. We suffer from noise pollution on weekends especially Saturday nights into the early hours of Sunday mornings and occasionally on Sunday evenings. This happens mainly throughout the summer months. We have not been able to enjoy summer evenings in our own garden for a couple of years now. There are extra concerns regarding to traffic and footfall in the local area due to only having one bus route in the local area and not much parking available on the road even for the residents who even live in the area. Although advertising states there is no parking available, how is public transport and taxis going to cope with the mass increase of footfall. With the large increase there is a fear of mass disorder within the local residential areas. The location specified for this event to take place does not seem suitable, to hold such a large event and with the playing fields being bordered on three sides by residential areas and the forth side being the main road, Purley Way.

Resident B has spoken to police and disclosed the following information anonymously. I live on Lynscott Way, whereby the back of the house backs onto Purley Way playing fields. My first concern is in relation to the amount of noise that will come from such an event in a well built up area. I have been living at this address for the past 3 years and majority of weekends in this time I have suffered with noise pollution, and this noise comes from further away than where this event is planned to take place. I have been unable to sit in the garden and enjoy summer evenings, and also with the lounge and main bedroom of the house being at the rear, I have been unable to have doors/ windows open on hot summer days.

The current noise is already effecting my sleep and I believe with this event it will be effected further. The event are applying for an alcohol license, this has raised red flags. There have been advertisements for 6,000 people to attend the event. How this going to be policed, the local police will not have the man power to cover this event and other ongoing issues within the area. Alcohol and disorderly behaviour can be linked and I believe this could cause unrest in the local community throughout that weekend with the event being allowed a license to sell alcohol. I have seen from previous events hosted by MATT'S BBQ that there has been reports of stabbings and after the event the area where the event has been left in an unusable state. This area is used frequently by dog walkers and having the area in an unusable condition is unacceptable. There is

Witness Signature: Rob STRAKER PC 2642 SN

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Continuation of Statement of: Rob STRAKER PC 2642 SN

major concerns for local wildlife. We have allotments behind our house which is tree lined, we have many different species of birds in the local area, I have concerns that this could be affected also. There is zero parking available in the local area, the local residents already struggle to find suitable parking, I fear cars will be abandoned wherever they want, just to park near the venue, or even use residents parking spaces.

Resident C has spoken to police and disclosed the following information anonymously. I have lived on Lynscott Way since 2004. My garden backs onto the playing fields. I hadn't had any noise troubles until around the Covid lockdowns started. Since then I have suffered with noise mostly at weekends, and this noise is believed

to come from a commercial property on the other side of the main road, Purley Way which is even further away than where the event is proposed to be held. There is not adequate parking in the area to accommodate the proposed visitors, the local residents already struggle with this and there isn't currently any events that would have a mass increase in the local area like this one that is being proposed. I have significant concerns over the capabilities of this company to manage the event appropriately. An article reporting on a previous recent event organised by Matt's BBQ demonstrates it was poorly managed with traffic chaos and a woman attacked with a bottle and another stating a stabbing had occurred at a previous event. This event is being advertised to finish at 10pm. With the proposed footfall coming to the event this will cause large groups loitering in the immediate residential areas, trying to get home, and this will only add to the noise further into the evening. This will only be worse with the lack of local transport links for Purley Way.

There was also reports of the music levels were not being kept within the permitted approved license at previous events. There is a lot of local wildlife and I would not even like to think how this could be affected. The location of the event is used daily by local residents, whether it's to have a walk, play football, walk their dogs, or even have picnics. Large events like this have the ability to take this area out of action for weeks. Why should the local residents suffer for not using the community grounds for an event that isn't wanted by the local community and bringing no benefit to the local community? This event has not been advertised properly, I feel it's been advertised online to raise awareness to a certain criteria of people and not properly informing the local residents.

We received a flyer back in April from Matt's BBQ which stated the event was happening but had no contact details on it. The council were contacted regarding this, to which the response was, that the application hasn't been submitted yet. If this event was to go ahead I would feel like I am being forced out of my address for the weekend and be out of pocket to organise a weekend for myself as it would be too stressful to be at home, I wouldn't be able to enjoy the comforts of my own home. I would feel unsafe being so close to the event especially if there are a lot of people who have been drinking or been using drugs that may not be aware of their actions. This would be a huge increase of disorderly behaviour in the immediate area of the event, which I believe would leave a lot of the local residents fearful to either be in their homes for the duration or fearful to leave their homes with large groups of people around. If this event were to go ahead would this encourage for more events to be held here and potential longer events which would drive the local residents away.

Resident D has spoken to police and disclosed the following information anonymously. As a resident living close to Purley Way Playing Fields, I wish to strongly object to the application listed above.

The noise at weekends is bad enough on a lot of summer weekends already, with mostly illegal loud music events, so this addition is not welcome. The likelihood is that the fields and surrounding areas will become heavily strewn with litter, which leads to a rise in possible environmental health concerns and the area becoming an eyesore.

Witness Signature: Rob STRAKER PC 2642 SN

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Continuation of Statement of: Rob STRAKER PC 2642 SN

The local area will see an increase in vehicles using the roads to park, causing residents to have to park further afield and potentially lead to unwanted congestion or driveways being blocked. Limited public transport for that area. If car parking is provided on site, where would the access points be? Lengthy queues may be experienced both at start and finish times, with public roads being jammed and other traffic problems.

Additional fencing and barriers will be required, these will be up for longer than just the weekend. There may be damage to the grass surfaces and vegetation on the fields. I assume some sort of trackway would be used for access to the stage and compound areas. This may also damage the sports pitches and all access areas possibly for the long-term.

Purley Way Playing Fields are a lifeline to residents, for exercise and a good outdoor lifestyle, and visitors alike and are not suitable for this type of gathering, especially for the hours advertised. The only footpath onto the Fields from Pampisford Road (opposite St Augustine's Ave) would probably need to be closed, causing yet more inconvenience to residents.

In addition to the disturbance to residents over a wide area, domestic animals would also suffer, as well as the wildlife in and around the proposed area of the event.

To put things simply, I object to the Playing Fields becoming a music venue with alcohol sales going on through the day, evening and night to the detriment of the neighbourhood.

Resident E has spoken to police and disclosed the following information anonymously. I live on ST AUGUSTINES AVE and have so for 50 years . My concerns are as follows . I believe that MATTS BBQ will bring Noise Pollution. Most SUNDAYS we can hear music coming from the PURLEY WAY industrial area. This has already caused me stress. I also live with my Parents who are elderly one being 82 and the other 87. . It is clear that this already upsets them. To have 6000 people on the playing fields will only exacerbate the situation. I also have concerns about where people are going to park and the litter this crowd will leave on the fields and the damage to the green/ grass area . I am also aware that this event (Matts BBQ) has in the past brought violence with people being stabbed . I also have concerns over the finishing time and the ASB when people leave . If this event were to go ahead would this encourage for more events to be held here and potential longer events which would drive the local residents away.

Resident F has spoken to police and provided the following information anonymously.

We have lived on a road near to the Purley Way playing fields for the past 24 years, and we have not had to contest any event going ahead like this before. We believe this event is likely to have a significant impact on ours and the local communities quality of life, and poses risks to attendees as well as us.

Firstly, the A23 runs adjacent to one side of the fields, which is a 40mph road. There is no parking on this road, so those people attending will look to nearby roads to park. The roads in the vicinity of the park are already fairly congested with parking, so with the influx of 6000 attendees, local residents are probably not going to be able to park in their road or may end up being blocked in so that people can attend the event. With these events, drink and drugs are unfortunately commonplace. The risk to people under the influence of drink or drugs and then walking next to a 40mph road has not been considered.

Secondly, we, the local residents, are going to have to put up with extremely loud noise for 6 days. This is unacceptable. Where is the consideration for the local community? The music is going to affect our sleep and quality of life in general. We are right next to the fields so the music and bass is going to reverberate through

Witness Signature: Rob STRAKER PC 2642 SN

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Continuation of Statement of: Rob STRAKER PC 2642 SN

our house. Once the event finishes, we are going to have to deal with the noise from 6000 people leaving the area, and the rubbish that will be left behind. Who will clean that up? There are obvious health and safety concerns that come with these events. They are going to disturb the peace of the neighbourhood. If this becomes a regular event, house prices are going to plummet.

The fields are not only used by locals to walk and exercise, but also by amateur football teams on a weekend. The fields are going to be damaged by the foot fall, so it's likely their matches will have to be postponed which just isn't fair.

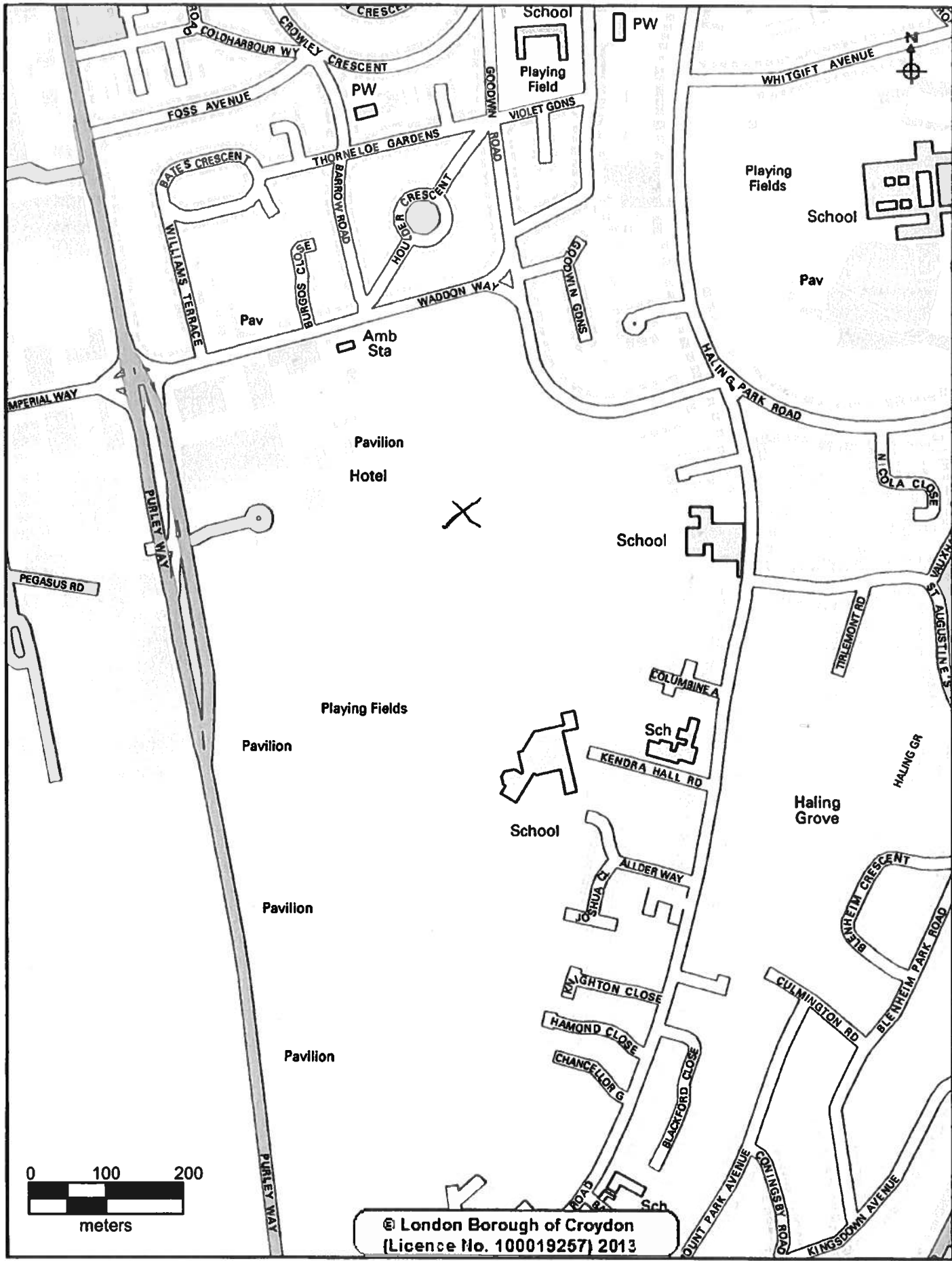
Finally, given the large number of people and availability of drink and drugs, there is a risk of violence and public disorder. How are the public services expected to police such an event, with such large numbers. This event will be a profiteering opportunity for Matt's BBQ at the expense of our local community; our current council taxes are already so high and we are not prepared to be further penalised for this event that will cause further unnecessary expenses to our neighbourhood and environment. Also there are more than sufficient eateries in the Colonnades for both locals and visitors with already insufficient parking spaces.

We feel as though this event has not been given proper consideration, and we strongly object to Matts BBQ going ahead.

Witness Signature: Rob STRAKER PC 2642 SN

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REPORT TO:	LICENSING SUB COMMITTEE 21 June 2022
SUBJECT:	LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE
LEAD OFFICER:	Corporate Director, Sustainable Communities, Regeneration & Economic Recovery
CABINET MEMBER:	Cllr. Scott Roche Streets & Environment
WARDS:	South Croydon
CORPORATE PRIORITY/POLICY CONTEXT:	
This report is specific to this application and has no implications on the Council’s Corporate Policies.	
FINANCIAL SUMMARY:	
This application is being processed as part of normal duties carried out by the Department with no additional costs involved.	
FORWARD PLAN KEY DECISION REFERENCE NO.: N/A	

For general release

1.	RECOMMENDATIONS
1.1	The Sub-Committee is asked to determine whether to grant the application for a premises licence at 31 South End, Croydon, CR0 1BE.

2. EXECUTIVE SUMMARY

2.1 The purpose of this report is to advise the Sub-Committee that an application has been received for a premises licence under the Licensing Act 2003 (“the Act”). This application is the subject of representations, therefore a hearing is required.

3. DETAIL

3.1 A Protocol for Licensing Hearings and a Procedure for Licensing Sub-Committee Hearings has previously been agreed by the Licensing Committee (minute A/24/05 refers). The protocol has been subsequently amended by the licensing committee (minutes A/32/06, A/40/07 and A/07/12 refer and the Protocol was last amended by the licensing committee on 30 September 2020, minute 15/20 refers).

3.2 The applicant and the party making representations have been notified of the hearing in accordance with the Licensing Act 2003 (Hearings) Regulations

2005 and Licensing Act 2003 (Hearings) (Amendment) Regulations 2005 “the Regulations”. Information to accompany the notice of hearing was provided to the applicant and the party making representations in accordance with “the Regulations”.

3.3 Appendix A to this report provides details of this application.

4. FINANCIAL CONSIDERATIONS

1 Revenue and Capital consequences of report recommendations

There are no direct financial implications associated with this report, subject to the risks at 4.2 & 4.3. This application is being processed as part of normal duties and therefore the work associated with it is contained within the departmental budget.

2 The effect of the decision

The decision of the Sub-Committee may be subject to appeal and/or Judicial Review

3 Risks

An appeal against a decision of the Sub-Committee or a Judicial Review of the application process may present financial risks to the Council with regard to any award of costs against it.

4 Options

The options available are: to grant the application, to vary the application, with or without further conditions, or to refuse the application.

5 Savings/ future efficiencies

None identified.

6 (Approved by: Flora Osiyemi, Head of Finance Place, Residents & Gateway)

5. COMMENTS OF THE SOLICITOR TO THE COUNCIL

5.1 The Head of Litigation and Corporate Law comments on behalf of the Director of Law and Governance that the sub-committee must determine the application, taking into account relevant representations, the Licensing Act 2003, the regulations made thereunder statutory guidance and the Council’s own licensing policy.

(Approved by Sandra Herbert, Head of Litigation and Corporate law on behalf of the Director of Law and Governance and Deputy Monitoring Officer).

6. HUMAN RESOURCES IMPACT

6.1 The Human Resources impact of supporting the Licensing Hearings will be contained within the budgeted establishments of the Democratic and Legal Services and Licensing Teams.

6.2 (Approved for and on behalf of HR by Jennifer Sankar, Head of HR Place).

7. EQUALITIES IMPACT

7.1 The arrangements for the Licensing Hearings seek to ensure that all applicants and other interested parties receive a fair hearing and that the process is accessible to all groups within the community. In exercising licensing functions, the Council is required to comply with Section 149 of the Equality Act 2010 which requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

7.2 For these purposes the protected characteristics are

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

7.3 The Act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

8. ENVIRONMENTAL AND DESIGN IMPACT

- 8.1 The effective implementation of the Licensing Act 2003 will contribute to an improved environment for local residents and other stakeholders.

9. LICENSING OBJECTIVES IMPACT

- 9.1 The licensing objectives contained in the Act are:

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

- 9.2 Officers comments and relevant representations on the impact of the application on these objectives appear in Appendix A to the application.

10. HUMAN RIGHTS IMPACT

- 10.1 The Human Rights 1998 (HRA) requires public bodies to ensure everything they do is compatible with Convention Rights and makes it unlawful for a public authority to act incompatibly with those Rights. **Article 6 (A6)** of the European Convention on Human Rights (ECHR) is the right to a fair trial. The key elements of this include:

- The right to a *fair* hearing;
- The right to a *public* hearing;
- The right to a hearing before an *independent and impartial tribunal*;
- The right to a hearing *within a reasonable time*.

- 10.2 When hearing an application, the proceedings of a non-judicial body such as the Licensing Sub Committee, as opposed to an actual Court, need not meet the full requirements of A6 where there is a right of appeal from the Licensing Sub Committee to a Court that does meet the full A6 standards and can consider all aspects of the case (even if that does not include a full re-hearing of the facts).

- 10.3 So, while it is good practice to make a hearing before the Licensing Sub Committee as A6 compliant as possible, it will not be a breach of the HRA if it is not. Further, the hearing of all applications is subject to the principles of Natural Justice and the requirement for decisions to be 'Wednesbury reasonable'.

11. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS

- 11.1 Protocols agreed in relation to Licensing Hearings are within the Council's Constitution and will be accessible as part of the Council's Publication Scheme maintained under the Freedom of Information Act.

CONTACT OFFICER: Michael Goddard, Head of Environmental Health,
Trading Standards and Licensing, Place
Department ext. 61838

BACKGROUND DOCUMENTS: Application Forms
Licensing Hearings and Protocol and Procedure

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APPENDIX A

1. The Application

- 1.1 This report concerns an application by New Era Gourmet Limited for a premises licence at 31 South End, Croydon, CR0 1BE.
- 1.2 The application seeks the following licensable activity, between the hours shown –

Provision of Late Night Refreshment -
Monday to Wednesday 2300 hours until 0200 hours the following day
Thursday to Sunday 2300 hours until 0100 hours the following day

- 1.3 The relevant pages of the application are attached at Appendix A1.
- 1.4 Would the sub committee please note that following discussions with the Police licensing officer, the applicant has amended their application to have the conditions at Appendix A2 placed on the licence if the application is granted. In addition, the applicant has amended the requested terminal hour on Thursday to Sunday to 0100 hours on the following day. Would the sub committee also please note that the closing time for the premises will be 0230 hours Monday to Wednesday and 0130 hours Thursday to Sunday.

2 Promotion of Licensing Objectives

2.1 The applicant provides details in Section M on their application of the steps they intend to take to meet the four licensing objectives. These steps would in turn, where applicable, be made into conditions to be attached to the premises licence, if the application is granted.

3 Relevant representations

- 3.1 Representations have been received on this application. A copy is attached at Appendix A3.
- 3.2 The applicant has been provided with a written copy of the representations made.

4. Policy Considerations

4.1 Under the terms of the Act, the Council has published a Statement of Licensing Policy. This is available on the Council website at www.croydon.gov.uk . Hard copies are also available from the Council's Place Department and copies of the policy will also be available at the licensing sub committee hearing. The following paragraphs from the Statement are considered particularly relevant with regard to this application.

4.8 The fundamental principles of the Act and its accompanying guidance are that nothing in this 'Statement of Policy' will:

undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have each application considered on its individual merits, or, override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.

- 4.9 Parties should be aware that, for a representation to be considered relevant, it must be one that is about the likely effect of the grant of a new licence/certificate or variation of an existing licence/certificate on the promotion of the four licensing objectives. Also, if the representation is made by an 'other person', it will not be relevant if the licensing authority considers it to be 'vexatious or frivolous', or in the case of a review, 'repetitious'.
- 4.10 Applicants and those making relevant representations in respect of applications or seeking a review of a licence or a certificate have the right of appeal to the Magistrates' Court against the decisions of the Council.
- 4.11 In considering all licence/certificate applications, the Council will take into account the character of the surrounding area, the impact of the licence/certificate on that area and the nature and character of the operation.
- 4.12 As part of any application for a premises licence/club premises certificate or a variation to an existing licence/certificate, applicants are required to submit an 'Operating Schedule', which must include the steps proposed to promote the Licensing Objectives set out in paragraph 2.2.
- 4.13 Part 5 of this Statement gives guidance to applicants on some of the matters they may wish to consider when preparing their Operating Schedules.
- 4.14 Licensing is about permitting activities but also ensuring the responsible management of licensed premises, qualifying clubs and temporary events within the terms of the 2003 Act, and conditions are likely to be attached to licences, certificates and permissions that will cover matters which are within the control of individual licensees.
- 4.15 However, the Council acknowledges that it can only impose conditions where relevant representations have been received on an application and that such conditions must be considered necessary for the promotion of the licensing objectives. Where no relevant representations have been made, the application will be granted by the licensing authority in terms consistent with the applicants operating schedule.
- 4.16 When considering these conditions, the Council will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

NEED and CUMULATIVE IMPACT

- 4.17 The Council will not take 'need' into account when considering an application, as this concerns 'commercial demand' and is a matter for the planning process and the market.
- 4.18 However, the Council recognises that a significant number and type of licensed premises in a particular area may lead to problems of crime, disorder and nuisance and notes that in accordance with the Statutory Guidance to the Act, their cumulative impact on the promotion of the licensing objectives is a proper matter for the Council to consider. For example, national analysis of alcohol sales data (sales in the on and off trade) has shown a positive association at local authority level between off-trade sales and alcohol-specific hospital admissions.
- 4.19 Where the Council recognises that there is such a cumulative effect it will consider adopting a specific Cumulative Impact Policy for that area, if this is shown to be necessary. Reducing availability, affordability and attractiveness are some of the most effective ways to reduce alcohol-harm and related crime.
- 4.20 In these circumstances, the Council may consider that the imposition of conditions is unlikely to address the apparent problems and may consider the adoption of a special policy whereby there will be a presumption that new premises licence or club premises certificate applications, or applications to materially vary a premises licence, will be refused. A material variation may be, for example, an increase in permitted hours or to add a licensable activity onto a premises licence.
- 4.21 Based on the Statutory Guidance to the Act, in deciding whether to adopt such a Policy in an area, the Council will consider the following:
- local crime and disorder statistics, including statistics on specific types of crime and crime hotspots
 - statistics on local anti-social behaviour offences
 - the density and number of current premises selling alcohol
 - Alcohol use and misuse in Croydon's population
 - Claimants of benefits due to alcoholism
 - Alcohol specific hospital admissions for under 18's
 - Ambulance incidents and dispatches
 - Alcohol related road traffic accidents
 - Statistics on alcohol related emergency attendances and hospital admissions
 - Mortality
 - Complaints recorded by the local authority
 - Evidence from local councillors and
 - Evidence obtained through local consultation.
- 4.22 There are concerns about parts of the borough which experience high levels of alcohol related crime and alcohol related hospital admissions and where it

is clear that the density of shops selling alcohol for consumption off the premises is significantly higher than in other parts of the borough.

- 4.23 As a result, the Council has considered it appropriate to designate, the following four areas within Croydon as being subject to a special Cumulative Impact Policy in respect of off licences and shops and supermarkets selling alcohol off the premises:
- i. Along the Brighton Road; South End; High Street, George Street corridor, from the Royal Oak Centre on Brighton Road, Purley to the junction of George Street and Cherry Orchard Road in Central Croydon
 - ii Along the London Road/Streatham High Road corridor, in 3 sections; from the junction of London Road and Tamworth Road in West Croydon to the j/w Canterbury Road; from the j/w Broughton Road to the j/w Melrose Avenue and; from the j/w Northborough Road to the borough boundary with London Borough of Lambeth
 - iii Along the Brigstock Road and High Street, Thornton Heath corridor, from the junction of Brigstock Road and London Road in Thornton Heath to the junction of High Street, Thornton Heath and Whitehorse Lane
 - iv Along the length of Central Parade, New Addington
- 4.24 The effect of a Cumulative Impact Zone Policy for each of the areas listed above is that where relevant representations are received on any new applications for a premises licence to sell alcohol off the premises, or on a material variation to an existing such premises licence there will be a presumption under the special policy that the application will be refused. A material variation would be, for example, an increase in permitted hours for the sale of alcohol or to add the sale of alcohol off the premises as a licensable activity to the premises licence.
- 4.25 The Cumulative Impact Policy is intended to be strict, and will only be overridden in genuinely exceptional circumstances. However, the Licensing Authority will not apply these policies inflexibly. It will always consider the individual circumstances of each application; even where an application is made for a proposal that is apparently contrary to policy.
- 4.26 It is not possible to give a full list of examples of when the council may treat an application as an exception. However, in considering whether a particular case is exceptional, the Licensing Authority will consider the reasons underlying the policy.
- 4.27 The Licensing Authority will not consider a case to be exceptional merely on the grounds that the premises have been or will be operated within the terms of the conditions on the licence, or that are or will be generally well managed because of the reputation or good character of the licence holder or operator. This is expected in the conduct of all licensed premises. Moreover, licences

are for premises and can be easily transferred to others who intend to operate within the scope of the licence and its conditions.

4.28 The Council will review the special policies regularly to see whether they have had the effect intended and whether they are still needed or whether they need expanding.

4.29 The Council will not use these policies solely:

- As the grounds for removing a licence when representations are received about problems with existing licensed premises, or,
- To refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for an extension in permitted hours or to add a licensable activity.

4.30 The Council recognises though that where no relevant representations are made in relation to an application in a cumulative impact area, the application must be granted in terms consistent with the applicants operating schedule.

4.31 The Council recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have full regard to those differences and the differing impact these will have on the local community.

4.32 Where an application is made for a new or transfer and variation of a licence, in respect of premises that have closed and been unused and that closure was to a relevant extent as a consequence of crime and disorder and/or nuisance issues at the premises, the Council would expect the applicant to make clear in their operating schedule how they will ensure the crime and disorder and public nuisance objectives will be met, bearing in mind any previous crime and disorder/nuisance concerns there may have been.

4.33 It therefore also recognises that, within the Cumulative Impact Policy areas, it may be able to approve licences that are unlikely to add significantly to the existing problems, and will consider the circumstances of each individual application on its merits.

4.34 In addition to the cumulative impact zones listed above, the Council is aware of concerns amongst responsible authorities and residents about the number of shops licensed to sell alcohol for consumption off the premises in certain other areas of the borough and the impact they may be having on crime and disorder. It is not intended at this time to introduce cumulative impact zones in these areas, however, they will be monitored and assessed regularly and should concerns increase, consideration will be given to formally identifying them as cumulative impact zones. For the time being, those areas will be classed as special stress areas and they are as follows:

- High Street & Portland Road, South Norwood
- Lower Addiscombe Road

- 4.35 The Council acknowledges that the licensing function cannot be used for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned and that apart from the licensing function, there are a number of other measures available for addressing issues of unruly behaviour that can occur away from licensed premises.
- 4.36 In recognising the importance of such measures, the Council will continue to seek further improvements to those already achieved in respect of planning controls and working in partnership with local businesses and transport operators on a number of measures to create a safe and clean environment in the following areas:
- Provision of extensive CCTV and radio communication systems
 - Improvements to street lighting
 - Rubbish collection and street cleaning
 - Provision of better late night bus, tram, rail and taxi/minicab services
 - Provision of Police Officers/street and litter wardens
 - Designation of areas within the borough, as part of a Public Space Protection Order, where alcohol may not be consumed publicly and monitoring the possible need for future designations in other parts of the borough*
 - Working in partnership with Croydon Borough Police on law enforcement issues relating to disorder and anti-social behaviour. These include the use of powers to issue fixed penalty notices, prosecuting those selling alcohol to people who are underage and/or drunk, confiscating alcohol from adults and children in designated areas and instant closure of licensed premises or temporary events on the grounds of disorder, or likelihood of disorder or excessive noise from the premises
 - Working in partnership with Licensees and expecting them to support existing and future agreed measures set up to promote the strategic objectives for crime and disorder reduction within the Borough

 - Acknowledging the powers of the police or other responsible authorities, or a local resident or business under the 2003 Act, to seek a review of the licence or certificate

*Would existing licence/certificate holders and new applicants please note that a number of areas within the borough of Croydon are to lie within Public Space Protection Orders (PSPO's) that may control the consumption of alcohol in public areas. Please contact the Council's licensing team if you wish to discuss how such orders may affect licensed premises.

5. LICENSING OBJECTIVES and OPERATING SCHEDULES

- 5.1.1 The following sections set out the Council's Policy relating specifically to the four Licensing Objectives:
- the prevention of crime and disorder
 - public safety
 - the prevention of public nuisance

- the protection of children from harm
- 5.1.2 In each section the Council defines its intended outcome and lists the factors that may influence achieving that particular objective, but because of the wide variety of premises and activities to which this Policy applies, the lists provided are not exhaustive. Applicants will know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.
- 5.1.3 Further, each section lists possible control measures to assist applicants, but again these lists are not exhaustive. Also, many of the control measures achieve more than one Objective but have not been listed under each Objective and applicants do not need to mention a control measure more than once in their Operating Schedule.

5.2 Crime and Disorder

- 5.2.1 Croydon Council is committed to reducing crime and disorder within the Borough and creating an environment where people feel safe.
- 5.2.2 In addition to the requirements under the 2003 Act for the Council to promote the licensing objective of preventing crime and disorder, 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.
- 5.2.3 Licensed premises, especially those offering late night/early morning entertainment, alcohol and/or refreshment, can be a source of crime and disorder problems.
- 5.2.4 The Council considers that the promotion of the Licensing Objective to prevent crime and disorder also places a responsibility on licence holders to work in partnership to achieve this Objective.
- 5.2.5 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained so as to minimise or prevent crime and disorder in and around the vicinity of their premises and events.
- 5.2.6 The Licensing Authority recommends that for certain events, a comprehensive risk assessment is undertaken by premises licence applicants & holders to ensure that crime and disorder and public safety matters are identified and addressed. For larger public events, including those in open spaces and for premises that wish to stage promotions or events, the Licensing Authority recommends that licence applicants and holders address Risk Assessment

and post event debrief processes in their application operating schedule/event planning.

5.2.7 Applicants and premises licence holders may wish to engage the services of suitably trained individuals or companies to assist them in this risk assessment process. In addition, they may seek guidance and advice from the Licensing Authority or the Metropolitan Police regarding the process, although the responsibility for undertaking the risk assessment remains with the Applicant/Premises License holder as neither body is able to actually undertake such risk assessments for applicants/licence holders. Applicants and premises licence holders are also reminded that the Licensing Authority is not able to recommend the services of a particular individual or company for this purpose.

5.2.8 Drugs, violence, anti social behaviour and theft of customers property are examples of crime and disorder issues which may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including associated open areas, appropriate storage of alcohol, discouraging loitering/consuming alcohol outside the premises, ensuring opening hours are adhered to
- participation in responsible management schemes such as the 'Best Bar None' accreditation/award scheme
- appropriate instruction, training and supervision of those employed or engaged to prevent incidents of crime and disorder
- adoption of existing and future best practice guidance (e.g. Safer Clubbing, the National Alcohol Harm Reduction Toolkit and other recognised codes of practice including those relating to drinks' promotions, i.e. The Point of Sale Promotions published by the British Beer and Pub Association and cheap drinks deals/Happy Hours)
- acceptance of accredited 'proof of age' documentation, as recognised by the Council in consultation with the Police
- maintaining appropriate signage and a refusals log
- employment of sufficient SIA licensed door staff, i.e. within nationally accepted standards
- provision of toughened or plastic glasses
- provision of secure deposit boxes for confiscated items as recognised by the Council in conjunction with the Police
- provision of litter bins and security measures, such as lighting outside premises
- Other schemes including only purchasing alcohol from authorised wholesalers, not selling certain alcohol types/strengths (e.g. high strength beers/ciders or single cans above 6% ABV), restricting sales on certain alcohol types (e.g. miniature spirits), allowing a 'track and trace' identifier on products so Police/Trading Standards can identify which off-

licence seized alcohol is from, signing up to local responsible retailer schemes

- Provision of closed circuit television, with cameras covering relevant internal and external areas (including beer gardens) and entrances/exits to premises

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.2.9 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council Licensing Team and Croydon Police Licensing and/or Crime Prevention Officers, as well as taking into account, as appropriate, local planning and transport policies, and, tourism, cultural and crime prevention strategies.

5.2.10 Where relevant representations have been made, the Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises.

5.3 Public Safety

5.3.1 The Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.

5.3.2 The 2003 Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, off licences, cafés/restaurants, fast food outlets/takeaways and sometimes open spaces.

5.3.3 Each of these types of premises present a mixture of different risks, with many common to most premises and others unique to specific operations. These will range from fire safety, including fire precautions and means of escape arrangements in all types of premises, to the use of scenery and pyrotechnics in theatres and special lighting effects in night clubs.

5.3.4 It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.

5.3.5 The following examples of influencing factors are given to assist applicants when addressing the issue of public safety during the preparation of their Operating Schedule:

- the number of people attending the premises
- the condition, design and layout of the premises, including the means of escape in case of fire

- the nature of the activities to be provided, in particular the sale of alcohol and including whether those activities are of a temporary or permanent nature
 - the hours of operation and hours of opening if different
 - customer profile (i.e. age, mobility)
 - the use of special effects such as strobe lighting, lasers, pyrotechnics, smoke machines, foam machines etc.
- 5.3.6 Public safety issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the safety of everyone attending the premises or event, i.e. number of door supervisors within nationally accepted standards (and having SIA accreditation where necessary)
- appropriate instruction, training and supervision of those employed or engaged to secure the safety of everyone attending the premises or event
- suitable customer-care policies for assisting lone customers taken ill or injured etc. at the premises
- provision of effective CCTV in and around premises
- provision of toughened or plastic glasses
- implementation of crowd management measures
- regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety codes and standards

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.3.8 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council's Health and Safety Officers and the London Fire Brigade.

5.3.9 The Council will consider attaching Conditions to licences and permissions to promote public safety.

5.4 Prevention of Public Nuisance

5.4.1 The Council recognises the need to protect the amenities of people living, visiting and working in the vicinity of licensed premises, whilst balancing the rights of businesses to develop.

5.4.2 Licensed premises, especially those operating late at night and in the early hours of the morning, can give rise to a range of public nuisances which may impact adversely on local communities.

- 5.4.3 These concerns mainly relate to noise and disturbance, light pollution, noxious smells, litter and anti-social behaviour and due regard will be taken on the impact these may have.

LICENSING HOURS

- 5.4.4 The Council will generally deal with the issue of licensing hours having due regard to the individual merits of each application, considering the potential for nuisance associated with the style, characteristics and activities of the business and examining any steps that might reduce the risk of nuisance.
- 5.4.5 The Council recognises that longer licensing hours for the sale of alcohol will avoid concentrations of people leaving premises at the same time, which is necessary to reduce the potential for friction at late night fast food outlets, taxi ranks/minicab offices and other sources of transport that can lead to disorder and disturbance.
- 5.4.6 The Council will not set fixed trading hours within designated areas (“zoning”) as it recognises this could lead to significant movements of people across boundaries at particular times seeking premises opening later and would lead to the peaks of disorder and disturbance the Council is trying to avoid. Additionally, this would seemingly treat residents in one area less favourably than those in another.
- 5.4.7 However, although the Council will treat each case on its individual merits, generally it will not grant permission for licensable activities beyond 2330 hours on Sundays to Thursdays and Midnight on Fridays and Saturdays in respect of public houses situated in areas having denser residential accommodation. The Council would expect good reasons to be given to support any application for extensions beyond these hours, including addressing possible disturbance to residents and local parking. Additionally, in these areas, consideration will be given to imposing stricter conditions in respect of noise control.

SHOPS, STORES AND SUPERMARKETS

- 5.4.8 The Council acknowledges that the Guidance issued under section 182 of the Licensing Act 2003 states that shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.
- 5.4.9 However, there is local concern about crime and disorder associated with shops licensed to sell alcohol off the premises. Accordingly, while the Council will treat each case on its individual merits there will be a presumption that permitted hours for the sale of alcohol will be restricted to between 8am and 11.30pm on Sunday to Thursday and 8am to midnight on Friday and Saturday in respect of shops in residential areas or within one of the four relevant Cumulative Impact Zones where representations are made by the police and/or local residents and where premises are shown to be a focus of crime,

disorder or nuisance. Applications to vary the permitted hours for the sale of alcohol off the premises within the above hours shall similarly be treated on their merits

PREVENTION OF PUBLIC NUISANCE - GENERALLY

5.4.10 The Council will expect applicants to demonstrate in their Operating Schedule that they have identified satisfactory measures and will implement and maintain these so as to prevent public nuisance, having due regard to the style, characteristics and activities of their particular premises and events and of the locality.

5.4.11 The following examples of influencing factors are given to assist applicants when addressing the issue of the prevention of public nuisance during the preparation of their Operating Schedule:

- the location of the premises and proximity to residential or other noise sensitive premises
- effective and responsible management and supervision of the premises and associated open areas
- the hours of opening
- the nature of the activities to be provided and their location within the premises, the customer profile, whether the activities are temporary or permanent and whether they are to be held inside or outside
- the design and layout of the premises and in particular the presence of noise limiting features
- the number of people attending the premises
- the availability of public transport
- a 'wind down' period between the end of the licensable activities and the closure of the premises
- a 'last admission time' policy

5.4.12 Public nuisance issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including any outside areas
- appropriate instruction, training and supervision of staff to prevent public nuisance
- adoption of current best practice guidance (i.e. Good Practice Guide on the Control of Noise from Pubs and Clubs produced by the Institute of Acoustics), including designing shop fronts so as to limit noise nuisance from premises, i.e. from opening windows or continental-style concertina doors
- control of opening hours for all or part (i.e. garden areas) of the premises – including other times when deliveries take place/rubbish and bottles are binned – and the operation of generating plant and equipment

- installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and sound insulation and limiting devices
- managing people, including staff and traffic, arriving and leaving the premises, including patrolling entrance queues
- managing the departure of customers
- liaising with transport providers
- siting and operation of necessary external lighting, including security lighting, with the possible nuisance to nearby properties
- suitable arrangements for collection and disposal of litter, including bottles, so as to minimise disturbance to nearby properties
- no flyposting of events/careful distribution of flyers, including by promoters
- effective ventilation systems to prevent nuisance from odour

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

5.4.13 Additionally, when preparing their Operating Schedules applicants are recommended to seek advice from Council Pollution Enforcement Officers.

5.4.14 The Council will consider attaching Conditions to licences and permissions to prevent public nuisance.

5.5 Protection of Children from Harm

ACCESS TO LICENSED PREMISES

5.5.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, to buy food and/or for entertainment.

5.5.2 Although the 2003 Act details certain age and/or time limitations on the admission of accompanied or unaccompanied children to certain types of licensed premises, the Council recognises that additional limitations may have to be considered where it appears necessary to protect them from physical, moral or psychological harm.

5.5.3 The Council will consider the merits of each application before deciding whether to impose conditions limiting the access of children to individual premises.

5.5.4 While no policy can anticipate every situation, the following are examples of premises that will raise concern:

- where entertainment or services of an adult or sexual nature is commonly provided;

- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
- with a known association with drug taking or dealing;
- where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

5.5.5 When dealing with a licence application where limiting the access of children is considered necessary, the Council may consider any of the following options, in combination where appropriate:

- limitations on the hours when children may be present;
- limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place;
- limitations on the parts of premises to which children might be given access;
- age limitations (below 18);
- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- full exclusion of people under 18 from the premises when any licensable activities are taking place.

5.5.6 The Council will not impose conditions on licences or certificates requiring that children be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee. However, where applicants volunteer prohibitions and limitations in their operating schedules and no relevant representations have been made to the Council, these will become conditions attached to the licence/certificate conditions and will be enforceable as such.

RESPONSIBLE AUTHORITY

5.5.8 The Council recognises the Croydon Children’s Safeguarding Board and any successor groups to be the ‘responsible authority’ competent to advise on matters relating to the ‘protection of children from harm’, and to whom copies of applications should be sent.

CHILDREN IN LICENSED PREMISES – GENERALLY

5.5.13 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, having due regard to the style, characteristics and activities of their particular premises and/or events.

5.5.14 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. Applicants should consider the following influencing factors, for which there is the potential for children to be exposed, when addressing the issue of protecting children from harm during the preparation of their Operating Schedule:

- drugs, drug taking or drug dealing
- gambling
- activities of an adult or sexual nature
- incidents of violence or disorder
- environmental pollution such as noise or smoke
- special hazards such as falls from heights
- opportunities to purchase, acquire or consume alcohol

Note: A number of these factors are listed in more details in paragraph 5.5.6, but as this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

5.5.15 Protection of children from harm issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the protection of children, including child performers, from harm
- appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- adoption of best practice guidance (Public Places Charter)
- limitations on the hours when children may be present in all or parts of the premises
- limitations or exclusions by age when certain activities are taking place
- imposition of requirement for children to be accompanied by an adult
- appropriate instruction and training for counter staff in the prevention of underage sales, including acceptance of accredited 'proof of age' identification, such as a photo card driving licence, a passport, a citizens card, a validate card or a scheme which carries the PASS hologram logo and keeping a 'refusal' book.

5.5.16 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from Council Licensing and Child Protection Officers.

5.5.17 The Council will consider attaching Conditions to licences and certificates to protect children from harm.

5.5.18 While the Council expects Licence holders to comply with the law, the 2003 Act details a number of specific offences designed to protect children in

licensed premises and the Council will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the underage sale and supply of alcohol to children.

6. INTEGRATING STRATEGIES and AVOIDING DUPLICATION

6.1 There are many stakeholders in the leisure industry covering a wide range of disciplines and although their strategies are not always directly related to the promotion of the licensing objectives, they often indirectly impact upon them.

6.2 The Council therefore acknowledges the importance of co-ordinating and integrating these policies, strategies and initiatives and will maintain multi-disciplinary working groups to ensure its licensing policy integrates with local crime prevention, planning, transport, tourism, race equality schemes and cultural strategies, as well as any other plans relating to the management of the town centre and the night-time economy.

CRIME PREVENTION

6.3 Conditions attached to Licences and Certificates will, so far as possible, reflect local crime prevention strategies. Examples of such conditions can be found in the Pool of Conditions relating to prevention of crime and disorder contained in the Statutory Guidance to the Act.

CULTURAL STRATEGIES

6.4 The Council will make arrangements to monitor the impact of licensing on regulated entertainment, particularly live music, ensuring that only necessary, proportionate and reasonable licensing conditions impose any restrictions on such events.

6.5 Where there is any indication that such events are being deterred by licensing requirements, the statement of licensing policy will be examined to see if the situation might be reversed.

PLANNING AND BUILDING CONTROL

6.8 The Council recognises that there should be a clear separation of the planning, building control and licensing regimes in order to avoid duplication and inefficiency.

6.9 Licensing applications will not be a re-run of the planning application and will not cut across decisions made by the planning committee or permissions granted on appeal.

6.10 The Council will however expect applications for premises licences or for a variation to an existing premises licence at permanent commercial premises to be from businesses having the relevant planning consent for the property concerned. In addition, persons submitting temporary event notices should ensure the premises in question has the requisite planning consent for the

proposed activities and hours of operation. Where this is not the case, applicants will be expected to show good reason why the premises do not have planning permission.

- 6.11 The Croydon Local Plan sets out the criteria that will be used to assess planning applications for any changes of use that require planning permission. Some changes of use do not require planning permission but an application for prior approval may be required to ascertain whether there are matters related to the change of use that do require planning permission. Applicants should contact the Council's Development Management service at development.management@croydon.gov.uk with any enquiries related to planning applications or the prior approval process.
- 6.12 Any application for planning permission will be expected to take into account the impact of noise and fumes (and other forms of potential nuisance) on neighbouring premises and to provide details of any mitigating measures, as applicable.
- 6.13 The Council will ensure that if requested, reports will be sent from the licensing committee to the planning committee advising them of the situation regarding licensed premises in Croydon, including the general impact of alcohol related crime and disorder, to assist them in their decision-making.

ADVANCING EQUALITY

- 6.14 The Council recognises its legal obligation under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share a characteristic and those who don't.
- 6.15 The Council will assess and consult on the likely impact and monitor for any adverse impact on the advancement of equality which may arise as a result of this Policy Document and will publish the results.

DUPLICATION

- 6.16 The Council will, so far as possible, avoid duplication with other legislation and regulatory regimes that already place obligations on employees and operators, e.g. the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990, the Regulatory Reform Fire Safety Order 2005 and the Equality Act 2010 in respect of accessibility for disabled people.
- 6.17 Conditions relating to public safety will only be attached to premises licences and club premises certificates where considered necessary for the promotion of that licensing objective and not covered by any other legislation and where regulations do not cover the unique circumstances of certain licensable activities in specific premises.
- 6.18 The Council acknowledges that bingo clubs are dealt with under the Gambling Act 2005 and will have due regard to the relevant advice regarding duplicating licence conditions which has been given under both this legislation and the

2003 Act when dealing with applications relating to alcohol, regulated entertainment or late night refreshment under the 2003 Act.

9. STANDARDISED CONDITIONS

- 9.1 Where Conditions are properly attached to licences or certificates they will be tailored to the individual style and characteristics of the particular premises and events concerned.

10. ENFORCEMENT

- 10.1 It is essential that licensed premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the 2003 Act and it is the responsibility of premises licence holders and designated premises supervisors (where applicable) to ensure this happens and that regulatory compliance is maintained. The Council and its partners will make arrangements to monitor premises and take appropriate enforcement action to ensure this but enforcement action should be considered to be the last resort and such intervention should not be necessary where premises are operated & managed effectively.
- 10.2 Each of the Responsible Authorities under the Act may make representations on an application or seek a review of a premises licence/club premises certificate, based on concerns around any of the licensing objectives. That said, it is anticipated that specific responsible authorities will take a central advisory & enforcement role, as necessary, with regard to relevant licensing objectives, for example –
- Prevention of crime and disorder – Police
 - Prevention of Public Nuisance – Council Environmental Health (Pollution) Team and the Planning Department
 - Public Safety – Council Food & Safety Team or HSE (as applicable) and the LFB
 - Protection of Children from Harm – Croydon Children’s Safeguarding Board, Police and the Trading Standards Team
- 10.3 Under the London Borough of Croydon Licensing Act 2003 Enforcement Protocol, originally approved by the Council’s substantive Licensing Committee on 21 June 2006, using the principles of risk assessment, the Council will work closely with the responsible authorities in enforcing licensing law and inspecting licensed premises. This should ensure that resources are more effectively concentrated on problem and high risk premises. This Protocol shall be reviewed, through a separate process to this policy review in the coming months and an updated version shall be available from the Council Licensing Team and posted on the Council’s website.

10.4 The Council will carry out its regulatory functions in accordance with good enforcement practice and particular regard will be had to fundamental principles. In that regard, Enforcement shall be:

- Targeted
- Consistent
- Transparent
- Proportionate
- Necessary

Any enforcement activity shall be undertaken in a fair, open and consistent manner in conformity with the above principles.

The Home Office has produced Statutory Guidance under Section 182 of the Licensing Act 2003. The following paragraphs from the Guidance are reproduced below to assist the sub committee –

10.8 The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

- 4.2 All relevant parties have been made aware of the date, time and location of the Sub Committee meeting.
- 4.3 An Ordnance Survey extract map of the area with the application premises at the centre is attached at Appendix A4.

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**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We New Era Gourmet Limited T/A Smacks Hamburgers

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
31 Southend			
Post town	Croydon	Postcode	CR0 1BE

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£15,250

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address		As above			
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name New Era Gourmet Limited
Address Unit 6 Redlands Centre Redlands, Coulsdon, CR5 2HT
Registered number 13706134
Description of applicant (for example, partnership, company, unincorporated association etc.) Ltd Company
Telephone number (if any) n/a
E-mail address (optional) n/a

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	1	042022

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

The premises is a gourmet burger restaurant / take-away

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 3)	
Tue			State any seasonal variations for performing plays (please read guidance note 4)		
Wed			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	23:00	02:00			
Tue	23:00	02:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Wed	23:00	02:00			
Thur	23:00	02:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	23:00	02:00			
Sat	23:00	02:00			
Sun	23:00	02:00			

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).
 None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11:00	04:30	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue	11:00	04:30	
Wed	11:00	04:30	
Thur	11:00	04:30	
Fri	11:00	04:30	
Sat	11:00	04:30	
Sun	11:00	04:30	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

We are a responsible business who takes seriously the licensing objectives and the Council's Statement of Policy for the Licensing Act 2003. We have set out below what we feel is necessary to ensure that the licensing objectives have been fulfilled for our business.
All staff are trained and are aware of the Licensing Legislation.

b) The prevention of crime and disorder

We believe our business will be low impact on crime and disorder
We have a CCTV system that has been
We have a zero tolerance on alcohol and drugs on site

c) Public safety

We have a consultant Environmental Health Officer who has advised us on public safety. We have a full stocked first aid kit and trained in first aid. Our business will not give rise to a public safety risk. We will have an automatic fire detection system and ample fire evacuation points.

Fire fighting equipment to be strategically placed throughout the premises. Emergency lighting, training of staff to deal with public safety and first aid.

d) The prevention of public nuisance

Music if provided will be purely background music and will not cause nuisance
Monitoring of business and impact to be checked on a regular basis by our area based consultant EHO.

e) The protection of children from harm

We will not provide any form of regulated entertainment that will cause harm to children.

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
 - I have enclosed the plan of the premises.
 - I have sent copies of this application and the plan to responsible authorities and others where applicable.
 - I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
 - I understand that I must now advertise my application.
 - I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships]
 I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

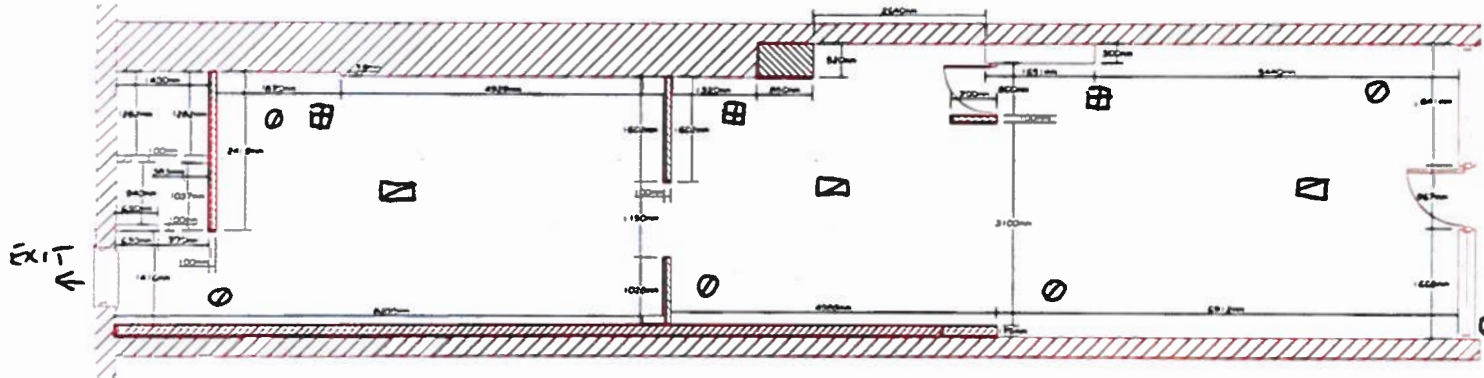
Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12).
If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	Richard Haddad
Date	21 March 2022
Capacity	Consultant

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Richard Haddad [REDACTED]			
Post town	[REDACTED]	Postcode	[REDACTED]
Telephone number (if any)		[REDACTED]	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			



- ☒ Emergency lights
- ⊙ CCTV
- ⊞ AUTOMATIC FIRE DETECTION

NOTES

WATER SERVICES.
All cold water and hot water services to be installed in accordance with the current editions of BS 6841 and BS 6881.

DRAINAGE SERVICES.
All drainage services to be installed in accordance with the current editions of BS 5242 and BS 5243.

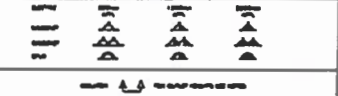
ELECTRICAL SERVICES.
All electrical services to be installed in accordance with the current editions of BS 7671 and BS 5266.

GAS SERVICES.
All gas services to be installed in accordance with the current editions of BS 54 and BS 55.

DISHWASHER INSTALLATION.
All dishwasher installations to be installed in accordance with the current editions of BS 54 and BS 55.

GENERAL.
All services to be installed in accordance with the current editions of BS 54 and BS 55.

SERVICES KEY



REV	DESCRIPTION	INITIALS
A	Revised to Wall Layout 19/11/2021	SC
B	Revised to Wall Layout 03/12/2021	SC
C	Revised to Item 45-49 03/03/2022	SC
D		
E		
F		
G		
H		

CLIENT: Bluecrest Ltd

SITE: Cloydon Site

DRAWING TITLE: Wall Dimensions

DRAWN BY: Shepard DATE: 15/03/22 SCALE: 1:75

DRAWING No: FFS/SC/2021-35 REVISION: C

31 SOUTH END ROAD CRO 18E

Extraction Details
When using gas cooking equipment, an acceptable and effective means of extraction over the gas appliances should be used. The gas supply into the kitchen should include a safety and automatic shut off valve, positioned near an emergency exit from the kitchen. In addition there should be a break off button which, when activated, cuts off the gas supply to the kitchen. To comply with current British Standards and Comg recommendations, the kitchen extract fan control should be interlocked with an isolation device that controls the gas supply into the kitchen thereby ensuring the remaining gas supply and the kitchen extract fan is operated. It is also a requirement when using gas equipment that a suitable and effective means of replacement is incorporated that returns at least 80% of the air being exhausted back into the kitchen. We strongly recommend that each gas appliance has its own individual isolation valve.
Note: PPS does not include the provision of shut off valves or break off buttons, and any related electrical wiring to fan controllers, fans, isolators or break off buttons.

Grease Interceptors
As of April 1, 2002 UK building regulations, hot food premises require the installation of a suitable Grease Interceptor(s) in the waste water system(s), thus reducing the disposal of grease into the sewerage system. Appropriate units have been included in the design where necessary, and constitute an integral part of the installation. PPS will include them in their quotation, but will take no responsibility for approval by the appropriate authority, if the client decides to omit them from the installation or prefers to install alternative equipment.

Wall Shelves & Brackets
Clients must ensure that all wall shelves and or stud units are fixed and sufficiently strong enough or suitably supported to accept and support a brackets when loaded. PPS will design to mount and support a brackets if, in their view, the walls are deemed unsuitable, and will PPS accept responsibility for any damage caused due to overloading.

Note:
• Do not alter drawing
• Drawing is subject to further site survey
• Where installing anything on chimney a safety gas intercept must be fitted
• The minimum height from the top of the extract fan canopy to the finished floor level must be 2m

17

Conditions for Smacks Hamburgers 31 South End Croydon CR0 1BE

1. A CCTV system must be installed at the premises covering the entrance, the external area and all internal areas. A head and shoulders image to identification standard must be captured of every person entering the premises. Images shall be kept for 31 days and supplied to the police or local authority on request.
2. The CCTV system will display, on screen and on any recording, the correct time and date that images were captured.
3. CCTV signage must be displayed, reminding customers that CCTV is in operation.
4. A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises is open to the public in order to show police images if required
5. Ensure that all staff are given regular training, supervised by the shop manager in relation to the Licensing Act 2003 and conflict management and the protection of children from harm. Training records are kept at the premises and refresher training will be given to all staff every six months.
6. An incident register shall be used at the premises which records any incident of crime and disorder or anti-social behaviour either inside or outside which is or has been connected to the premises. The details will include
 - a) a comprehensive record of the incident
 - b) date,time & location of the incident
 - c) the nature of the incident
 - d) details of witnesses
 - e) details of any emergency services personnel who attended
 - f) each record shall be signed by the duty manager
7. Signage shall be on display asking customers to keep noise to a minimum and respect the neighbours

Representation Re: Smacks Burgers 31 South End CR0 1BE

I wish to object to the application dated 22/03/22 by a consultant for Era Gourmet Ltd in respect of Smacks Hamburgers.

The application is for an indoors and outdoors late night refreshment application extended from 23.00 to 02.00.

This should not be allowed and the premises should close at 23.00 to avoid unwanted disturbance to the large number of residents (including children) in flats immediately nearby.

It should be pointed out that the existing Smacks Hamburgers operations in Brigstock Road, Beddington Lane, Upper Tooting Road and Orpington High Street all close between 22.00 and 23.00.

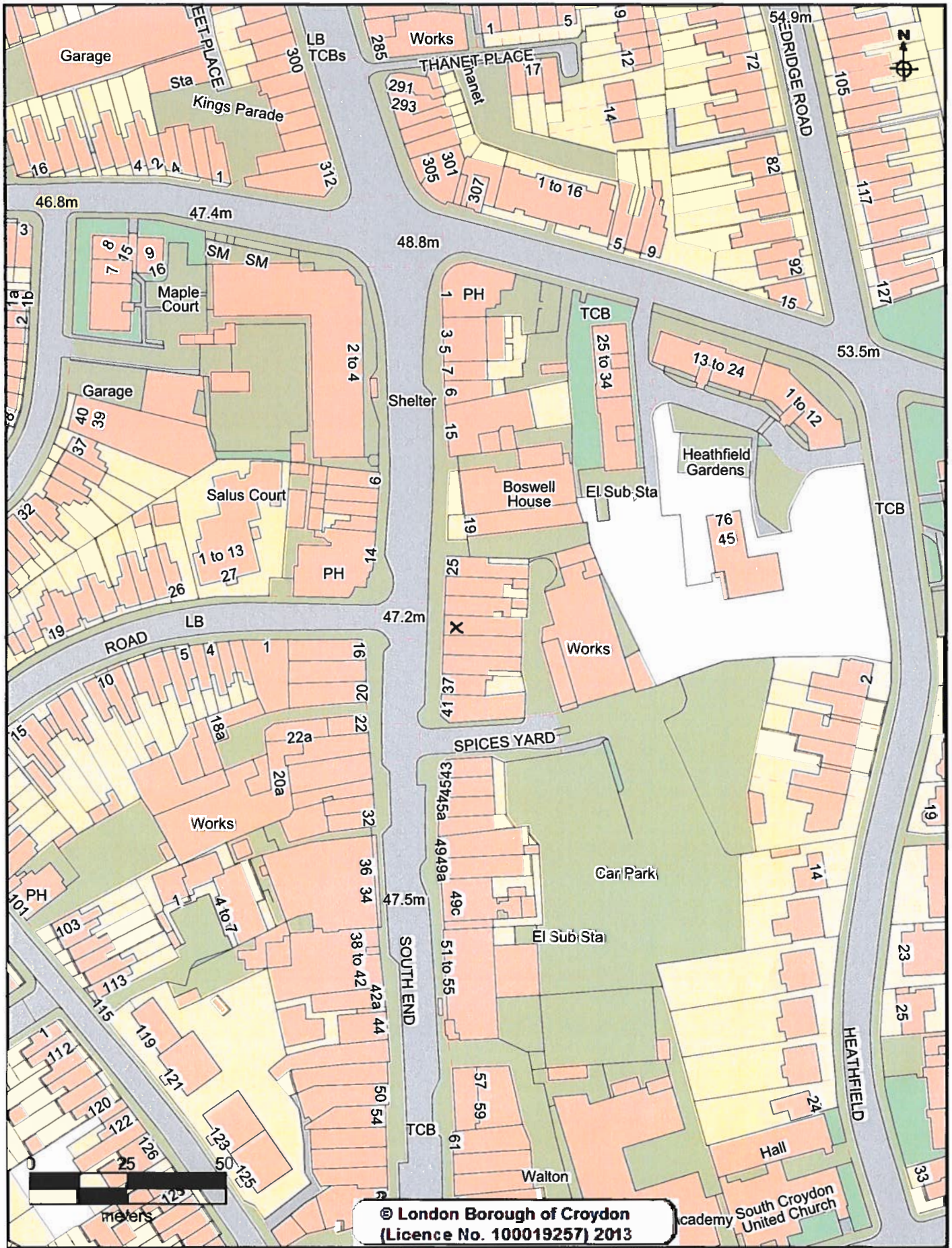
Allowing takeaways to operate in the early hours, including on the pavement, encourages crime and anti social behaviour. The adjoining property Tre Frateli at nos.25-29 has been subject to 2 smash and grab raids recently and a discarded dagger has been found on the forecourt of Boswell Cottage, no. 19.

There are flats above this parade of shops which are occupied by families with special needs and they should not be disturbed in the early hours of the morning.

There are children living with these families above the shops and they will be disturbed by the operation of Smacks Hamburgers in the early hours.

I believe that this application should be considered by the Licensing Sub-committee as there is a growing problem with anti social activity and street litter in this area (there are no council waste bins) and these problems are encouraged by the early hours opening of premises.

A4



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London Borough Croydon

Scale 1:1250

12-Jun-2022



X Page 786 SOUTH END