

# Licensing Sub-Committee Agenda



To: Councillor Patsy Cummings (Chair)  
Councillors Margaret Bird and Nina Degrads

A meeting of the **Licensing Sub-Committee** which you are hereby invited to attend, will be held **Wednesday, 12 July 2023 at 10.30 am.** .

Katherine Kerswell  
Chief Executive  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

Hannah Cretney, Democratic Services  
Officer  
[Hannah.cretney2@croydon.gov.uk](mailto:Hannah.cretney2@croydon.gov.uk)  
[www.croydon.gov.uk/meetings](http://www.croydon.gov.uk/meetings)

## **AGENDA**

**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 are invited to declare any disclosable pecuniary interests (DPIs) and other registrable and non-registrable interests they may have in relation to any item(s) of business on today's agenda.

**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 premises license at Addington Park, Croydon, CR0 5AR. (Pages 3 - 144)**

The Sub-Committee is asked to determine whether to grant the application for a premises licence at Addington Park, Croydon, CR0 5AR.

<b>REPORT TO:</b>	<b>LICENSING SUB COMMITTEE</b> 12 July 2023
<b>SUBJECT:</b>	<b>LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE</b>
<b>LEAD OFFICER:</b>	<b>Corporate Director, Sustainable Communities, Regeneration &amp; Economic Recovery</b>
<b>CABINET MEMBER:</b>	<b>Cllr. Scott Roche</b> <b>Streets &amp; Environment</b>
<b>WARDS:</b>	<b>Selsdon and Addington Village</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b>	
This report is specific to this application and has no implications on the Council's Corporate Policies.	
<b>FINANCIAL SUMMARY:</b>	
This application is being processed as part of normal duties carried out by the Department with no additional costs involved.	
<b>FORWARD PLAN KEY DECISION REFERENCE NO.:</b> N/A	

For general release

<b>1.</b>	<b>RECOMMENDATIONS</b>
1.1	The Sub-Committee is asked to determine whether to grant the application for a premises licence at Addington Park, Croydon, CR0 5AR.

## **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 Sustainable Communities).

## **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.

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**CONTACT OFFICER:**

Michael Goddard, Head of Environmental Health,  
Trading Standards and Licensing, Sustainable  
Communities Department, ext. 28259

**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 In The Park Events Ltd. for a time limited premises licence at Addington Park, Croydon, CR0 5AR.
- 1.2 The application seeks the following licensable activities, between the hours shown on Saturday 16 September 2023 –

Provision of Regulated Entertainment, namely -  
Recorded Music  
1300 hours until 2130 hours

Sale by Retail of Alcohol (for consumption 'On' the premises) -  
1300 hours until 2130 hours

- 1.3 A copy of the application is attached at Appendix A1.
- 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 Management Plan. A copy is attached at Appendix A2 and would the sub committee please note that personal and potentially sensitive material has been redacted from this document.
- 1.5 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 A4 placed on the licence if the application is granted. They have also amended the terminal hour sought for licensable activities to that shown above, which is 30 minutes earlier than the time requested in the original application.

### **2 Promotion of Licensing Objectives**

- 2.1 The applicant provides details under the Licensing Objectives heading 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. Copies are attached at Appendix A5.
- 3.2 The applicant has been provided with a written copy of the representations made.
- 3.3 After the 28 day consultation period on the application, the applicant has submitted further information in support of their application. Copies are attached

at Appendices A3 and A7. Copies have also been sent to the parties that have made representations.

#### **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](http://www.croydon.gov.uk) . Hard copies are also available from the Council's Sustainable Communities 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 ASSESSMENT**

- 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 Assessment 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 five areas within Croydon as being subject to a Cumulative Impact Assessment in respect of off licences and shops and supermarkets selling alcohol for consumption off the premises:
- i. Cumulative impact area 1: 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 Cumulative impact area 2: 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 Cumulative impact area 3: 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 Cumulative impact area 4: Along the length of Central Parade, New Addington
  - v. Cumulative impact area 5: Along the length of High Street, South Norwood from the junctions with Oliver Grove and Station Road to the junction with Lancaster Road and along the length of Portland from the junction with High Street to the junction with Spring Lane, Woodside
- 4.24 The effect of a Cumulative Impact Assessment 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 assessment 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 Assessment 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 assessment.
- 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 assessment regularly to see whether the cumulative impact areas have had the effect intended and whether they are still needed or whether they need expanding.
- 4.29 The Council will not use this assessment and areas 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 prevention of crime and disorder and prevention of 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 assessment 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 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.
- 4.35 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 may 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 Licensing Authority 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 Nightlife, 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 Licensing Authority 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 Licensing Authority 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 to be addressed.

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.

5.2.11 In addition to the above, recent times have seen a significant increase in terrorist attacks and the threat from terrorist attacks. Licensed premises and licensed open spaces and public events, where large numbers of people may gather can unfortunately be a target for terrorist activity. Licence/certificate applicants and holders and people submitting temporary event notices are therefore recommended to ensure they have assessed, planned and initiated suitable control measures to counter and mitigate against such a terrorist attack. Further advice can be obtained by contacting the Metropolitan Police or the Council's Licensing Team.

### **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.

5.3.7 Licence applicants, licence holders and organisers of public events are also advised to familiarise themselves with the Croydon Council Events Policy that is currently being developed. This policy will set out the key principles by which Croydon Council, with its key partners and other stakeholders, will approach the authorisation of public events.

The Events Policy aims include –

- ensuring effective planning and management of events
- to provide a fair, consistent and well co-ordinated approach to how events are supported and facilitated by the Council and
- to ensure that safety is placed as a priority in decision making

Further information on the Croydon Council Events Policy can be obtained by emailing [specialevent@croydon.gov.uk](mailto:specialevent@croydon.gov.uk) .

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. 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 five relevant Cumulative Impact areas where relevant representations are made 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 It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature and the Council acknowledges that any such proposal will require careful discussion with the applicant and responsible authorities. However, as a guide (notwithstanding the implications of the re classification of lap dancing type venues brought about by section 27 of the Policing and Crime Act 2009), the provision of topless bar staff, striptease, lap-table or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong or offensive language would be included in any such considerations.
- 5.5.6 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.
- 5.5.7 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 AND REGULATED ENTERTAINMENT**

- 5.5.12 The Council considers that specific arrangements relating to the supervision and safety of children may be required for occasions when they go to see and/or take part in regulated entertainments arranged especially for them and, where appropriate, will consider attaching appropriate Conditions to licences and certificates.

#### **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.

5.5.19 While each case will be treated on its merits, where offences are disclosed the Trading Standards Service, as a responsible authority under the Licensing Act 2003, will consider seeking a review of a premises licence.



- 5.5.20 Designated premises supervisors and personal licence holders are also reminded of their responsibilities under the legislation to ensure that the licensing objectives are met, specifically here with regard to the protection of children from harm and are also reminded that enforcement action is not restricted solely to premises licence or certificate holders.

## **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, equality schemes and cultural strategies, as well as any other plans relating to the management of the town centres 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 non-statutory licensing requirements, the statement of licensing policy will be examined to see if the situation might be reversed.

### **TRANSPORT**

- 6.6 The Council will, if necessary make arrangements with Croydon Borough Police and other licensing enforcement officers for reports to be made on any matters relating to the need for the swift and safe dispersal of people from the town centre to avoid concentrations which can produce disorder and disturbance.

### **TOURISM AND EMPLOYMENT**

- 6.7 Arrangements will be made for licensing committees to receive, when appropriate, reports on the following matters to ensure these are reflected in their considerations:

- the needs of the local tourist economy and the cultural strategy for the Borough, and,
- the employment situation in the Borough and the need for new investment and employment where appropriate

## **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 policy that will be used to determine planning applications for any changes of use that require planning permission, unless material considerations indicate otherwise. 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](mailto: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 Applicants and licensees must make themselves familiar with the law and their responsibilities set out within the Equality Act 2010 and relevant guidance for

businesses, which can be found on the Equality & Human Rights Commission website

- The Act makes discrimination against any person (including employees and customers) unlawful.
- Section 149 (7) of the Act defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Any activity in breach of the Act may be considered an offence and may lead to enforcement by the Equality and Human Rights Commission.

- 6.15 The Council recognises its public sector equality duty under the Equality Act 2010 and the legal obligation to have due regard, when exercising its functions, to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those who do not and to foster good relations between people who share a protected characteristic and those who do not.
- 6.16 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**

- 6.17 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.
- 6.18 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.
- 6.19 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.

## **7. LIVE MUSIC, DANCING AND THEATRE**

- 7.1 In its role of implementing local authority cultural strategies, the Council recognises the need to encourage and promote the broadest possible range of entertainment, particularly live music, dance, street arts and theatre, for the wider cultural benefits of the community, especially for and/or involving children. In order to assist performers and entertainers, consideration will be

given to obtaining licences for public spaces within the Borough where such uses take place/could take place on a regular basis.

- 7.2 In considering applications for such events, this cultural need will be carefully balanced against possible neighbourhood disturbance so that, when determining what conditions to attach to licences/certificates to promote the licensing objectives, the Council will be aware of the need to avoid measures which might deter such events by imposing substantial indirect costs.

## **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 Health and Safety Executive (as applicable) and the London Fire Brigade
  - Protection of Children from Harm – Croydon Children’s Safeguarding Board, Police and the Trading Standards Team
- 10.3 Under the departmental enforcement policy 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.

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 –

#### Disclosure of personal details of persons making representations

9.26 Where a notice of a hearing is given to an applicant, the licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made.

9.27 In exceptional circumstances, persons making representations to the licensing authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.

9.28 Where licensing authorities consider that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, they may wish to consider alternative approaches.

9.29 For instance, they could advise the persons to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.

9.30 The licensing authority may also decide to withhold some or all of the person's personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details should only be considered where the circumstances justify such action.

#### Imposed Conditions

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 premises is attached at Appendix A6.

A1

## New Premises Licence

### Premises Details

Premises Address \*

ADDINGTON PARK KENT GATE WAY CROYDON  
CROYDON CR0 5AR

Telephone number at premises (if any)

Non-domestic value of premises. \*

£ 0

### 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 \*

In The Park Events Ltd

Registered Address \*

86 - 90 Paul Street

Town/City \*

London

## Other Applicant (Non Individual)

A1

County	
Postcode *	EC2A 4NE
Registered Number (where applicable)	14773368
Description of applicant (for example partnership, company, unincorporated association, etc) *	Limited Company, Entertainment.
Telephone Number	<del>0203222222</del>
Email *	<del>0203222222</del>

## Operating Schedule

When do you want the premises licence to start? *	16/09/2023
If you wish the licence to be valid only for a limited period, when do you want it to end?	16/09/2023
Please give a general description of the premises. *	Premises will be located in the south of Addington Park, junction with Gravel Hill and Kent Gateway. Premises will cover 100 sqM and be identified and seperated from the park with double walled heras fencing. The premises will be accessed by a ticketed search area with SIA and metal detectors.
If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.	

## 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



## Operating Schedule

A1

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

13:00

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)

Live music will cover the use of guitars and percussion instruments which will accompany recorded music.

State any seasonal variations for the Performance of Live Music. (please read guidance note 5)

Please state any non-standard timings, where you intend to use the premises for the performance of live music at

**Live Music**

different times from the Standard days and times listed?  
(please read guidance note 6)

A1

**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

13:00

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)

Recorded music by attending artists and DJ's to be played.

State any seasonal variations for the playing of recorded music. (please read guidance note 5)

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)

**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

13:00

22:00

**Supply of Alcohol**

## Supply of Alcohol

A1

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)

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)

## 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 \*

Andy

Surname \*

Mills

Street address \*

c/o In the Park Events Ltd

86 - 90 Paul Street

Town/City \*

London

County

Postcode \*

EC2A 4NE

Personal Licence Number (if known)

LN/000005837

Issuing Licensing Authority (if known)

Merton

## 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 - No adult entertainment. No admission of minors (under 18s)

**Opening Hours Standard Times**

A1

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

12:30

22:30

**Opening Hours**

State any seasonal variations. (please read guidance note 5)

N/A - Time limited premises license for one day.

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 - Time limited premises license for one day.

**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)

See attached EMP and license conditions within.

b) The prevention of crime and disorder

Detailed within attached EMP and license conditions within.

c) Public safety

Detailed within attached EMP and license conditions within.

d) The prevention of public nuisance

Detailed within attached EMP and license conditions within.

e) The protection of children from harm

Detailed within attached EMP and license conditions within.

**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

## Declarations

A1

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 \*

Darryl Crossman

Date \*

17/05/2023

Capacity \*

Authorised Agent

Declaration made

Do you wish to provide alternative correspondence details? \*

Yes

## Alternative Correspondence

Please provide Contact Name and postal address for correspondence associated with this application.

Title

Mr

First name

Darryl

Surname

Crossman

**Alternative Correspondence**

A1

Street address \*

UK Premier Licensing Ltd

~~XXXXXXXXXX~~

Town/City \*

London

County

Postcode \*

~~XXXXXXXXXX~~

Telephone Number

~~XXXXXXXXXX~~

Email \*

darryl@ukpremierlicensing.co.uk

**Email confirmation**

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

Forename

Darryl

Surname /Company Name

Crossman

Email \*

darryl@ukpremierlicensing.co.uk

Telephone

~~XXXXXXXXXX~~

# Event Management Plan v1

**Event** Festival In The Park  
**Venue** Addington Park, CR0 5AR  
**Date** 16<sup>th</sup> September 2023  
13:00 – 22:00

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## **Introduction**

Andy Mills and In The Park Events Ltd are proud to present Festival in The Park.

A one day event in Addington Park showcasing premium acts and artists from the UK and Abroad. The event will promote the very best talent and artists in the music industry with a mix of pre-recorded and live acts.

Andy Mills is highly regarded and respected DJ and promoter who has successfully held events both In door and out door all over the UK and abroad. The success of the events have provided a loyal following of music lovers who enjoy the safety and security of the well organised events.

The Organiser for the event is:

**IN THE PARK EVENTS LTD  
86 – 90 PAUL STREET  
LONDON  
EC2A 4NE**

**Company Number 14773368  
Director ANDY MILLS**

## **Ticketing Procedures**

It is important to maintain control and monitor the number of attendees for the event. This is essential to provide a safe enjoyable event for those attending whilst also ensuring that health and safety is not compromised.

Tickets will solely be available from a reputable online vendor, Resident Advisor. The operator has used this vendor for previous events and has proven to be a reliable and responsible distribution outlet.

Resident Advisor is highly recognised in the music industry with over a million events and venues advertised on the site.

The vendor is also able to provide the operator with real time sales and ticket availability. This information is vital in the provision and planning of a safe and enjoyable event. The availability of tickets can be then communicated via online and social media advertising.

This not only prevents over selling but allows the organiser to communicate when the event is either close to capacity or more importantly sold out.

Once the event is sold out this will be communicated via the organisers website and social media platforms to prevent customers turning up on the day with the intension of gaining entry, this prevents excess footfall and reduces the need to turn away and disperse those who do not have a ticket. This will prevent negative impact on the local community and public transport.

All tickets will be checked by SIA and stewards on entry and recorded for health and safety purposes, keeping a rolling record of the number of attendees on site at any one time.

Tickets will only be available to over 18's only, this will be communicated on the website and through social media platforms, this will be strictly enforced on entry as attendees will have to bring a valid form of ID to confirm their age preventing tickets being purchased for minors.

There will be a maximum number of 2,500 tickets available for the event, there will be no concessions or exceptions with regards to entry

There will be no ticket sales via third parties or external promoters.

## Marketing Plan

The operator has successfully held several events in the past and will use the same tried and tested method for marketing and advertising the event.

As previously stated the event will be externally advertised and ticketed by Resident advisor who a reputable online ticket vendor.

The event will also be advertised via the organisers various social media platforms:

- ❖ Instagram
- ❖ Facebook
- ❖ WhatsApp
- ❖ Telegram
- ❖ Twitter

The organiser has a loyal following on their social media and it is anticipated that a large percentage of the attendees will be those who subscribe and follow the events of the organiser.

Having a regular following and repeat attendees to events ensures that the good conduct of previous events is replicated. The additional ticket sales are anticipated to be recommendations to friends and family of the regular attendees.

There will be no external promotions or third parties selling tickets or promoting the event. It is commonly known that bulk sales through these methods can lead to crime and disorder with tickets being sold at highly discounted rates or in bulk to ensure volume sales. The organiser has an ethos of quality over quantity with regards to customers.

## Access plans for the attendees

Public access to the venue by foot will be via the main park entrance on Kent Gate Way junction with Gravel Hill and via the tram crossing on Gravel Hill.

It will be communicated on the website and promotional media that there will be no provision of parking spaces and that vehicles parked illegally or causing obstruction will be ticketed by Croydon Council Parking Enforcement officers or be removed.

It will be recommended that attendees arrive by taxi or by public transport with Gravel Hill being the closest tram stop. On the website and promotional media a clear transport plan will be recommended directing attendees to West or East Croydon where they can get a tram directly to Gravel Hill.

British Transport Police will be made aware of the event several weeks in advance to allow for patrols should they wish. This however, based on the good conduct of previous events is not considered a risk factor and does not require a Policing plan or operation.

One hour before the event stewards will be based at Gravel Hill tram stop and at various intervals along Gravel Hill directing attendees. Stewards will also be at the road and tram crossing point to oversee the safe crossing of attendees.

The primary role of the stewards in the park will be to meet and greet attendees and ask that they have their tickets and identification ready for entry. Secondly there will be an opportunity for the stewards to observe the crowd; both volume and order and radio back to SIA at the venue any concerns or observations.

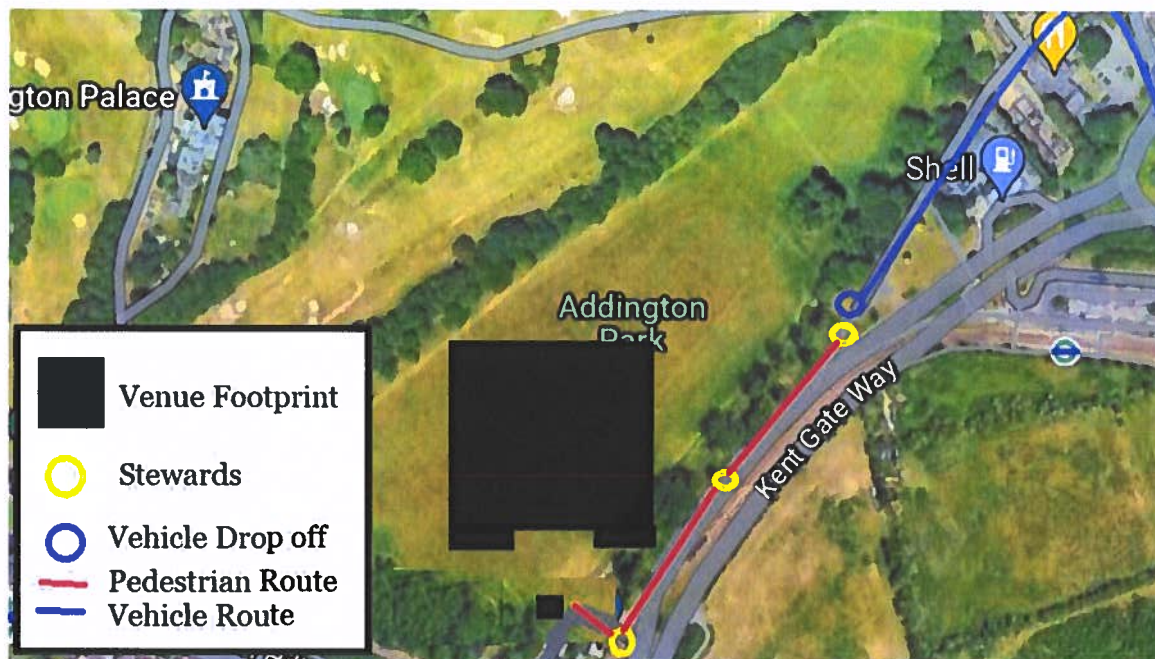
There will be a second set of stewards at the junction of Gravel Hill and Kent Gate Way further instructing the attendees.

The placement of stewards at these points ensures a flow towards the venue, directing away from residences and traffic.



*Pedestrian route for those using Gravel Hill station*

The third placement of stewards will be in Addington Village Road which will be the dedicated drop off point for TFL licenced cabs and private vehicles. This will prevent vehicles stopping on Gravel Hill and Kent Gate Way eliminating traffic congestion.



*Drop off point for attendees arriving by vehicle.*

At the second phase of entry guests will be asked to get their tickets ready by our stewards, which will then be scanned at the front of the queue before proceeding to the search area where SIA officers will conduct person and bag searches before every attendee will pass through a metal detector.

There will also be a strict no re-admission policy.

## **Egress plans for the attendees**

At all times during the event there will be SIA and stewards at the entrance/exit to allow for both late comers and those wishing to leave early. When the volume of people leaving increases so will the number of SIA and Stewards at the exit.

The primary role at this point will be to thank attendees for coming, to wish them a safe journey and to be respectful of residents and fellow passengers.

Stewards will be placed again at Gravel Hill Tram Stop and at the junction of Gravel Hill and Kent Gateway ensuring that attendees who are leaving in good spirit remain reasonable.

Stewards will also direct attendees towards Addington Village Road which will be the dedicated collection point for TFL licenced cabs, stewards will also be at this location to direct attendees to their cabs. Any beeping of horns or inconsiderate driving or parking will be reported to TFL.

## Crowd Management Plans

Prior to the arrival of attendees there will be a site sweep by the security and stewarding teams, this will be methodical and will overlap.

The purpose of this sweep will be to identify hazards such as environmental changes brought about by the site build or by wildlife, these will be recorded and rectified. The secondary purpose of the sweep will be suspect packages or devices and concealed contraband such as weapons, alcohol or drugs.

and The capacity for the venue will be capped at 2,500 and all tickets will be sold in advance, this will give the operator the opportunity to communicate the availability of tickets and more importantly when tickets are no longer available. This will deter people attending in the hope to purchase tickets on the day to avoid disappointment and turn aways.

There will be tickets for collection on the day, attendees will have to show their ID to collect these tickets against a list held by the operator, if no ID is presented no ticket will be issued.

The stewards at the entrance will use a device to scan tickets which will flag duplicate and invalid tickets.

SIA and stewards at the entrance team will ensure that an up to the minute head count is constant and attendees are counted in and out of the event so as to maintain an over view of the crowd number.

During the event there will be a dynamic risk assessment on the crowd, both in volume and composition. SIA and stewards will patrol the event and monitor the crowd, dedicated radio channels will allow constant updates and deployment where required. In addition to the overt SIA and stewards there will also be covert security in the crowd, due to the nature of their involvement they will not be involved in confrontation but direct uniformed, identifiable SIA to conduct searches and deal with situations that unfold.

CCTV will be operational throughout the event and will be monitored by SIA and Stewards on a rotational basis, there will be a minimum of operators at any time. The CCTV will be in real time but also recorded should it be required at a later date. All CCTV shall be maintained and stored for a period of 28 days. There will be at least members of the security team who will be able to download footage to a USB stick should it be required.

Crowd management and counter terrorism measures will be in place. Refresher training will be given to all who will be staffing the event with regards to ACT. The comprehensive searching policy will greatly reduce the possibility of a terrorist incident however this cannot be discounted. There will be procedures in place for evacuation should there be a need to, this will be to a clear open sterile area subject to risk assessment.

The security manager will ultimately be responsible for an dynamic risk assessment with regards to deployment of resources and crowd management. will operate on channels in constant contact with CCTV, SIA and Stewards to maintain a constant overview and real time decision making based on information received.

In order to maintain focus and effectiveness with regards to crowd control and keeping attendees safe all staff will take regular breaks which will be coordinated by

## Noise Management Plan

The organiser of the event needs to take overall control of the noise levels at their event. They have a duty of care to know the sound levels being produced at their event and ensure they manage and control artistes and technicians to ensure that excessive levels that expose people to harm are avoided.

Control of Noise at Work Regulations 2005 will be applied in relation to all staff employed at the event. Additionally the Health & Safety at Work Act 1974 will be adhered to in relation to the safety of the crowds and attendees.

During the build stage there will be several sound checks where engineers will take measurements from the nearest noise sensitive premises and residences. Due the the possibility of acoustics being manipulated by environmental changes and additions to the build a further sound check and noise sensitivity test will be carried out prior to attendees arriving.

The local Policing team, Police Licencing Team and Council Noise Team are all invited to attend sound tests should they wish to do so, they are also welcome to attend during the event subject to signing into the log for health and safety purposes.

A noise risk assessment will ensure that noise does not exceed the prescribed levels set out within health and safety legislation these values are:

- Lower exposure action values;
- Daily noise exposure of 80 dBA; peak sound pressure of 135 dBC;
- Upper exposure action values;
- Daily noise exposure of 85 dB; peak sound pressure of 137 dBC.

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values;
- Daily noise exposure of 87 dBA; peak sound pressure of 140 dBC.

Details of these sound tests will be communicated to residents within the letter drop.



## Medical Plans

The organiser will have a dedicated medical team on site during the event. This medical team will be made up of two fully trained medics and two first aid trained assistants.

The bar manager will be first aid trained and a number of SIA staff and stewards will have medical training

Medical plans in place will provide a safe, effective and resilient service on site whilst helping to minimise the impact of the event on local NHS resources.

There will be adequate capability to manage a wide range of medical, trauma and mental health presentations, varying from the trivial to the life threatening. Special consideration may need to be given to drug and alcohol issues which will be risk assessed by the lead medic and appropriate action taken with regards to calling ambulances to attend the site should hospital attendance be required.

The medic tent will be based on the outer perimeter of the site build to allow the shortest route for vehicular access from the main road for emergency personnel should they be required to attend, being located here there is also a quieter area where medics can focus on their roles.

At the conclusion of any treatment attendees will be transferred to the welfare tent which is located next to the medic tent to continue recovery and or collection.

It would also provide an essential area where patients may need to be observed prior to discharge or referral.

Any attendee will have their details recorded and details of any treatment given which will be detailed in a medical log.

The Medic tent will have its own dedicated radio channel and will be in contact with and CCTV.

In addition to the event there will be a first aid trained member of staff on duty during the site build and derig should there be any issues in line with The Health and Safety (First Aid) Regulations 1981.

## **Welfare Facilities**

As detailed in the previous section there will be a dedicated welfare tent/recovery area.

There will be a welfare team at the location, which will act in tandem with the medic team. Advice will be sought from medics prior to admission and details recorded of attendees.

The anticipated function of the welfare tent will be for symptoms associated with extended sun exposure such as dehydration and sunstroke.

In addition to welfare of attendees the organiser has a duty of care towards all staff on site, there will be a dedicated area where toilet facilities, refreshments and rest area will be available. A refreshed and rested workforce is a focused one which will enable the safety and security of attendees.

## **Lost Child and Vulnerable Adult Plan**

The event is strictly over 18's and there will be no children on site at any time. All attendees will have to bring ID to access the event as per the industry standard challenge 25 policy.

There will however be the possibility of vulnerability through other forms such as mental health issues, drinking whilst using prescription medication and welfare concerns such as dehydration and sun exposure. Those who are unable to present themselves at the medic or welfare tents will be taken to the area by a steward or member of the security team.

SIA staff and stewards along with bar staff will be given adequate WAVE and vulnerability training prior to the event to recognise signs of vulnerability and take the necessary action.

## Emergency Contingency Plans

A key element of the event safety management plan is preparedness for emergency response.

In the case of a Major Incident, as defined by the Home Office, the organiser of the event may be compelled to hand authority of the event premises to agencies such as the Police or London Fire Brigade. A Transfer of Authority process in this process would be hand over of authority by following a debrief with authorities with and and documented in a log should it be practicable to do so.

is a term used for an agreed procedure to stop an event, where an immediate threat to life has arisen and urgent intervention is required to protect persons attending or working at an event.

In the event of all stewards and SIA staff will be alerted to this via the radio and will take up their pre-arranged positions to allow the safe exit of attendees, bar staff will be responsible to check the toilets before assisting with the evacuation. The entertainment will stop and will announce clearly to the crowd an update and give directions.

Should evacuation of the site be required, the area directly outside the emergency exits will be checked using the HOT principles (Hidden, Obviously suspicious, Typical). will then direct attendees to the emergency exits where a head count will be made and collated. During this time the relevant authorities or emergency services will be called to attend by who would have taken overall responsibility.

Should the threat be found to have been false and time permitting there may be readmission to the event, a decision will be made by and the relevant authorities.

The reasons for stopping and event would be, but not limited to:

- ❖ Crowd collapse
- ❖ Structural collapse
- ❖ Fire
- ❖ Pyrotechnics
- ❖ Excessive crowd density
  
- ❖ Excessive crowd behaviour; stage invasions, stage diving, crowd surfing etc Adverse weather
- ❖ Bomb threat
- ❖ Chemical incident
- ❖ A wide range of terrorism threats

A rationale log will be kept by and a debrief held after the event with relevant authorities and Croydon Council representatives.

## **Fire Safety & Evacuation Plan**

During the Build process there will be a supervisor on site who will oversee health and safety and the availability of fire safety equipment. At the conclusion of the build will be responsible for ensuring that adequate electrical fire fighting equipment will be available.

will be nominate fire Marshalls and ensure that firefighting equipment is available through out the venue as part of the walk through on the day.

Due to the dry weather, there is a risk that dry grass could ignite. There will be dedicated smoking areas throughout the venue where bins/ash trays will be available to extinguish cigarettes safely.

The other concern for fire safety will be through on site catering facilities which have not yet been decided and are currently being tendered. The organiser has put great emphasis in the need for an exemplary safety record and fire safety plan from potential caterers. Once included in the plan additional fire safety measures will be applied by the organiser.

In the event of a fire which cannot be controlled the evacuation procedure will be implemented as detailed in the previous section.

## Organogram

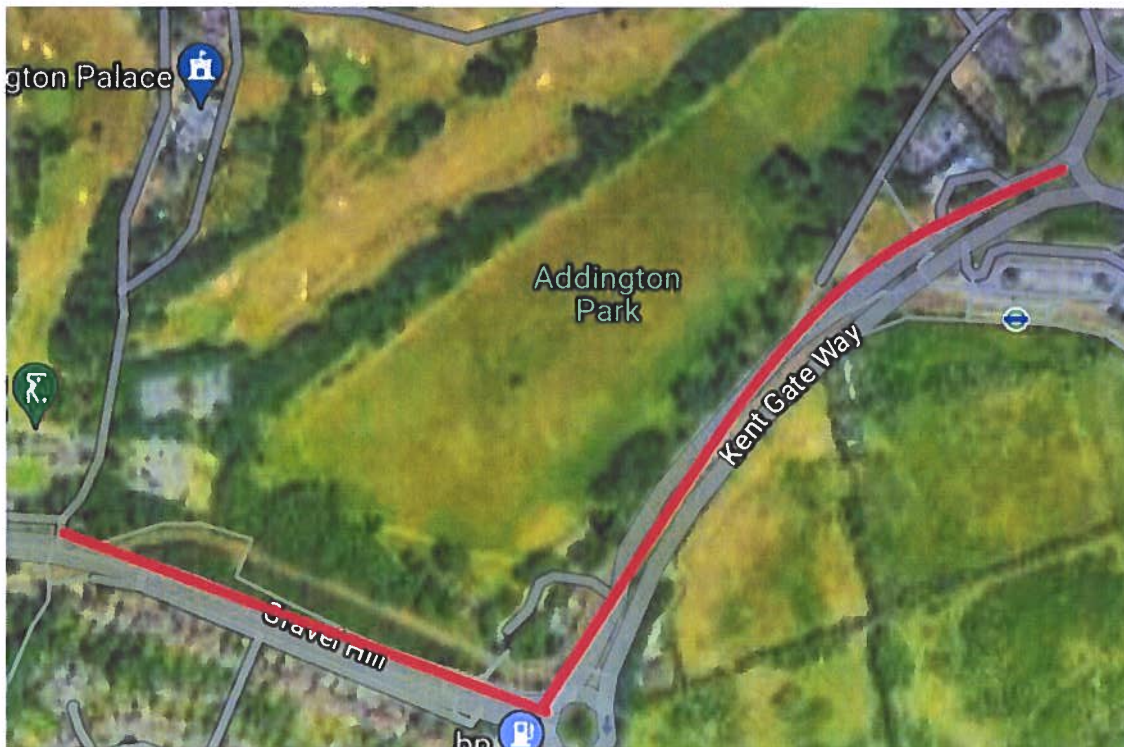
Below is list of the main control structure:

## Transport Management including Tramlines/Parking

Illegal and irresponsible parking is not only anti-social but can be dangerous and in volume, can possibly endanger life. The roads around the venue are 40 MPH 'A' roads, clearways where parking and stopping are not permitted. Due to the fast moving traffic stewards will be on hand to guide attendees safely to the event as outlines in the access plan earlier in this document.

The organiser has contacted ride-sharing apps Bolt, Kaptain and Viavan to set up an official partnership offering discounted rates to attendees, this will be communicated on the website and all partners will be aware of the dedicated drop off point for attendees for safe and quiet arrival and departure.

Temporary traffic management solutions will be contracted to implement cones and signage along Gravel Hill and Kent Gate way clearly indicating no stopping and no parking. There will be a warning to vehicles that any parked in the red area below will be removed by an approved contractor and relocated, a contact number for relocated vehicles will be clearly marked on signage.



## Security & Stewarding Plan

There will be SIA and Stewards on site to allow smooth running of the event, This will be a total number and not all will be on duty at any one time allowing for rests and comfort breaks. will be responsible for the deployment of stewards throughout the event on a dynamic risk assessment basis.

All SIA and Stewards on patrol will be clearly identifiable wearing a hi viz vest, tabard or jacket and will be in possession of a refillable water bottle and multi channel radio.

Security and stewards' duties will include;

- Understanding the basic concepts of crowd safety, including; the phases of ingress, circulation and egress, the dangers of excess crowd density, crowd behaviours and psychology and a crowd's likely reactions to an emergency
- Understanding general responsibilities towards the safety of all categories of audience including those with additional needs and children, other stewards, event workers and themselves
- Carrying out pre-event safety checks
- Being familiar with the site's layout and directing audience members to facilities, as necessary e.g. first aid, toilets, welfare and concessions
- Staffing entrances, exits and other strategic points during the event
- Controlling or directing audience members entering or exiting the event, to help achieve an even flow and fill
- Assessing crowd density, recognising crowd conditions, ensuring the safe dispersal of audiences and the prevention of overcrowding
- Assisting in the safe operation of the event by keeping gangways and exits clear at all times
- Preventing behaviour which risks causing harm e.g. standing on seats or furniture, intoxication and substance abuse
- Investigating possible safety incidents
- Being aware of and reporting possible hazards, including but not limited to fire
- Responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary actions immediately
- Being familiar with the arrangements for evacuating the audience, including coded messages and which specific duties to undertake in an emergency
- Communicating with Event Control in the event of an emergency
- Having some form of CT awareness training as required by law, and/or as designated by company policy

In addition to the SIA and stewards there will be double walled Heras fencing, the outer fence being 7 metres from the inner fence. This area will be patrolled by security dog units. The purpose of this is to prevent unauthorised access to the site and the possibility of drugs or weapons being smuggled in bypassing security and checks.



## **Communication Plan**

There will be communication systems in operation.

## **Risk Assessments**

Risk assessments directly related to the running of the event have been identified and detailed throughout this document.

Other risks to consider will be intelligence based using information from the Metropolitan Police, Croydon Council and Croydon Police Licencing. These risks are possibly but not limited to demonstrators and protests, gang activity and rail and road works

Additional risk assessments will be dynamic for the duration of the event. A decision log will be kept for all decisions made.

## Incident Recording and Reporting

will be responsible for the collation of incident reports made throughout the event. There will be dedicated stewards and SIA staff who will keep incident logs reported via radio to prevent duplication.

Below are the recording and reporting procedure for incidents:

**LOW** – Reporting by SIA or Stewards, recorded in incident log such as welfare incidents and low grade medical issues.

**Medium** – Medical issues which require lengthy or ongoing treatment and monitoring.

**High** – Reports of crimes and offences, contacted and Police called, offenders will be detained and taken to staff area to await police attendance. Emergency medical issues requiring offsite or immediate treatment beyond the capacity of the Medical team.

## **Drug and Weapon Policy**

On entering Addington Park there will be a two amnesty bins; both sealed. One will be for drugs and the other for other prohibited items such as scissors, pointed or bladed articles. At the conclusion of the event a CAD will be created and both bins collected by the Police.

The operator strongly discourages the use of drugs, herbal highs and Nitro oxide and has a zero tolerance policy. This message is communicated clearly on the website and all promotional materials and there have been no issues at previous events however, there is always the possibility that someone will try to bring drugs into the event.

The amnesty bin allows for these to be disposed of safely, the alternative being that they are recklessly discarded which could lead to being discovered by minors attending the park after the event.

If anyone is found in possession of dangerous or prohibited items these will be confiscated along with any concealed alcohol. If any drugs are found the person in possession will be detained and the Police called, there will also be a record made in the incident log.

There will be a lifetime ban for any offenders from all future events held by the organiser.

## Licensing Requirements and provision of alcohol

As defined by the licensing act 2003 the event will require a time limited premises license from the London Borough of Croydon which will be applied for.

Below is a overview of the conditions which the organiser will volunteer for the grant of the license.

### Overview:

Time limited licence for 16<sup>th</sup> September 2023 between 13:00 and 22:00.

Regulated entertainment and sale of alcohol (no requirement for late night refreshment).

Ticketed maximum capacity of 2,500, licensable area 100m sq.

SIA on duty and trained and experienced stewards.

### Conditions:

1. A comprehensive CCTV system shall be fully maintained and have a storage capacity of thirty-one (31) days recording with date & time-stamping. All entry points shall be covered enabling facial identification of every person entering. At least one member of staff who is capable of operating the CCTV system and downloading images shall be on duty at all times. Recordings shall be made available on demand for inspection by Police and "authorised persons" (as defined by Section 13 of the Licensing Act 2003). When CCTV is not operating, no supply of alcohol shall be made on the premises.

2. The premises licence holder (or a representative thereof) shall perform regular maintenance of the CCTV as instructed by the manufacturer's guidelines and recommended timeframe as a minimum. All cameras shall be kept clean and clear of obstructions and signage, including lighting reflection.

3. The premises shall perform a test of the CCTV before each event. This shall include, but not be limited to, confirmation of playback of 31 day-old footage. This shall be recorded in a log with the time & date of the test and name of the staff member completing.

4. In the event of failure or faults with the CCTV which compromise its ability to record clear usable images, real-time playback, or provide footage in an easily downloadable format, the supply of alcohol shall cease in line with Condition 1 and the premises licence holder (or a representative thereof) shall inform Croydon Police Licensing and the London Borough of Croydon licensing authority with reasonable expedition, and seek guidance as to whether any of the licensable activities for which the premises are authorised may continue.

5. An incident log shall be kept at the premises and made available on request to the Police or authorised officers of the local authority (as defined by Section 13, Licensing Act 2003). The log shall record the following:

- a) All crimes reported to the venue.
- b) All ejections of customers.
- c) Any incidents of disorder (disturbance caused either by one person or a group of people).
- d) Any faults in the CCTV system, or searching equipment, or scanning equipment. An entry shall be made every fourteen (14) days as a minimum, confirming a successful test of the

CCTV system, with details of the staff member also recorded. *Refer also proposed Condition 3.*

Additionally, the incident log shall include a section specifically to record:

e) Any refusal of the sale of alcohol during the hours the premises is licensed to sell it, including, but not limited to, refusals of unauthorised deliveries of alcohol to the premises and refusals of underage sales. All entries shall record, as a minimum, the date & time of the refusal, details of the product, and the employee who refused the sale.

**6.** All staff engaged in the sale of alcohol shall receive suitable training (including refresher training prior to each event or every six (6) months) in relation to the proof of age "Challenge 25" scheme to be applied on the premises. The following forms of identification are acceptable: photo driving licence; passport; Proof of Age Standards Scheme (PASS) card; military ID; and any other locally or nationally approved form of identification. Notices shall be displayed inside the premises stating that a "Challenge 25" policy is in force.

**7.** "It's A Crime!" notices (or similar) shall be displayed inside the premises stating that it is an offence for any person under 18 years of age to purchase alcohol, or for it to be purchased on their behalf by a person over 18.

**8.** All events shall be ticketed allowing the venue to monitor customer numbers at the venue. The maximum capacity for the venue shall be two thousand five hundred (2,500).

**9.** There shall be an effective and comprehensive entry policy for the venue. This shall include, but not be limited to:

- i) Person searches.
- ii) Bag searches.
- iii) Metal/Knife detection arch.

**10.** There shall be a minimum of SIA-accredited security staff on duty at all times. There shall be static and roaming patrols throughout the venue. There shall be a minimum of train stewards as support staff for the SIA who shall not be engaged in roles where confrontation is a possibility.

**11.** Staff shall be trained in the requirements of the Licensing Act 2003 in relation to the licensing objectives, and the laws relating to underage sales, and the sale of alcohol to intoxicated persons. This training shall be documented and repeated at twelve (12)-monthly intervals. This shall be documented, and signed & dated by the Designated Premises Supervisor and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by Police and authorised officers of the licensing authority (as defined by Section 13, Licensing Act 2003) upon request.

**12.** All staff concerned in the supply of alcohol shall also receive recognised customer welfare & vulnerability training from an appropriately qualified trainer, details of which must be documented (e.g. 'WAVE', 'Ask Angela', or similar). Furthermore, the premises licence holder (or a representative thereof if held in a company name) shall sign-up to the Women's Charter, or its equivalent, and display certification of this prominently at the premises.

**13.** Beverages shall be served in plastic or paper containers; there shall be no glassware in use at the venue. There shall be no sale or supply of alcohol for consumption off the premises. No customers carrying either open or sealed bottles of alcohol shall be allowed to enter the premises at any time that the premises are open to the public.

**14.** The premises shall be clear of all customers no later than thirty (30) minutes after the terminal time for licensable activities.

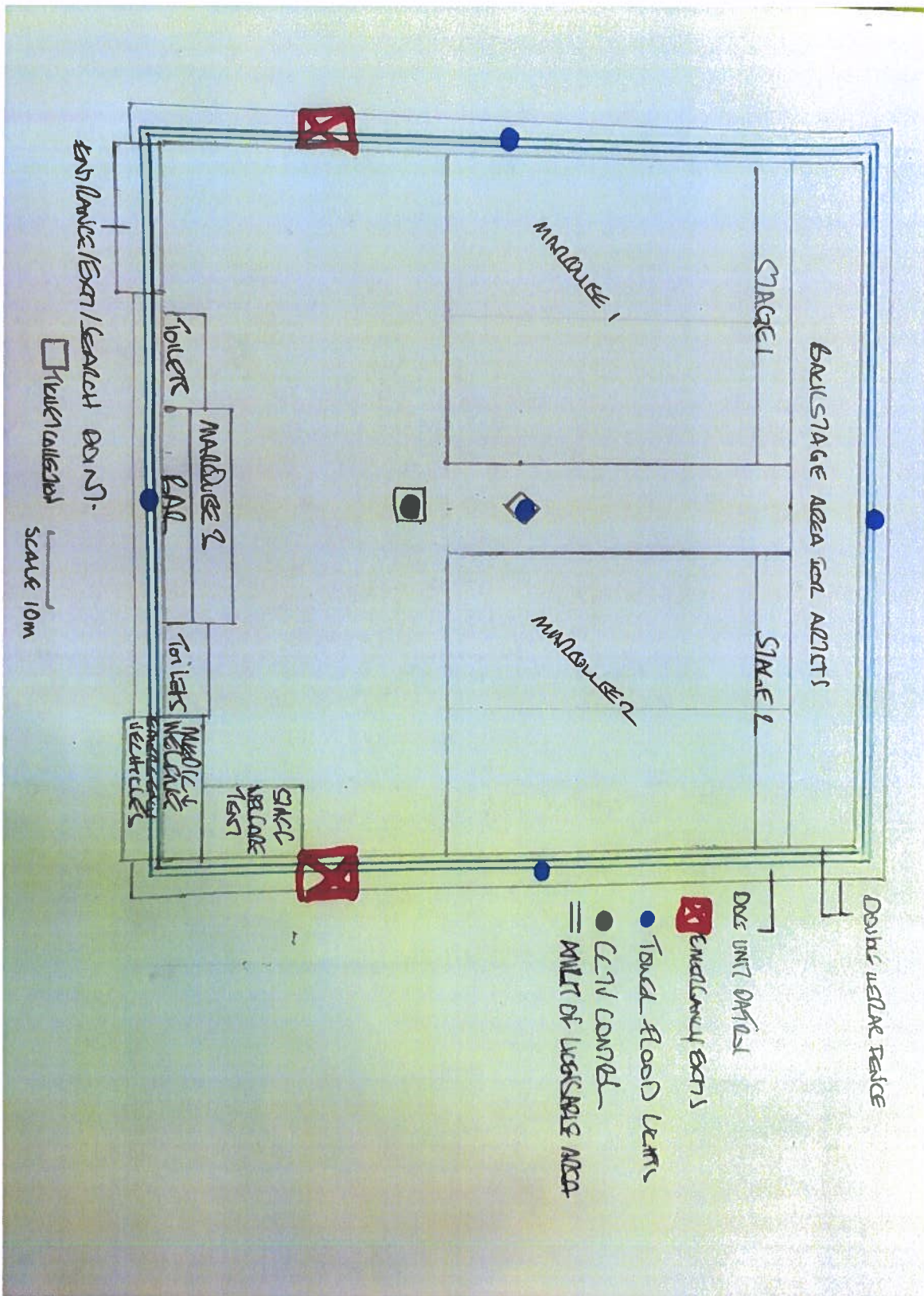
- 15.** The premises shall be fully committed to the reduce the strength policy and there shall be no sales of beer, stout or cider with an ABV of **6.5% or above**.
- 16.** Spirits shall not be sold to any customer by the bottle and shall only be dispensed in line with the measures set out pursuant to Annex 1, Mandatory Condition 6 (as defined by the Licensing Act 2003).
- 17.** Suitable non-alcoholic beverages, including drinking water, shall be equally available for consumption.
- 18.** The Designated Premises Supervisor (or another person appointed by the DPS who holds a personal licence) shall be on duty during all times the premises is open for licensable activity.
- 19.** Notices shall be displayed indicating 'Zero Tolerance of Drugs'.
- 20.** During the hours of operation, the staff shall conduct regular patrols of the perimeter for the safety and security of staff and customers, and to prevent and deter gatherings which may cause anti-social behaviour.
- 21.** During the hours of operation, there shall be at least two medics on site. There shall also be a dedicated treatment area separate from the venue to allow easy access by emergency services if required.
- 22.** The premises shall have suitable receptacles for waste and litter. At the conclusion of events and performances, staff shall ensure that waste and litter is collected from outside the premises and local area.
- 23.** The premises shall have an approved traffic management and dispersal policy in place.

**Entertainment Information**

**TBA/TBC**



Site Plans



## **Concessions and Catering Stands**

**TBC**

A2

**Food Safety**

**TBC**

## **Sanitary Provisions**

There will be adequate toilet facilities by the bar with a minimum of 20 cubicles and a minimum of 10 urinals. This number and further details are TBC once supplier confirmed.

In addition to this there will be hand washing facilities at the location .

**Event Timeline**

**TBC**

## **Resident/Business liaison**

60 days prior to the event there will be a letter drop to residences within 100 metres of the event. The letter drop will contain details of the event and the contact details for the organiser.

There will also be contact made with The Addington Residents Association to firstly propose the event and the measures that we have taken and also use their premises to conduct a Q & A session to answer any questions or concerns that the local residents may have.

# Public Liability Insurance

## Site Build/Derig Timeline

Friday 1 <sup>st</sup> September	Site Survey	Ground check for stability and access, tree line check for loose branches/potential hazards. Report to parks team if maintenance or work required.
Wednesday 13 <sup>th</sup> September	Final Site Survey	Ground check for stability and access, tree line check for loose branches/potential hazards.
	Site Build	Heras fencing arrival and inner structure build.
Thursday 14 <sup>th</sup> September	Site Build	Construction of stages, marquees and tents.
Friday 15 <sup>th</sup> September	Site Build	Installation of speakers and audio equipment. Including sound test.
Saturday 16 <sup>th</sup> September	Site Build	Event
Sunday 17 <sup>th</sup> September	Site derig	Deconstruction of stages
Monday 18 <sup>th</sup> September	Site derig	Removal of Heras fencing
Monday 18 <sup>th</sup> September	Site survey	Checking of park to ensure that it is left in the same condition which it was found and any damage rectified.



## **Waste Management**

The event will use plastic cups for the provision of alcohol and other beverages. In the event of beverages being pre-packaged in bottles, these will be decanted at the bar and the bottle and lid kept for recycling, this will be the same for cans as both when not disposed of properly can be crushed under foot and be a hazard to those wearing open foot ware.

When a decision is made on food these will be provided using paper cartons or plates, there will be no plastic or polystyrene. Cutlery will be wooden and again no plastic.

There will be waste bins around the bar area and also will be around the catering stands when they are also confirmed, there will be a selection of bins available; general waste, plastic recycling and paper recycling.

In addition to these there will be bins at various points on site to allow for the disposal of waste.

The operator will contract a cleaning/picking team operating during the event. They will collect the litter that has been discarded and also empty the bins on site. Additionally they will patrol the entrance and when people are leaving and arriving to collect any litter discarded.

Following the conclusion of the event there will be a final sweep where the rest of the litter is collected.

We have a contracted waste company who will collect the waste on Monday, they will also recycle a great deal of the waste that they collect.

## **Sustainability Plans**

The operator is committed to sustainability and will be using energy saving measures such as low energy bulbs and waterless urinals. Although these measures seem small they all contribute to a larger sustainability model.

As mentioned previously waste management and recycling is the largest area in which an impact can be made and the operator is currently in negotiation with several companies for the supply of recyclable cups or cups which are made from recycled materials.

There will be clearly marked bins for the disposal of different materials however, the litter/picking team will separate the items in the general waste for collection by our waste management company.

Having promoted many outdoor events, the operator and his team have gained valuable knowledge in minimising impact on the environment when hosing and event, this goes from the initial build stage right through to the site de rig.

The operator will conduct a final site survey making sure the ground is clear and level and that no equipment is left on site that could cause hazard to the environment or wild life.

The footprint of the event has been positioned not to impact the hedges or treeline where most of the parks wildlife resides.

## **Adverse/Extreme Weather Plans**

As with all outdoor events there is a risk of inclement weather conditions effecting the event, the enjoyment and safety of the attendees and safety of staff at the event.

Historically early to mid-September tends to have good weather, clear skys with very little chance of high winds or rain however, weather can be unpredictable and therefore plans need to be in place to cover these.

There will be marquees erected within the internal area, these will cover the bar area and both stages.

The purpose of the marquees is to act as a barrier to the elements, primarily the sun to prevent over exposure by the attendees. Should there be rain or showers the marquees will be equally effective in protection against the rain.

The operator has a very experienced team who have years knowledge in outdoor construction. All marquees and structures will be securely anchored in the event of high winds as loose or badly maintained structures can be dangerous and pose a hazard to attendees and staff.

The final consideration for weather will be the possibility of lightning, in the event of this will announce to the crowd to take shelter and will indicate to the technicians to turn off all electrical equipment for the duration and then resume when safe to do so.

Due to the inability to predict the weather so far in advance there will be several checks on the weather forecasts in the weeks leading up to the event to collate the predictions and get a better idea of the possible weather conditions and any measures that can be put in place.

## **Cancellation Procedure**

A number of crowd management issues may arise if an event is either postponed or cancelled.

In the unlikely event that there be a need for the event to be cancelled or postponed this will be communicated via the website and through the social media sites and mailing lists that the operator has. Initially the ticket vendor will also have email details for tickets purchased and they will also email those who have paid for tickets.

Should there be the need to cancel on the day, an announcement will be made by or via the PA system and giving reason for cancelation and instruction to leave the site quietly.

To ensure that the public receives the correct information and are directed appropriately, stewards will require a concise and comprehensive briefing to provide the following information should further explanation be required:

- ❖ details relating to refunds
- ❖ details relating to rescheduled date(s)
- ❖ changes to public transport

## **Complaints procedure**

It is anticipated that the event will be executed without issue or complaint however, there is always the possibility that complaints will arise.

The possibility of complaints will come from two possible sources; attendees or residents, neighbouring businesses or services.

As previously stated there will be a letter drop and engagement with local residents and businesses, this will look to address concerns and issues that the event may pose. This process will provide contact information for the operator for both real time issues which will be dealt with by and post event complaints.

There will be a debrief with Croydon Council events team, the local Policing Team post event where any complaints received by them can be analysed and addressed.

This procedure will allow for the operator to make the necessary amendments to future events to ensure that there are no failures or issues.

Complaints from attendees will be reported to security or stewards and recorded and actioned. Any complaints will be investigated instantly and if any offences are alleged or discovered a record will be made in the incident log and police called. CCTV control will be contacted and conduct a review of footage to secure evidence and the location of offenders who if still on site will be detained by security.

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Please find attached documents relating to the traffic management and parking plan. Our traffic management partner will be deploying cones and signage throughout the specified areas the day before the event and removal will occur the day after the event. The signage will be a mixture of instructions to drivers and pedestrians (attendees). The traffic signs will clearly give notice to drivers of no stopping/parking with instruction that vehicles will be towed. There will also be signs for residents only parking for certain roads to allow residents and their visitors to continue unhindered.

2

The roads which are affected in the plan are:

- Gravel Hill
- Crossways
- Rawlins Close
- Selsdon Park Road
- Kent Gate Way
- Addington Village Road
- Lodge Lane
- Spout Hill
- Roxton Gardens

To enforce the no parking and to ensure that residential areas are not used by attendees for parking there will be a removal vehicle for the duration of the event which will remove vehicles, signage will warn drivers of this and a number provided to reclaim vehicles. In addition to the removals vehicle there will be roaming traffic stewards to assist and advise.

Concerns have been raised regarding broken glass and bottles being discarded, the event has strict conditions regarding the supply of alcoholic and soft drinks. All drinks supplied at the event will be in plastic glasses which will be collected after the event. Guests are not permitted to take any drinks out of the venue and at no time will glass be used.

The traffic management partner has taken a great deal of time providing an extensive management plan, so not to undermine the plan it will be communicated that there will be no parking available either on site or in surrounding roads and that either public transport or private hire vehicles be used.

In addition to the traffic stewards there will also be pedestrian/welfare stewards who will be deployed before the start and finish of the event, these will oversee the safe passage to and from the event, assisting with directions road crossings etc.

The new terminal time for the event has been agreed with Police to be 21:30 hours with attendees leaving the event by 22:30 hours. Having the hour to disperse attendees will allow this to be done in a safe manor and reduce the impact on the community and services by allowing people to trickle out rather than leave en masse. The additional time after the terminal hour will also allow attendees to arrange collection and use the toilet facilities before leaving.

With regards to the event there have been changes since the v1 EMP after consultation with the Police and Croydon noise and events teams.





The initial emp gave a DB range of 80 -130 which are the guidelines for such an event, after discussions this has been reduced to 65DB which will cause minimal impact through possible sound leakage. In addition to the sound limit the stage has been rotated so that it be at the lower part of the slope, this will allow the natural hill and tree line to absorb sound, acoustic wedges will also be used to further direct the speakers in to the natural hill and keep the sound directed down. There will also be a layer of steel shield fencing around the perimeter to prevent lateral sound escaping which will reduce noise nuisance and discourage gatherings. (plans v2)

There will be 100 Sia at the event and 100 or more support stewards who will be both inside and outside the event to promote the licensing objectives, namely the prevention of crime and disorder and prevention of public nuisance.

There is an additional queuing area which will be reduced as the people enter this will allow safe queuing in an orderly manor, toilets will also be located outside to allow people to use the toilets if they need to while queuing



**KEY**

	RESIDENT ONLY- TOW-AWAY ZONE
	PEDESTRIAN ROUTE TO FESTIVAL
	SIGN
	NO PARKING CONES

**NOTES**

1. All traffic signs shall comply with Chapter 8 of the Traffic Signs Manual
2. All traffic management equipment shall be provided by the Contractor, unless otherwise specified.
3. All signs shall be positioned so as not to be obscured by other signs or structures. Signs shall be permanent or temporary as much as is reasonably practicable.
4. All traffic signs shall meet the reflectorisation requirements of BS 873 - Part 6 : 1983, Table 1.4
5. Works Access/Egress to be positioned to suit ongoing works

**CLIENT**



**PROJECT**

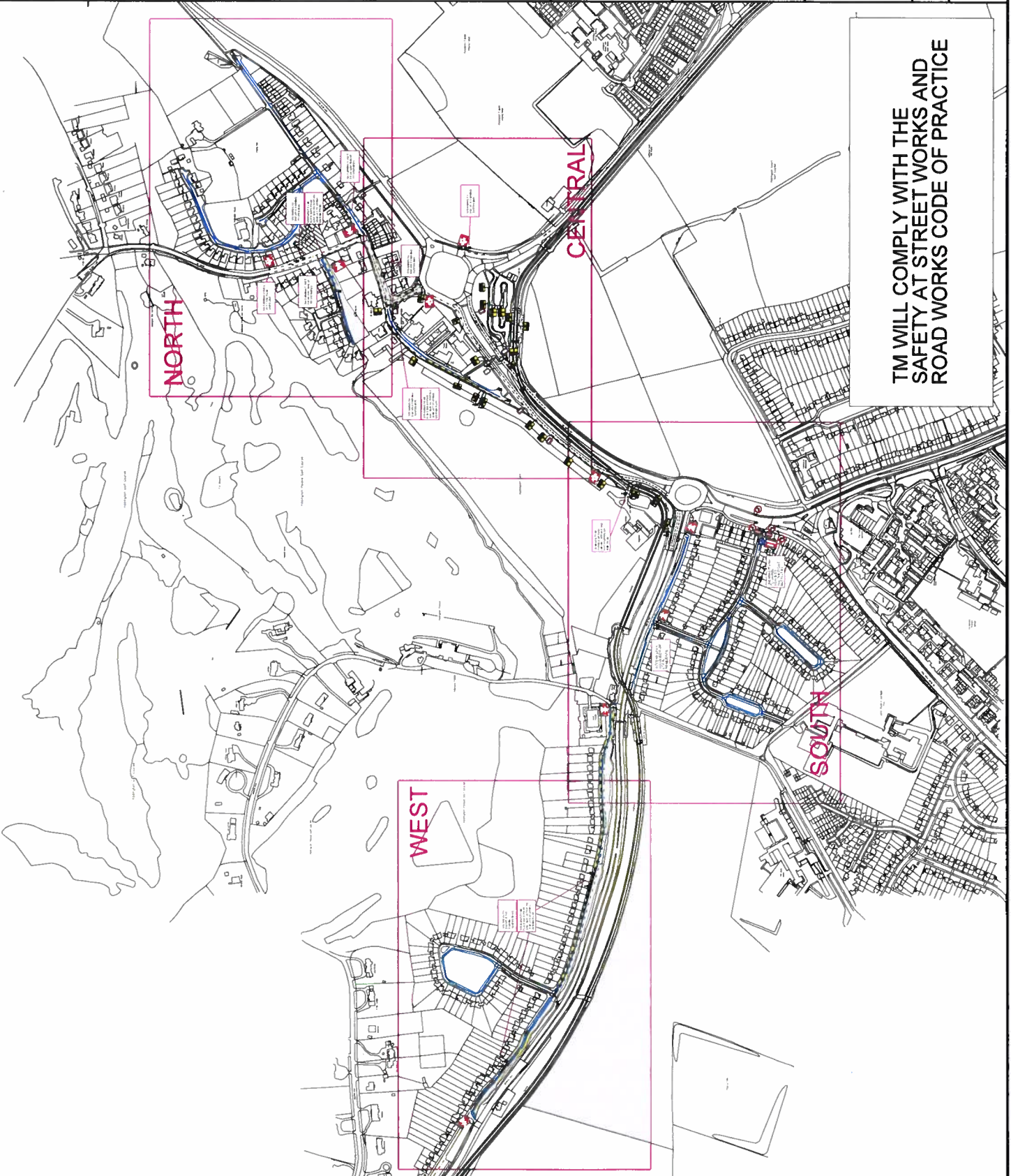
CROYDON-  
 ISLAND PUNCH FEST-  
 MADE IN 90S-  
 ADDINGTON PARK- CR0 5AR

**TITLE**

TRAFFIC MANAGEMENT-  
 OVERVIEW

DATE 04/08/2022

TM-CRO-ISLANDPUNCH FEST- MADE IN  
 90S-ADDINGTON PARK-CRO  
 5AR-2022-001-OVERVIEW-REV02



**KEY**

- RESIDENT ONLY- TOW-AWAY ZONE
- PEDESTRIAN ROUTE TO FESTIVAL
- SIGN
- NO PARKING CONES

**NOTES**

1. All traffic signs shall comply with Chapter 8 of the Traffic Signs Manual
2. All traffic management equipment shall be provided by the Contractor, unless otherwise specified.
3. All signs shall be positioned so as not to be obscured by any objects and shall not obstruct any of the sight lines or temporarily as much as is reasonably practicable.
4. All traffic signs shall meet the reflectorisation requirements of BS 673: Part 6 - 1983, Table 1, 4
5. Works Access/Egress to be positioned to suit ongoing works

**CLIENT**



**PROJECT**

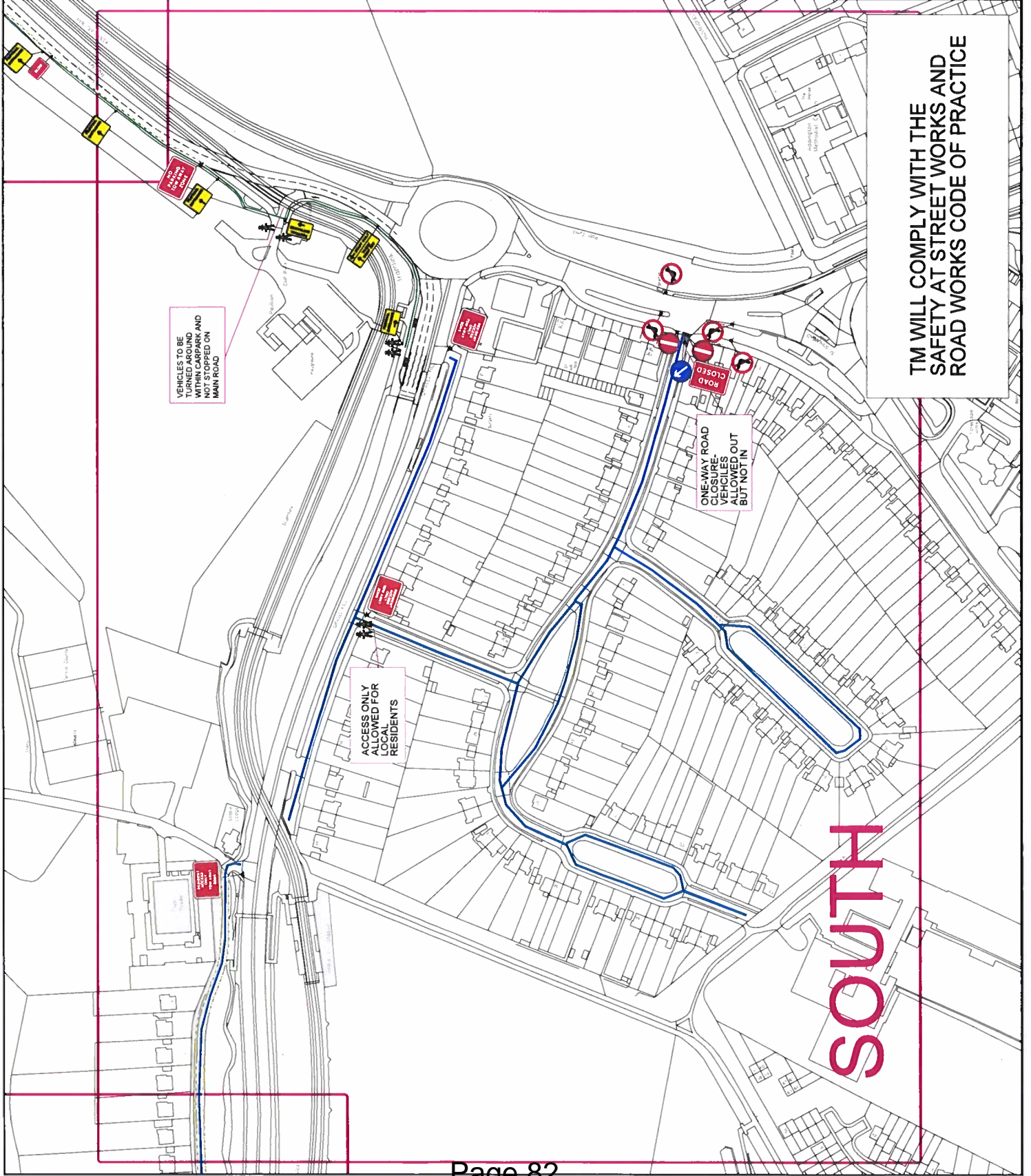
CROYDON-  
 ISLAND PUNCH FEST-  
 MADE IN 90S-  
 ADDINGTON PARK- CR0 5AR

**TITLE**





TRAFFIC MANAGEMENT-  
 SOUTH

DATE 04/08/2022

TM-CRO-ISLAND PUNCH FEST-MADE IN  
 90S-ADDINGTON PARK-CR0  
 5AR-2022-003-SOUTH-REV02



**KEY**

	RESIDENT ONLY- TOW-AWAY ZONE
	PEDESTRIAN ROUTE TO FESTIVAL
	SIGN
	NO PARKING CONES

- NOTES**
1. All traffic signs shall comply with Chapter 8 of the Traffic Signs Manual
  2. All traffic management equipment shall be provided by the Contractor, unless otherwise specified.
  3. All signs shall be positioned so as not to be obscured by any other objects and shall not obstruct any of the road or temporarily as much as is reasonably practicable.
  4. All traffic signs shall meet the reflectorisation requirements of BS 873 : Part 6 : 1993 : Table 1.4
  5. Works Access/Egress to be positioned to suit ongoing works

**CLIENT**



**PROJECT**

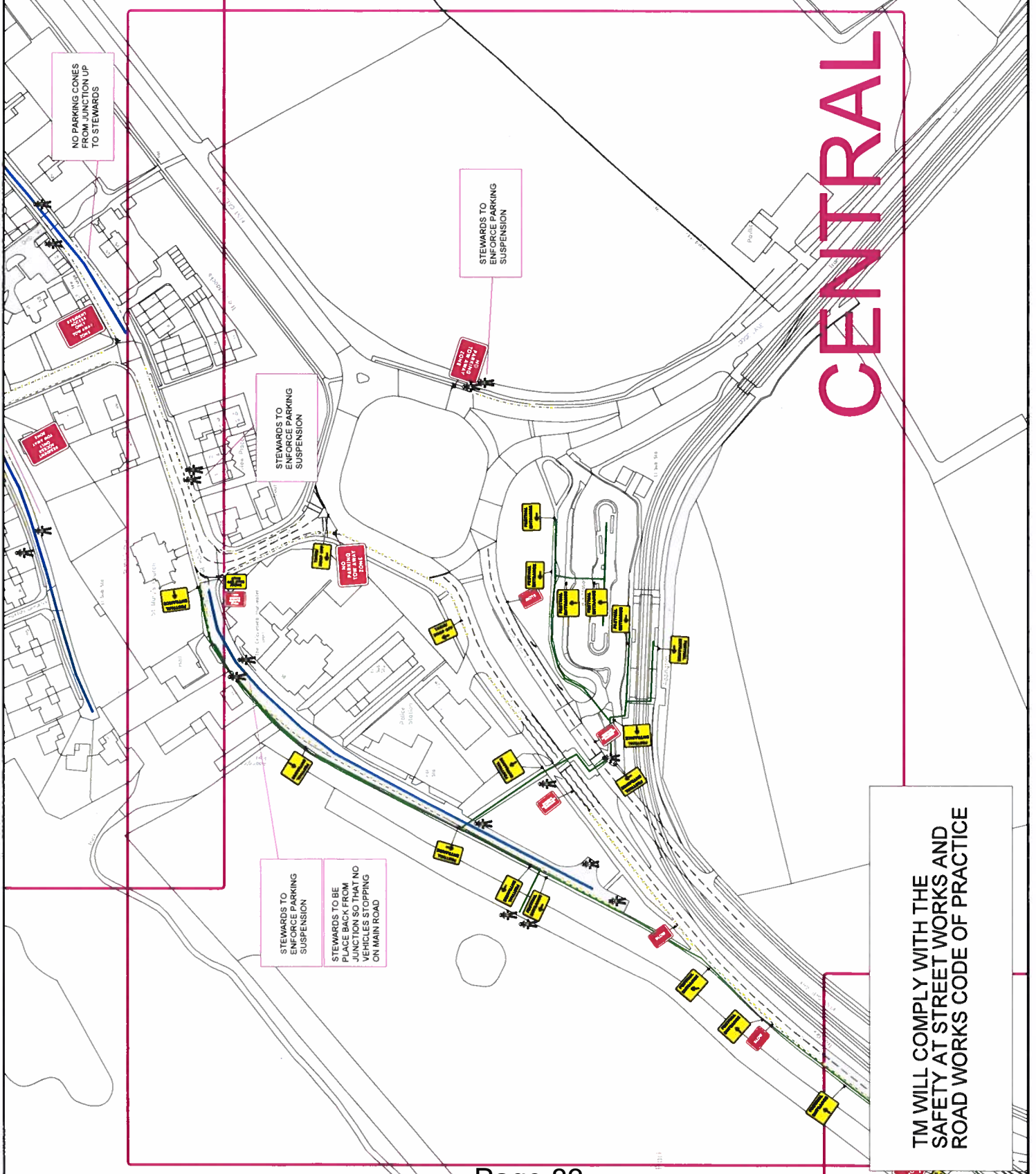
CROYDON-  
 ISLAND PUNCH FEST-  
 MADE IN 90S-  
 ADDINGTON PARK- CR0 5AR

**TITLE**

TRAFFIC MANAGEMENT-  
 CENTRAL

DATE 04/08/2022

TM-CRO-ISLAND PUNCH FEST-MADE IN  
 90S-ADDINGTON PARK-CR0  
 5AR-2022-004-CENTRAL-REV02



TM WILL COMPLY WITH THE  
 SAFETY AT STREET WORKS AND  
 ROAD WORKS CODE OF PRACTICE

**KEY**

- RESIDENT ONLY- TOW-AWAY ZONE
- PEDESTRIAN ROUTE TO FESTIVAL
- SIGN
- NO PARKING CONES

**NOTES**

1. All traffic signs shall comply with Chapter 8 of the Traffic Signs Manual
2. All traffic management equipment shall be provided by the Contractor, unless otherwise specified.
3. All signs shall be positioned so as not to be obscured by the traffic and their proximity to the work area shall be maintained or temporary as much as is reasonably practicable.
4. All traffic signs shall meet the reflectorisation requirements of BS 673 - Part 6 : 1983, Table 1.4
5. Works Access/Egress to be positioned to suit ongoing work

**CLIENT**



**PROJECT**

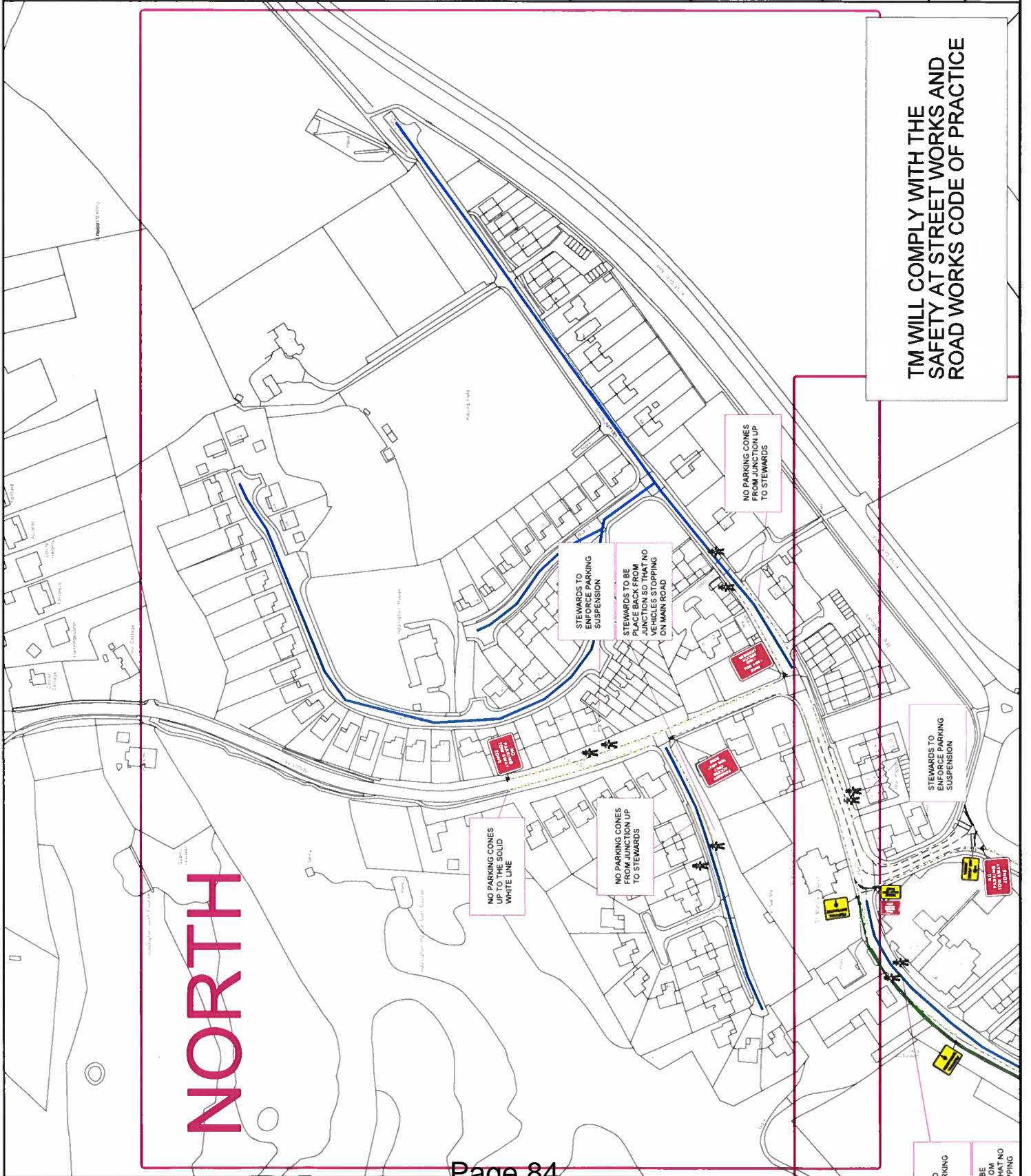
**CROYDON-  
 ISLAND PUNCH FEST-  
 MADE IN 90S-  
 ADDINGTON PARK- CR0 5AR**





**TITLE**

**TRAFFIC MANAGEMENT-  
 NORTH**

**DATE 04/08/2022**

**TM-CROYDON-ISLAND PUNCH FEST-MADE IN  
 90S-ADDINGTON PARK-CR0  
 5AR-2022-005-NORTH-REV02.dwg**



<b>KEY</b>	 RESIDENT ONLY- TOW-AWAY ZONE
	 PEDESTRIAN ROUTE TO FESTIVAL
	 SIGN
	 NO PARKING CONES

- NOTES**
1. All traffic signs shall comply with Chapter 8 of the Traffic Signs Manual
  2. All traffic management equipment shall be provided by the Contractor, unless otherwise specified.
  3. All signs shall be positioned so as not to be obscured by parked vehicles or other obstructions. All signs shall be permanent or temporary as much as is reasonably practicable.
  4. All traffic signs shall meet the reflectorisation requirements of BS 873 : Part 6 : 1993, Table 1, 4
  5. Works Access/Egress to be positioned to suit ongoing works

**CLIENT**



**PROJECT**

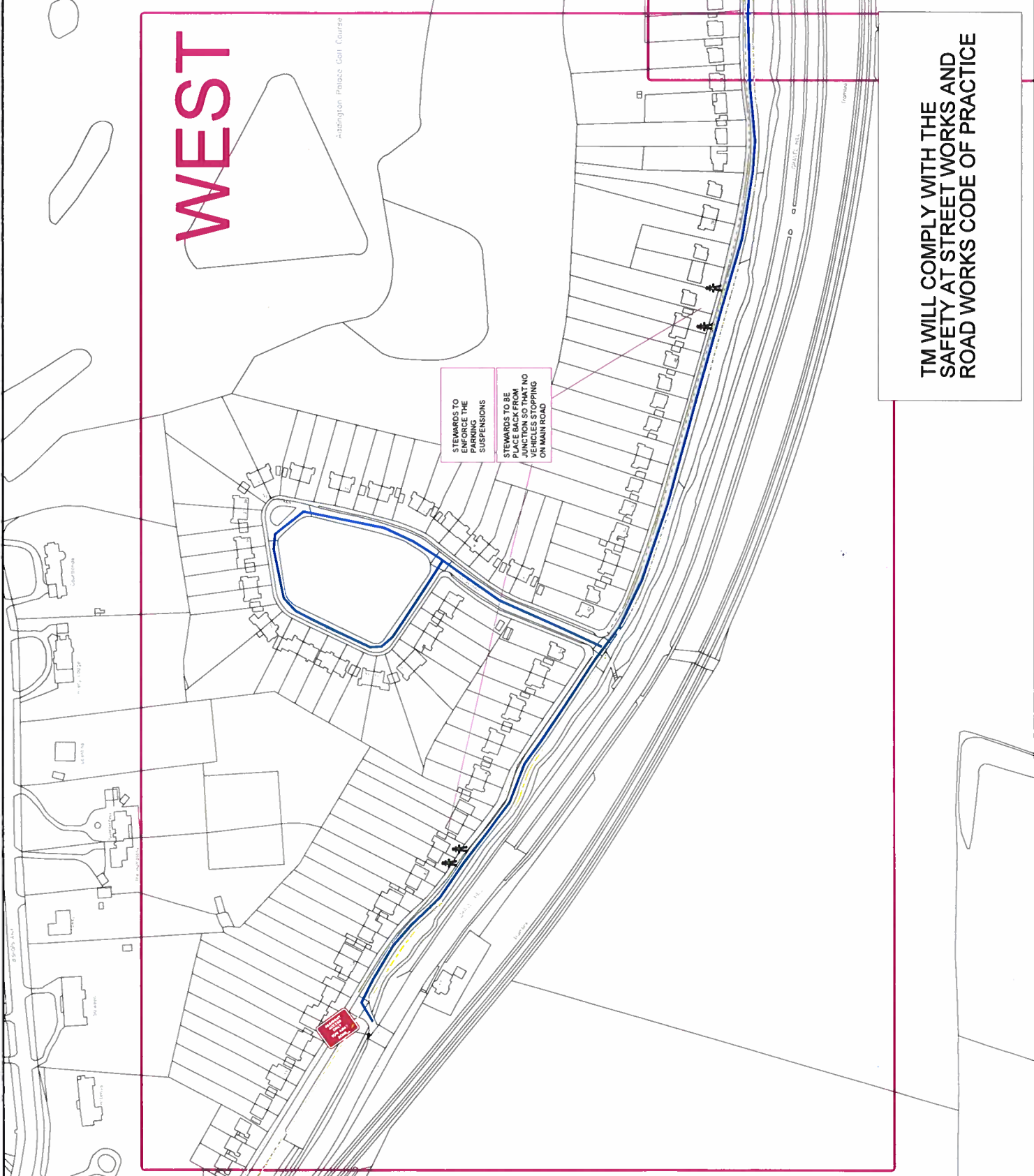
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 ISLAND PUNCH FEST-  
 MADE IN 90S-  
 ADDINGTON PARK- CR0 5AR

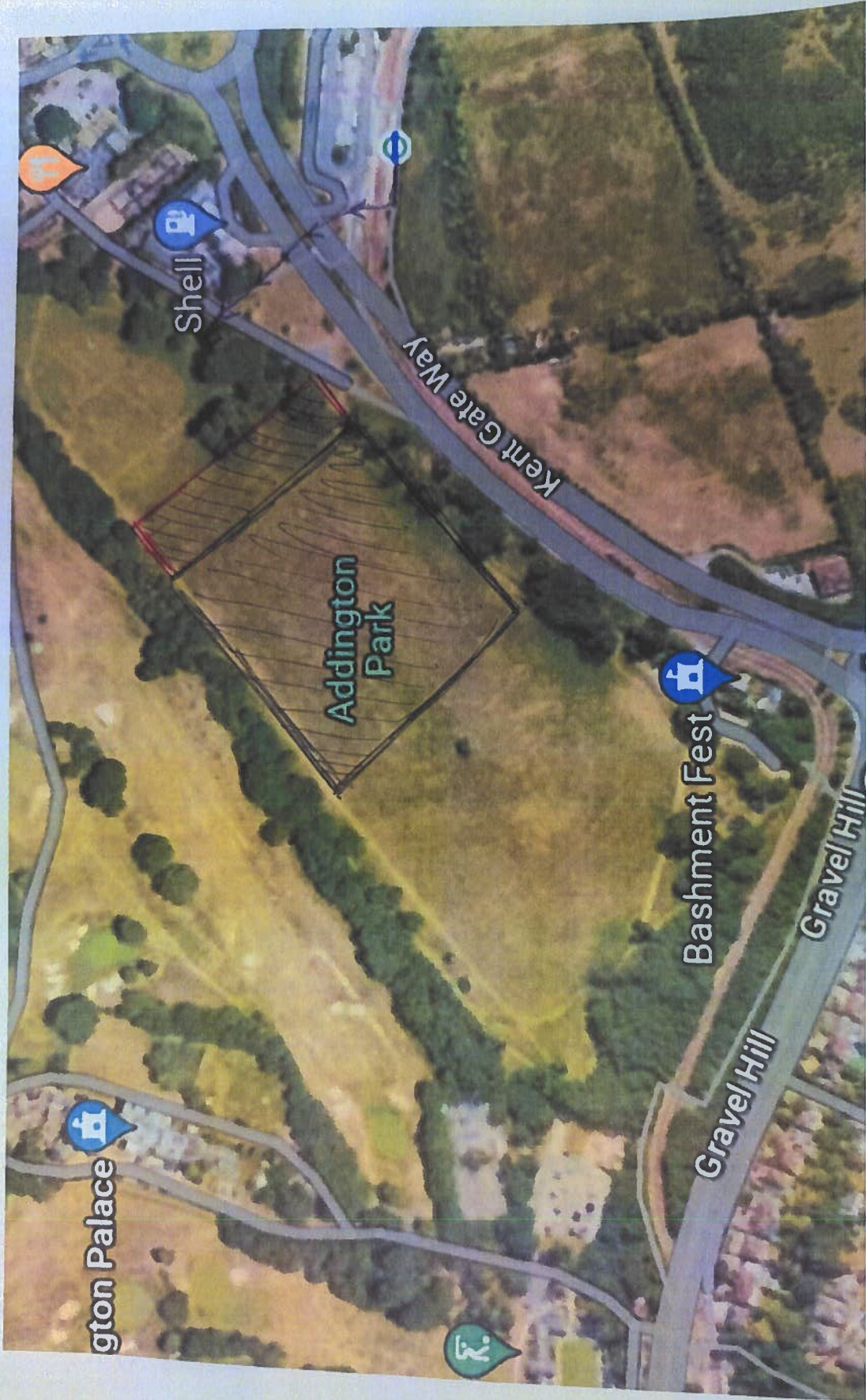
**TITLE**

TRAFFIC MANAGEMENT-  
 WEST

**DATE** 04/08/2022

TM-CRO-ISLAND PUNCH FEST-MADE IN  
 90S-ADDINGTON PARK-CR0  
 5AR-2022-002-WEST-REV/02



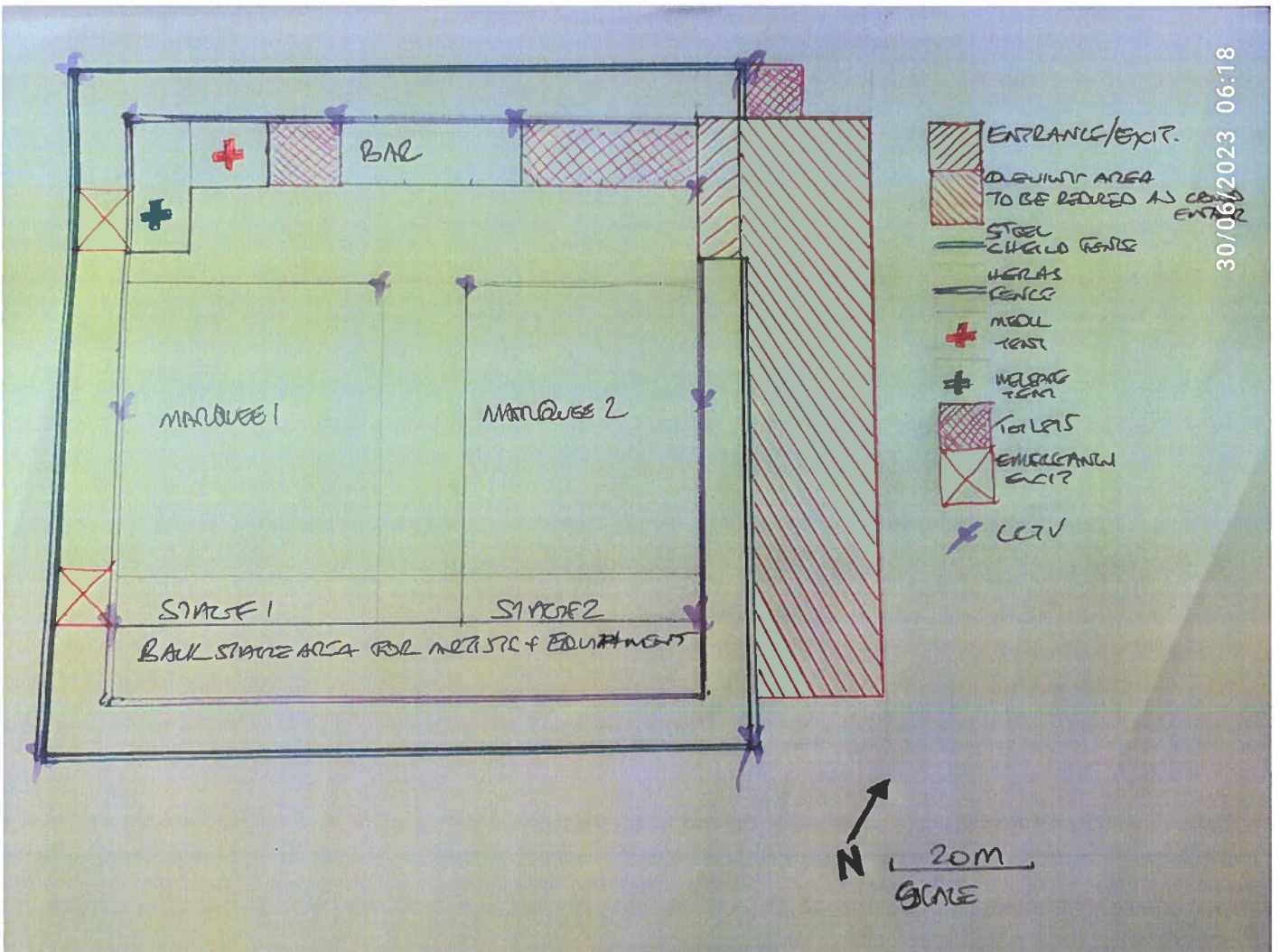


← 2

→ PEDESTRIAN ROUTE (STRENGTH)  
 [Red Hatched Box] PROPOSED WALKING ↓ SGALEH ANCA  
 [Black Hatched Box] POSITIVE OF ZONES

30/06/2023 06:18  
60M

A3



30/06/2023 06:18

Licensed activity to finish by 2130 hours.

Site clear of members of the public by 2230 hours.

The EMP will specify steel shield perimeter fencing of at least 2.4m, with heras/ mesh fencing in an inner cordon for the event site.

The premises licence holder shall (ensure) –

1. Any queue to enter the premises that forms outside the premises shall be Kept Orderly and supervised by Security Industry Association (SIA) front line license holders to ensure that there is no nuisance or obstruction to the public highway and footpaths.
2. All overt security staff having contact with the public shall wear high-visibility tops.
3. Operate crime prevention policy part of which will encompass a search and seizure policy that includes searching everyone who enters the event including all staff and artists. All bags will be searched and all those entering the event enclosure will pass through the metal detector and/or wands search area.
4. Storage and disposal procedures for contraband found and seized at the entrance and bars will be agreed with the police prior to the event.
5. Public signage will be displayed throughout the premises regarding contraband. It shall be a condition of entry that customers agree to be searched and that police will be informed by event security staff if anyone is found in possession of a controlled substance or weapons. The policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
6. An incident log shall be accessible at the premises by the organiser and made available on request to police or other officer with lawful authority. The following details shall be recorded:
  1. Date of incident
  2. Time of incident
  3. Location of incident
  4. Persons concerned
  5. Summary of incident
  6. Identification of any Emergency Services Personnel who attended
7. There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the premises and a copy lodged with The Police Licensing Team. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
8. A Challenge 25 scheme will be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are over 18 years of age. Proof of age



shall only comprise a valid and in date passport, photo card driving licence, military card or a card bearing the PASS hologram. Refusals shall be recorded by bar staff and these records shall be viewable to the public.

9. All drink will be served to members of the public in plastic or polycarbonate containers without screw cap lids.

10. Ensure that customers are prevented from leaving the event site with bottles or open containers.

11. SIA security who are frontline license holders will be deployed inside and around the perimeter of the event at a minimum ratio of 1:43 members of the public attending. At least eight of these SIA security will be female. A number of SIA security staff will wear body Worn Video (BWV).

12. A record of all SIA security staff who are on site and have received a security briefing specific to the events will be kept with the following details:

1. Name and date of birth
2. Full 16 digit SIA badge number
3. Dates and times employed
4. Copy of the security briefing
5. Signature of person confirming they have understood and received the security briefing provided

13. A direct telephone number (mobile to be held by a duty manager) will be provided to neighbouring premises to be used in the event of a complaint of noise nuisance.

14. The premises shall run each event in line with the latest Event Management Plan (EMP) that has not been objected to during a relevant SAG meeting by a relevant responsible authority.

15. The EMP for each event shall include the following information as a minimum; site plans and minimum specifications of perimeter security fencing, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, site safety policy, traffic management plans, noise nuisance prevention plans, and ingress/egress plan.

16. All bar staff at the event will be trained, a record of this training will be documented and signed by the member of staff that they have received and understood this training that will include relevant input on the Licensing Act 2003 and include the licensing objectives, proof of age, identifying and seizing counterfeit documents, and conflict management. All staff training records should be maintained and kept on site. A designated member of staff should be able to produce the records on the request of police or other authorised person.

17. The event will operate a vulnerable person policy, and include WAVE training for all relevant members of staff.

18. Each bar shall be individually managed by a personal licence holder, during licensable hours.

19. Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.

20. No persons under the age of 18 years will be permitted to attend the event.

21. Entry for members of the public shall be by non-transferable tickets purchased a minimum of 48 hours prior to the commencement of the event by using a single online platform. Tickets may be distributed to the relevant persons by the event organiser as they see fit as long as they were ordered and purchased in full made at least 48 hours prior to the commencement of the event. No ticket purchases will be refundable in cash at any time.

22. CCTV and Body Worn Video (BWV) will be operated on the site in accordance with the event organiser's EMP. Static cameras will operate at the bar, stage, and entrance/ exit areas. Recordings from CCTV and BWV must be retained for up to 31 days after the event and made available to Police or Council upon request. During the event, CCTV recordings requested by Police must be provided in a useable digital format within 2 hours.

23. All event management, staff, stewards, and security employed at the event must carry out reasonable requests by police officers to ensure the licensing objectives are met.

24. Evidence will be provided within 7 days and at least 24 hours prior to the event (whichever is soonest) upon request of relevant council and police officers. This evidence will demonstrate relevant suppliers and contractors have agreed to supply to the event organisers sufficient critical staff and materials necessary to support the EMP submitted to and agreed by the Safety Advisory Group (SAG).

25. The event site will be built in accordance with the EMP submitted to and agreed by the SAG and accessible to the police and relevant council officers at least 24 hours prior to the start of the event.

**Rep 1**

I would like to object to the proposed licencing request for the event at Addington Park on 16/09/23 (link here) on the grounds of the prevention of crime and disorder and public safety. I have attached full details of my complaint below, based upon my experience in 2021, the details within this complaint hold true for this application and must be taken into consideration. I have also attached the response from the council which is relevant to support my objection.

The supplementary information doesn't make any reference to any additional controls or procedures to deal with the strong likelihood that a percentage of attendees will elect to travel to the event via a private motor vehicle and will look to park in the nearest road, and one of these roads will be Crossways based upon its proximity to the proposed event location. In 2021 no provision was made for this and the situation was chaotic and dangerous. In one case, dangerous parking made the road unpassable for an emergency vehicle. The council have previously acknowledged that the parking controls on Crossways have been implemented to deal with commuters, not a large-scale event.

I denote that a similar event was planned last year and adequate controls were put in place to mitigate any issues, including the closure of Crossways only to residents with a permit.

As per the previous applications, I would like to make a complaint that the council or the applicant hasn't made adequate attempts to engage with local residents prior to making this application. I do not accept that placing signage around the park is likely to capture the attention that such an event deserves.

Grounds for objection and supporting evidence:

1. The event will result in an increase in rubbish and broken glass which will prevent me from allowing my toddler to walk along the street during and after the events – this was an issue in 2021
2. In 2021, **emergency vehicles larger than a car would not have been able to reach the top end of Crossways** (photos attached below), everybody is fortunate that this need did not materialise. No details have been provided detailing how this situation would be managed (read: road closure, police support, traffic wardens, processes for dealing with illegally or inconsiderate parking on residential roads)
3. I will not be able to safely cross the road due to the excessive numbers of cars parked bumper to bumper and blocking dropped curbs at multiple crossing points – this was an issue in 2021
4. Vehicles parked illegally and dangerously on street corners, this could have severely injured or killed a vulnerable road user
5. It is likely that I will be unable to ingress and egress Crossways via motor vehicle due to legally and illegally parked vehicles – this scenario occurred in 2021
  - a. With regards to the event last year, the council acknowledged “The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues.”
  - b. In 2021, the council stated and acknowledged “In respect of the concerns you raise about parking, in the months preceding, the event was discussed by the Safety Advisory Group (SAG), a multi-agency group comprising different Council teams, the Metropolitan Police, the London Ambulance Service and public transport providers, such as Transport for London and Tramlink, amongst others. The event organiser also attended the SAG meeting. Please note that the SAG is distinct from the licensing process. A post event SAG debrief meeting was recently held. This meeting considered the positive safety controls and the safety aspects that were lacking in respect of the event.”
6. The response from Michael Goddard in 2021 confirmed that the parking restrictions on Crossways were designed to manage commuters for the tram Monday – Friday. This confirms that these are **not suitable** for managing a major event such as the one proposed within this application (which is obvious).
  - a. In 2021, in some cases cars were parked legally on single yellow lines, but did so adjacent to a marked bay which then caused the road to unacceptably narrow. This has not been addressed in the intervening period, therefore I have no reason to believe that the outcome would be any different this time.
  - b. The parking controls and restrictions on my road in general have not been addressed in the intervening period, therefore I have no reason to believe that the outcome would be any different this time.
  - c. As a slightly wider point, yes, the restrictions on my road have been implemented to deal with commuters and as such the zone does permit vehicles to park on the road. For the avoidance of any doubt, last year, the vast majority of these vehicles were still committing an offence by the way that they were parked on the verges etc (they **had** to park on the verges to avoid fully blocking the road in many cases). The restrictions on this road are clearly designed for the odd handful of cars which might need to park outside of the operational hours, not for a social event which will be attended by thousands of people.
  - d. I stated in 2021, “As this exercise has proved, it is impossible for cars to park on the existing single yellow lines opposite each other (and in some cases opposite

driveways) without causing a severe narrowing of the road. If there is a chance that the Council might consider future events at this location then the parking controls need to now be reviewed urgently as these are now not fit for purpose.”

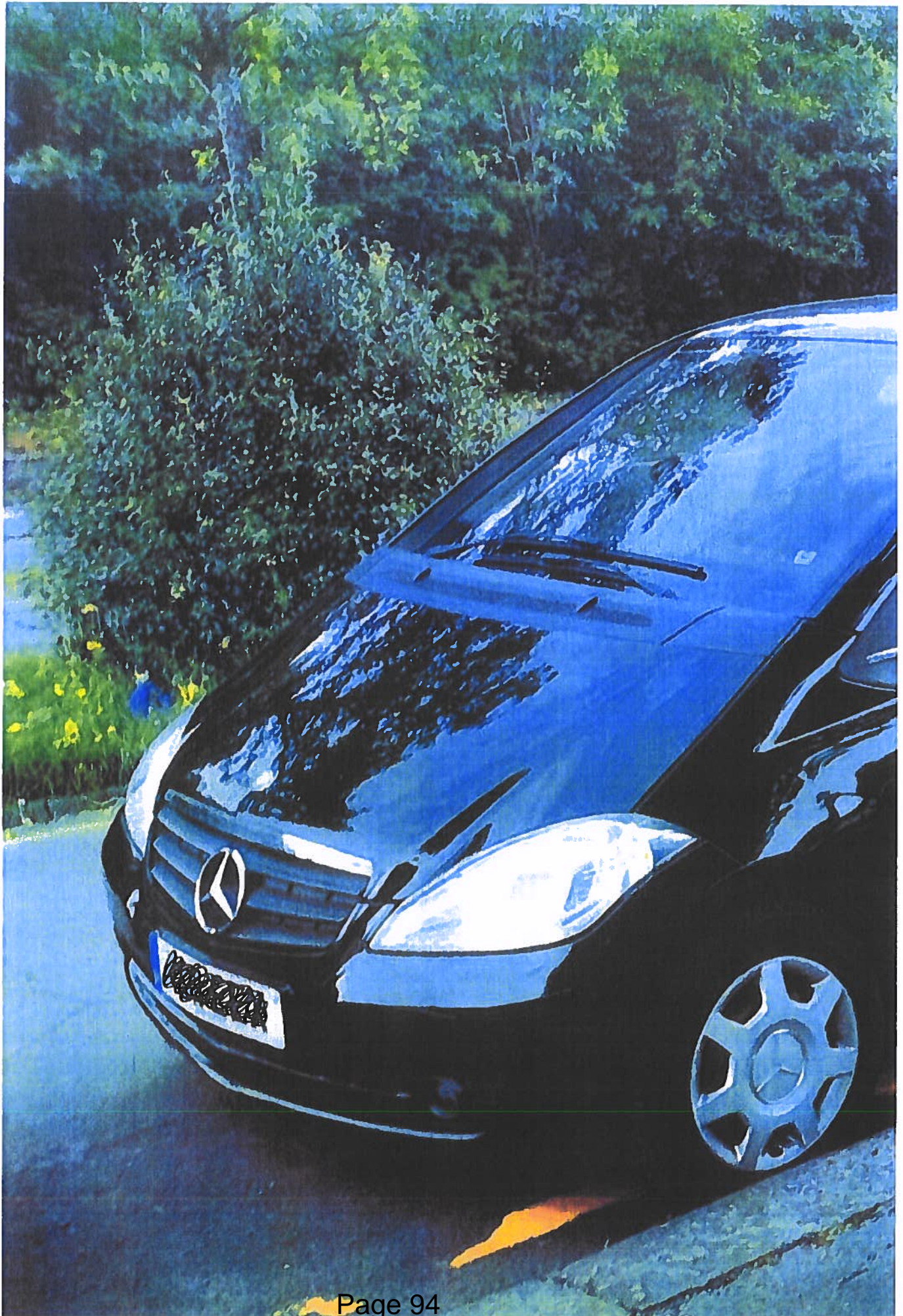
7. The mitigations and controls within the licencing request do not adequately state how issues relating to parking controls and anti-social behaviour will be managed outside of the park. The application contains no details of which supporting personnel will be protecting local residents. Examples that are missing, that were required in 2021
  - a. No council traffic wardens were seen after midday on the Saturday afternoon (read: for the entirety of the two-day event)
  - b. The council could not be contacted via telephone and reports via the councils application were ignored
  - c. No local police were seen within my road after the event, exposing the residents to anti-social behaviour (men urinating against a tree)
  - d. Vehicles remained illegally parked for the duration of the event – No police or council towing enforcement was present
  - e. No additional teams were deployed to clean the streets
8. My family will not be permitted to access my local green space over the weekend, forcing me to make an unnecessarily trip elsewhere which is bad for the environment (if it is even possible due to the likelihood of a blocked road)
9. The increased number of vehicles to the area will cause an increase in air pollution.
10. In 2021 it was stated “The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues.” – What assumptions have been made for this event?

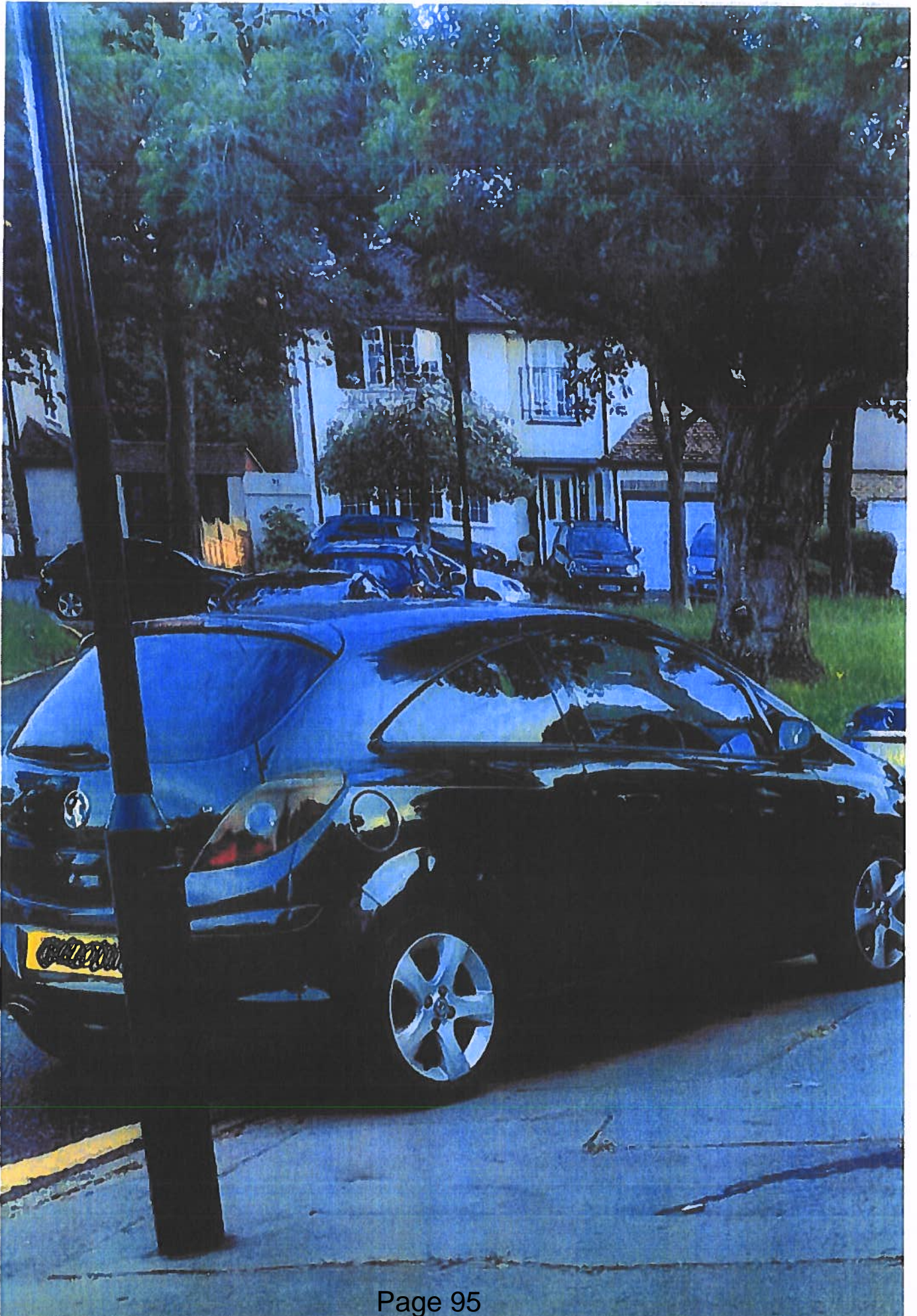
The application does not adequately state how these likely issues will be mitigated or controlled outside of the park itself. If granted, this will commit local residents to a miserable weekend through no fault of their own. It is also not clear who will be responsible for any required repairs to grass verges?

In the event that the nightmare scenario occurs that somebody is seriously injured or dies within the area, due to the inaccessibility of the roads then who would be held responsible? This isn't a theoretical concern of what *might* happen when this volume of people descend on the area, we have experience now which we should learn from. In the event that something does happen then who would be legally accountable from the council? I would ultimately like to forward this communication to them now, rather than the individual(s) hiding behind a public enquiry after the fact.

Photographs attached from 2021 below

**Saturday ~8pm:**









A5





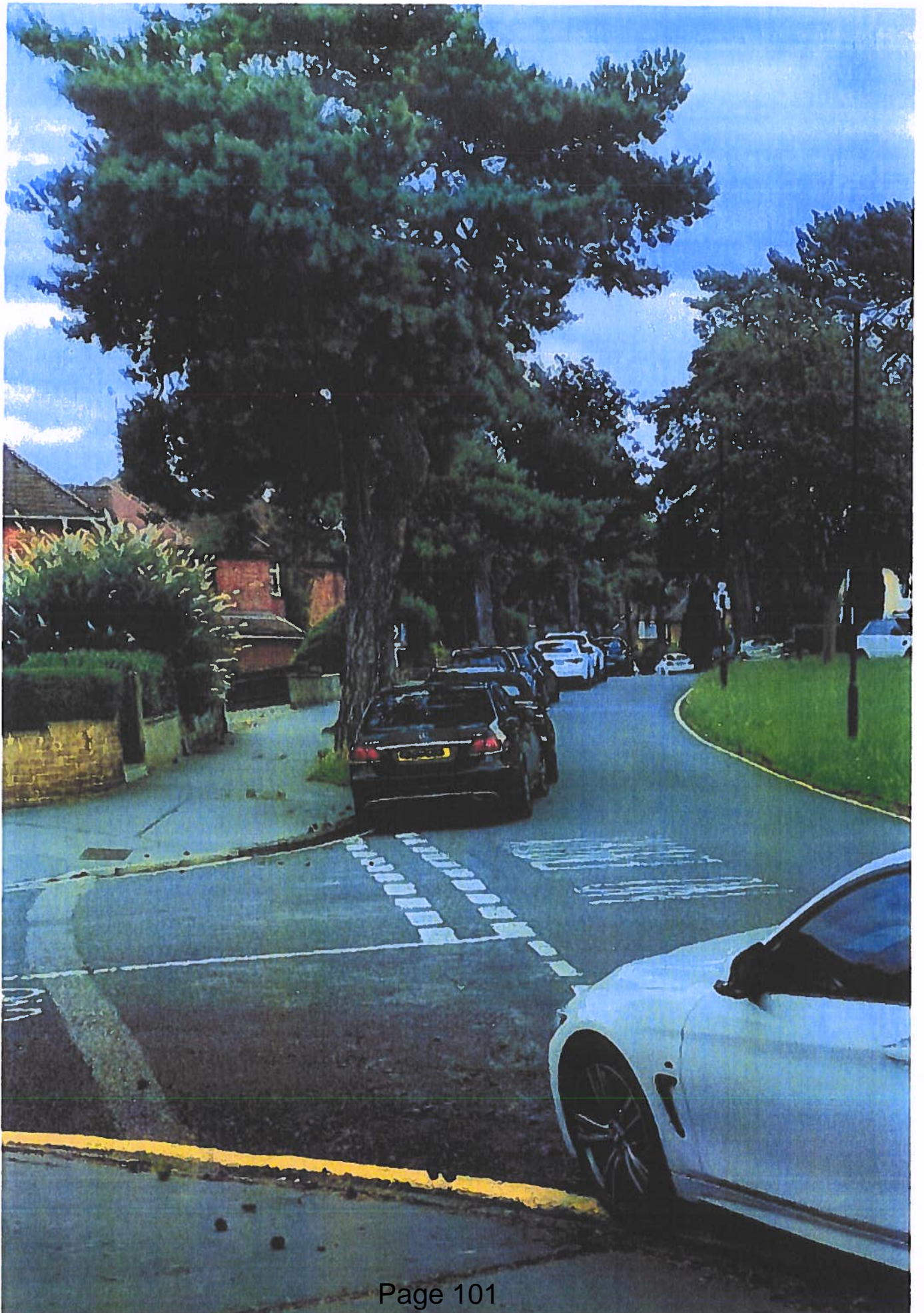
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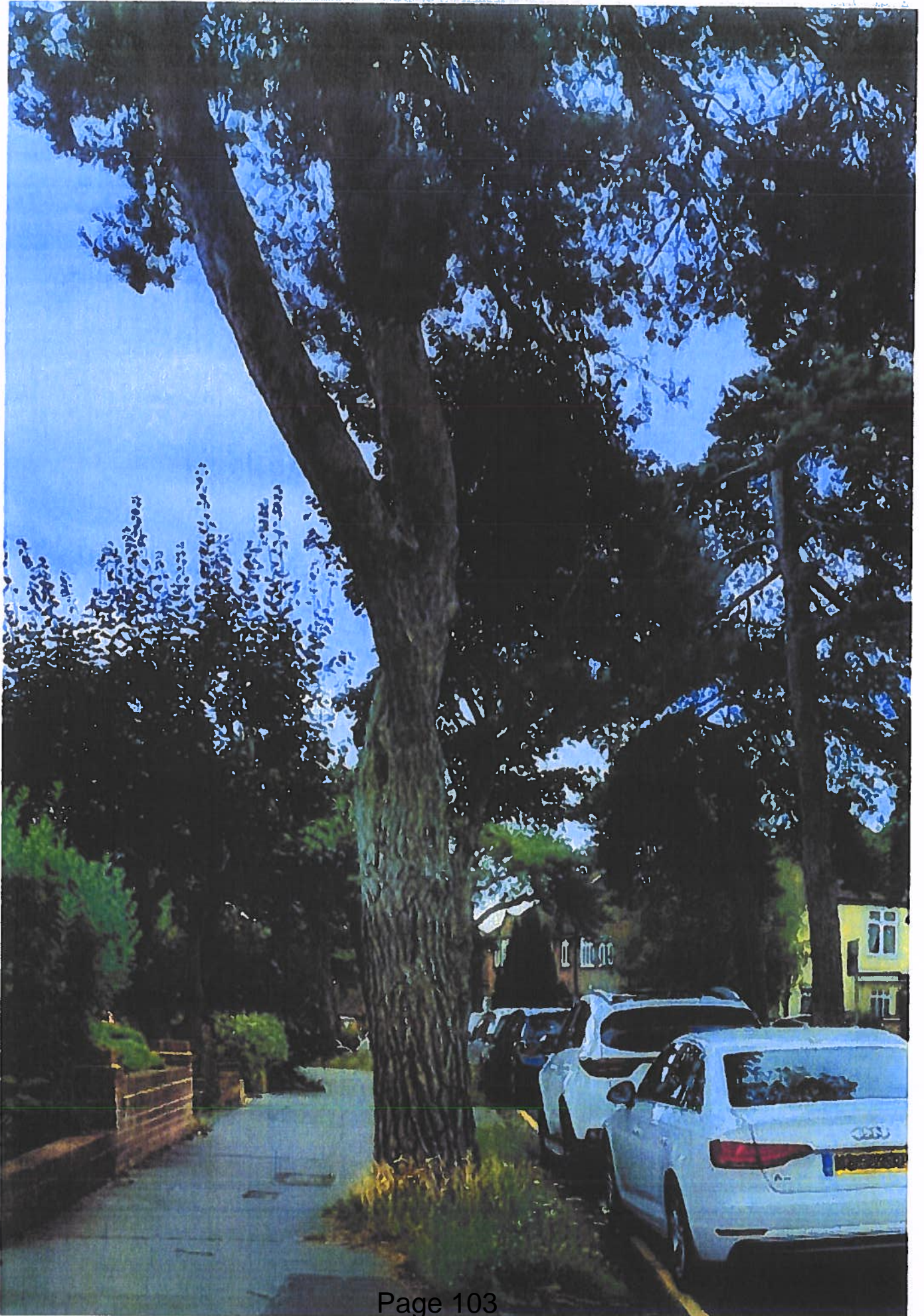
A5

Sunday ~7pm:

A5

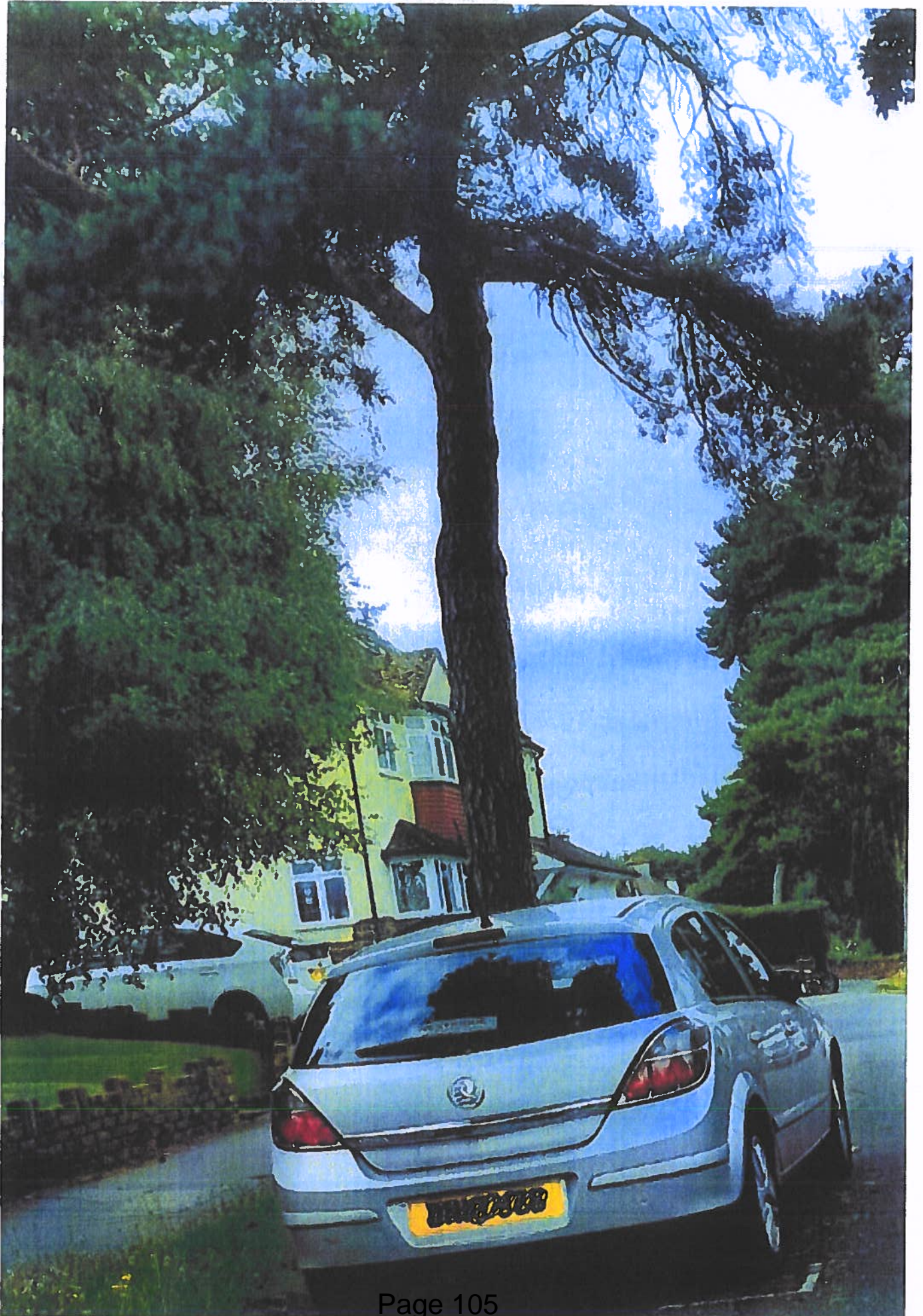




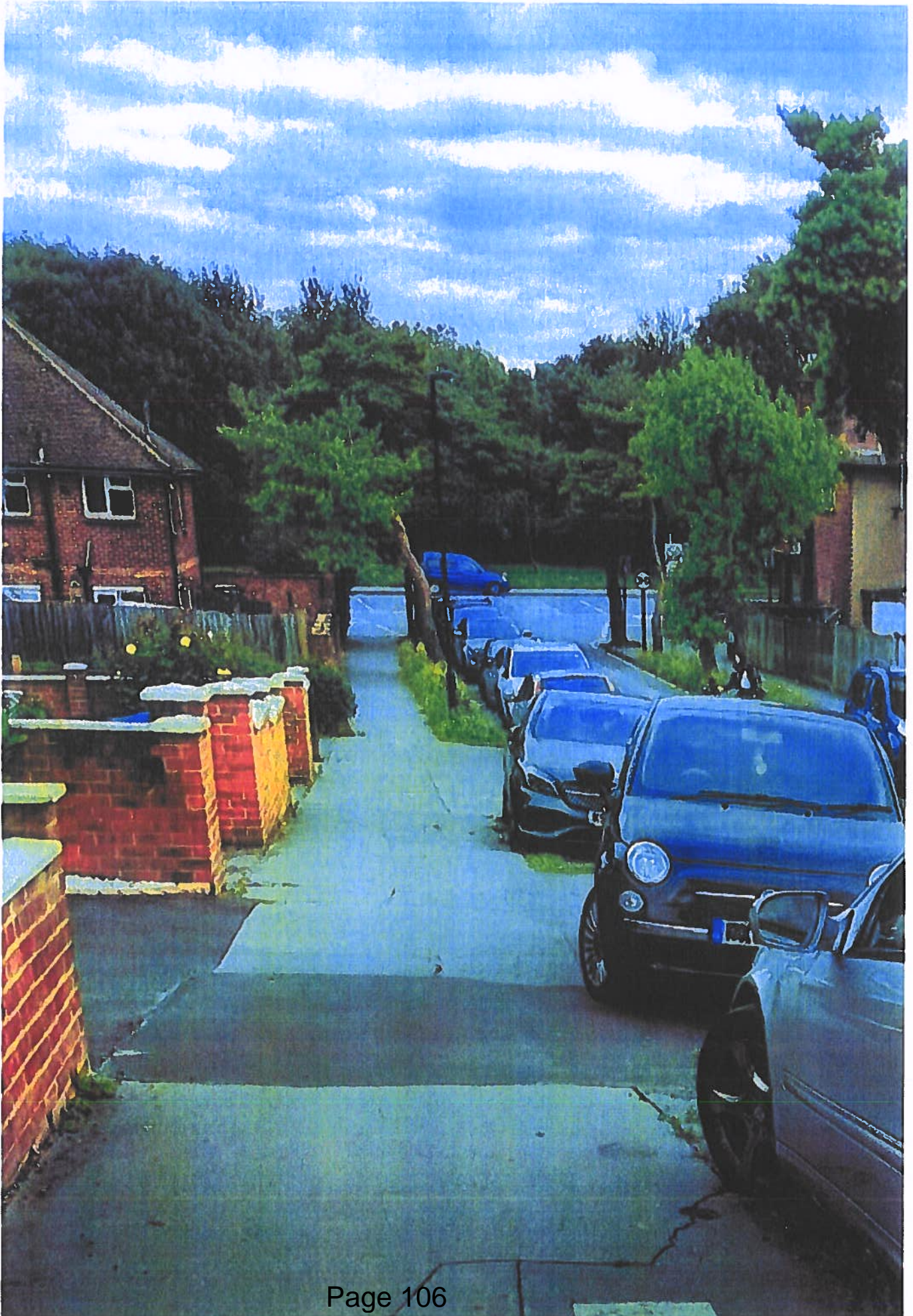








A5

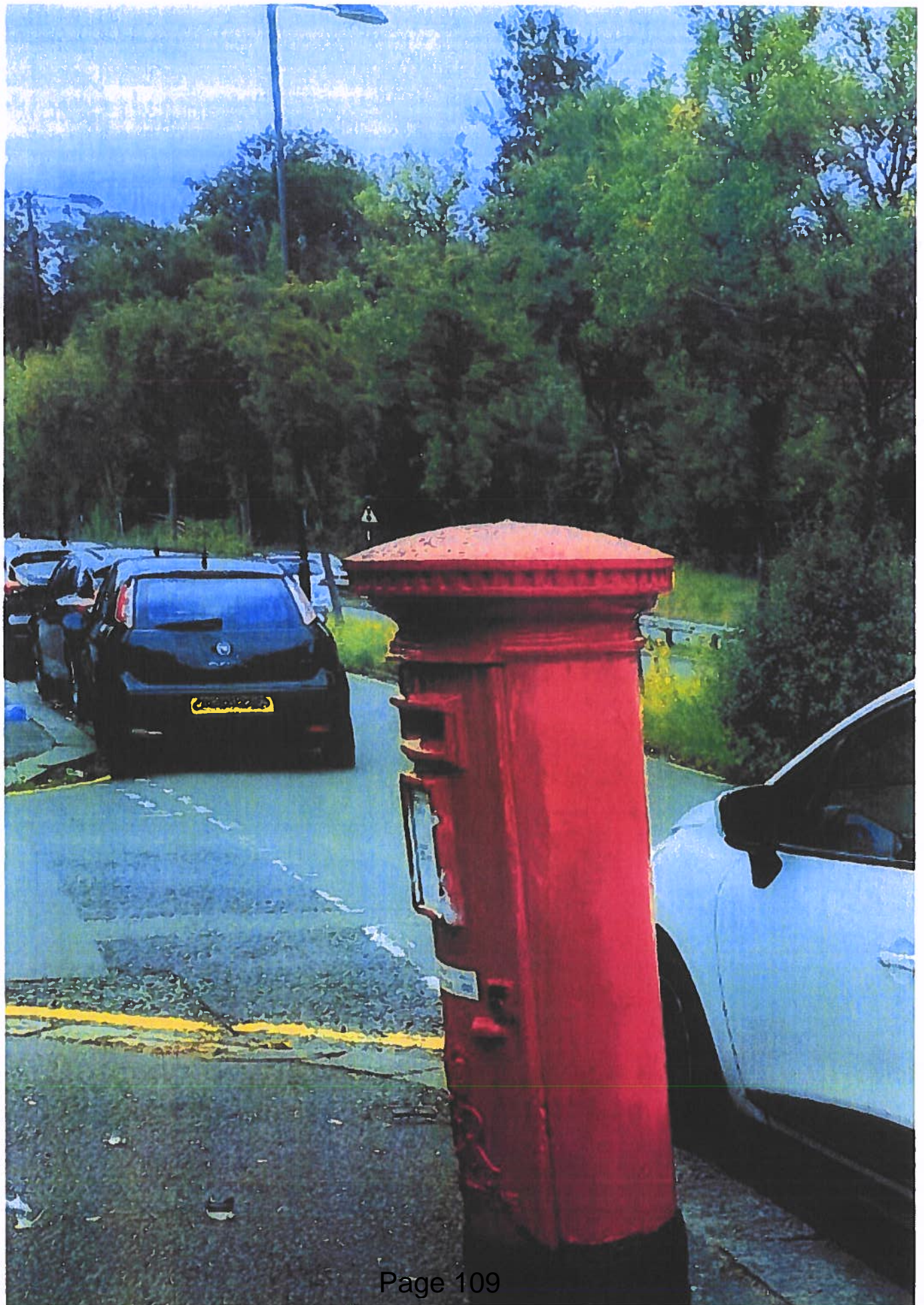


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AT5

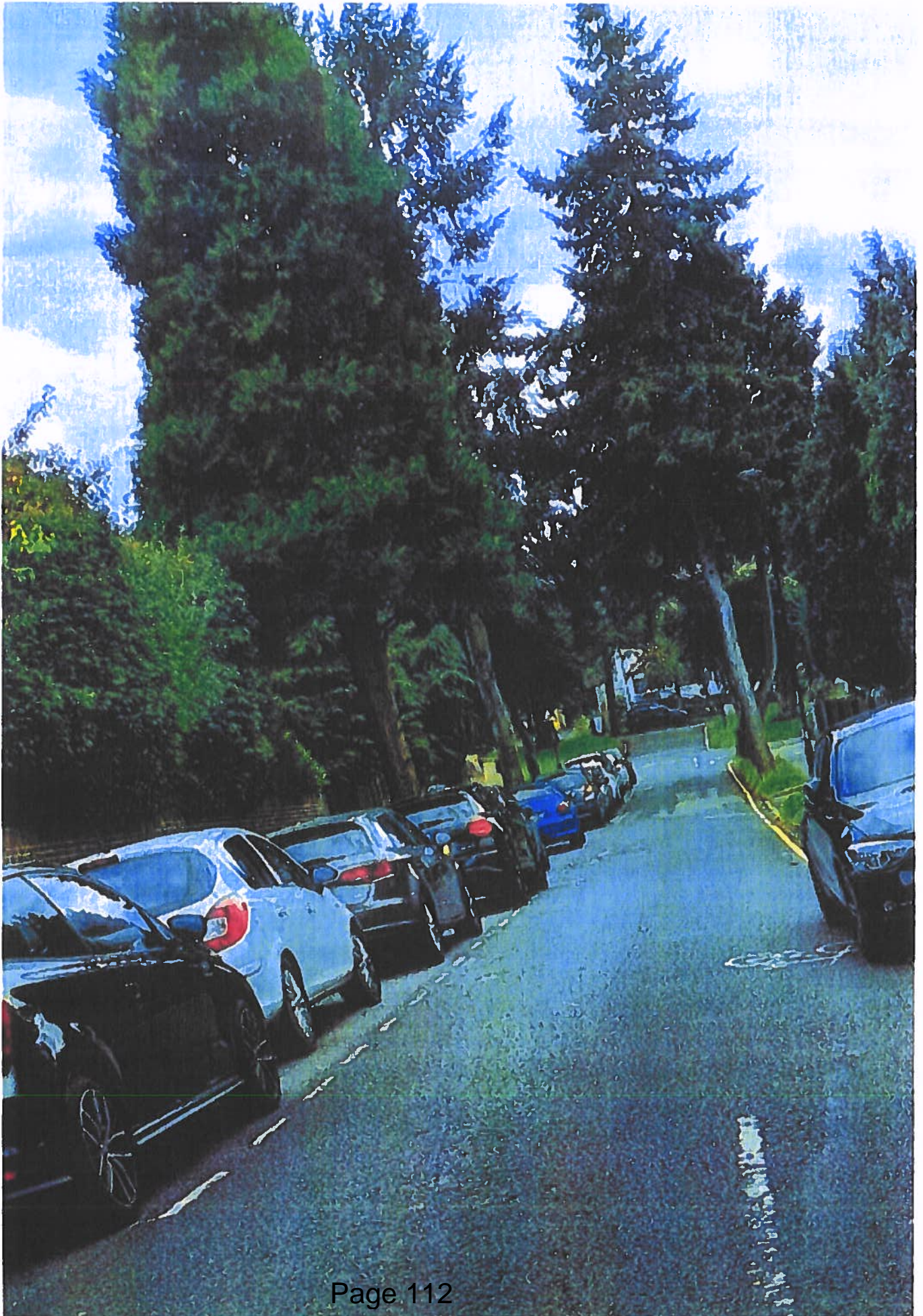


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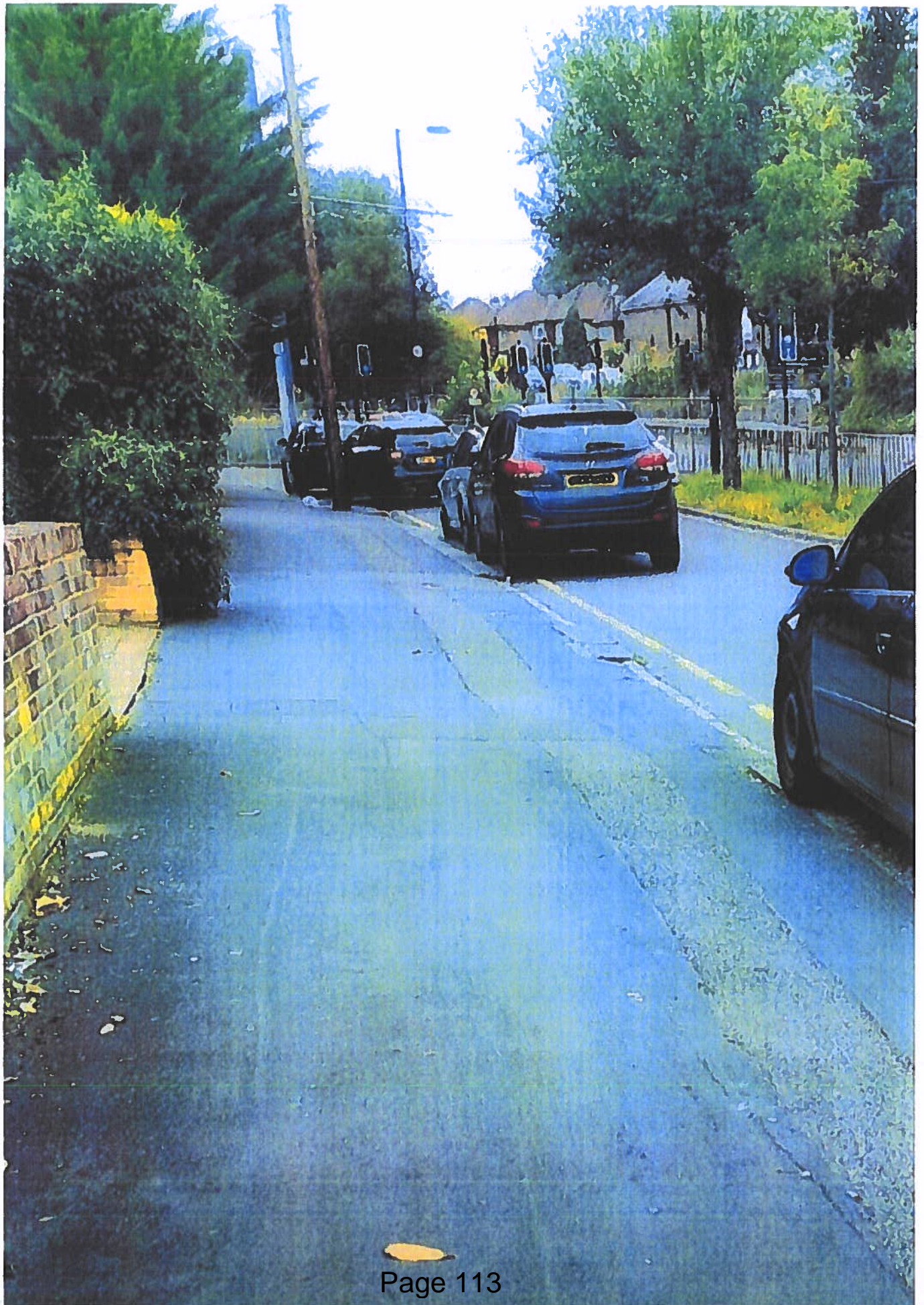
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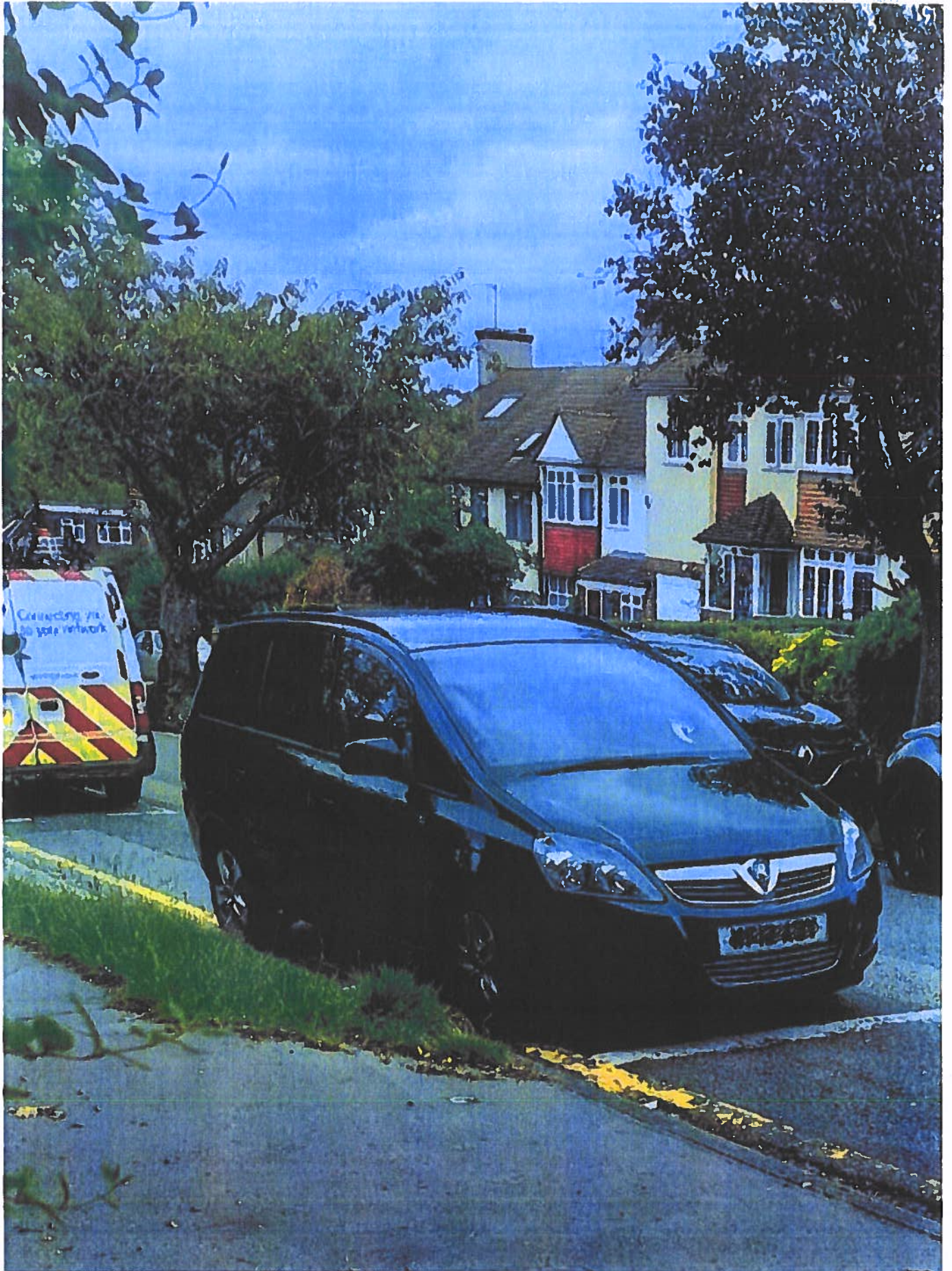




AF



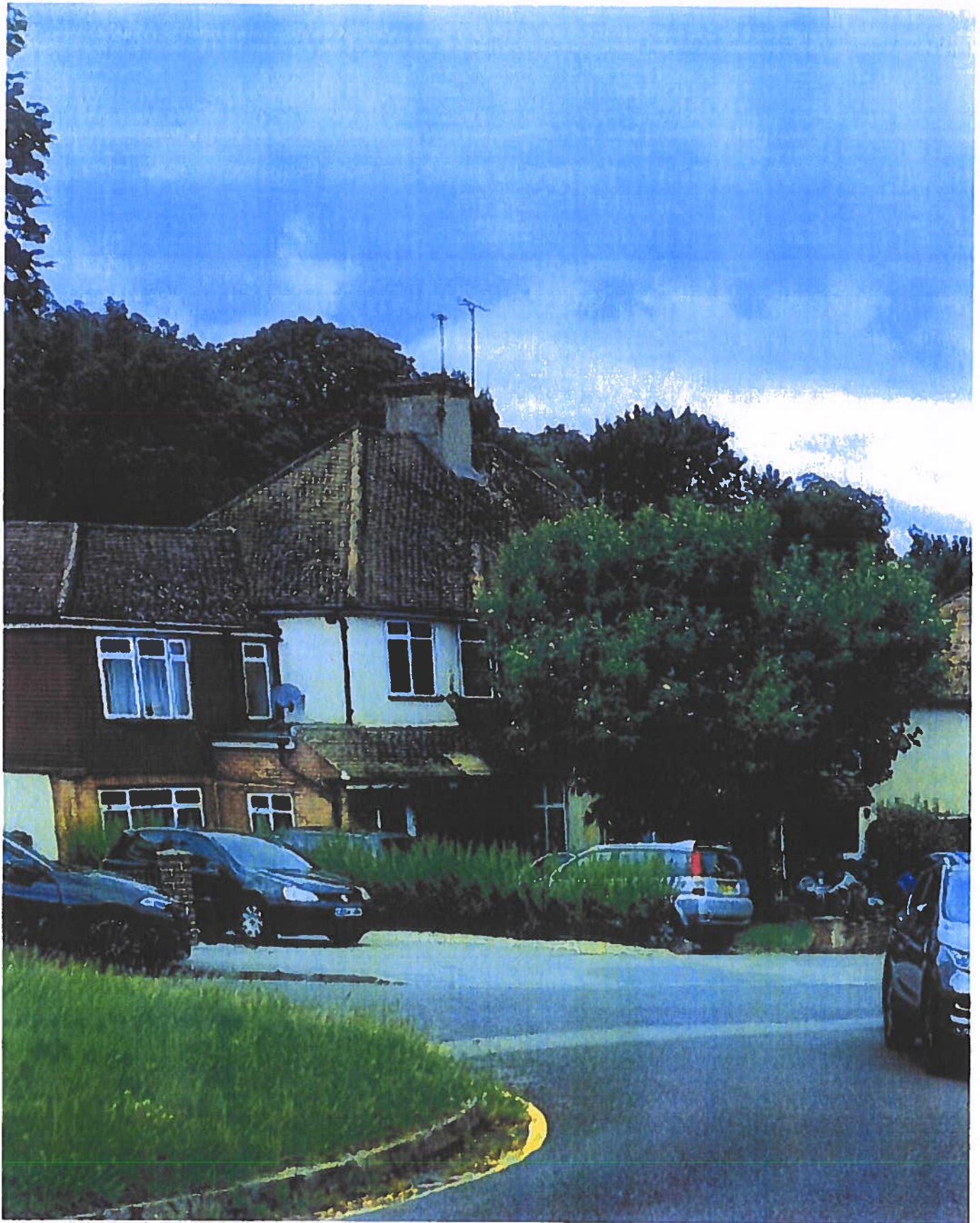




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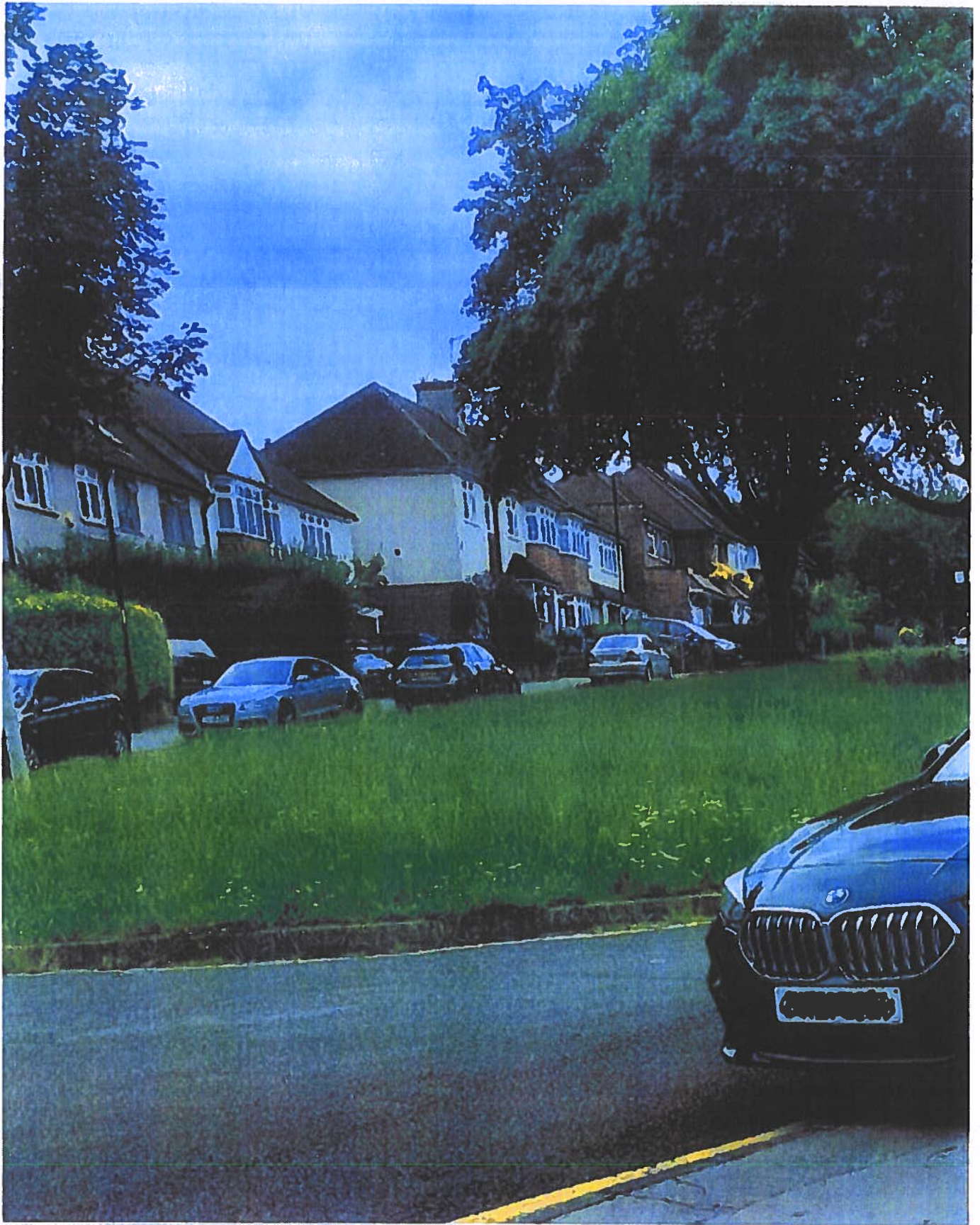
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A 5



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If you would still like to continue, please click on the “Log a New Report” button at the bottom of the page. If you have found the report has been reported, click on “Return to Home Page” to return to the home page.

Unfortunately due to limited resources, the system is only able to prioritise the removal of graffiti. Please submit reports of graffiti here

Highways parking

**Map**

**Satellite**

A 5

**CROYDON**  
www.croydon.gov.uk

Food & Safety Team  
Place Department  
6<sup>th</sup> Floor, Zone A  
Bernard Weatherill House  
8 Mint Walk  
Croydon  
CR0 1EA  
Tel/typetalk: 020 8726 6000

[Redacted]

Croydon

By email

Contact: Michael Goddard  
Email:  
Michael.goddard@croydon.gov.uk  
Our Ref: COM/6922  
Date: 16 September 2021

Dear [Redacted]

I am writing in respect of your email of complaint dated 16 August 2021, with accompanying photographs, in respect of Addington Festival Event – Crossways – Council Failings. I have dealt with your complaint at Stage 1 of the Council's complaint procedure.

**Your Complaint**

I would like to make a complaint regarding the event that took place in Addington Park over the weekend of the 14<sup>th</sup> – 15<sup>th</sup> August. This complaint will likely involve the failings of multiple departments within the council and therefore the webform on complaint area of your website that expects me to pre-filter this to a single team is unhelpful. I expect a coordinated response from the council, rather than an attempt to blame a different team.

I am a resident on Crossways and as a result of this event I would like to complain about the lack of parking controls, anti-social behaviour and the inability to contact the council / the council to respond in a meaningful timeframe.

To summarise my complaint:

1. The council granted a licence to use this park for the weekend, why weren't residents notified or warned in advance? Given this restricted access to green space and (as I will detail) this was always likely going to negatively local residents I find this to be disappointing
2. The event attracted a lot of visitors that elected to drive to the event. The parking controls on Crossways are clearly not designed for an additional 50+ cars to park on the road safely, let alone the hundreds of cars that spent the majority of Saturday and Sunday afternoon circling

trying to find a parking space – Why wasn't this anticipated and controls reviewed in advance?

3. To expand this point, myself and my neighbours experienced 'desperate' event attendees parking opposite and adjacent to driveways, making it extremely dangerous to exit our properties. Again, no provisions were put in place to protect residents.
4. In many cases these attendees parked on the pavement, on the grass verges, on the corners of junctions and in at least one case, smack bang in the middle of the green space island on Crossways.
5. Early Saturday afternoon it was noted that a traffic officer did ticket 2 vehicles within sight of my property (the aforementioned vehicle on the island and one partially blocking the pavement). After this initial ticketing a traffic warden wasn't seen for the rest of the weekend, allowing attendees to park illegally with impunity from the council, at the expense of the local residents.
6. In some instances cars parked dangerously opposite each other, severely impeding the width of the road – this almost certainly would have prevented a large emergency vehicle from accessing the road. At the same time, a vehicle on the Gravel Hill / Crossways slip road had also parked badly (read: at least 30cm off the curb) which would have also prevented an emergency vehicle accessing the top end of Crossways as this is the only alternative route into the road. The council should think themselves extremely lucky that there wasn't an emergency and nobody lost their life over the weekend.
7. On both Saturday and Sunday afternoon I attempted to call the parking offence team (020 8726 7100 – option 3) but the number would just disconnect after the initial ring. Why can't this team be effectively contacted? Why isn't there an answerphone? Why isn't a duty officers contact details published?
8. The main contact number for the council is Monday – Friday 9 – 4pm, in this type of example how is a resident supposed to contact the council? It might surprise you that people can illegally park their vehicles outside of these hours, especially when there is a large event ongoing (which the council ultimately authorised)
9. I reported multiple offences via the council 'report it online' service, as mentioned, nobody from the council attended – why not? [Image attached]
10. As mentioned, 10's of vehicles parked on the grass verges – when will the council be inspecting these for damage? Who will ultimately brunt the cost of any repairs?
11. As mentioned, several vehicles were parked dangerously on the corners of junctions and this was reported inline with the councils process. Why wasn't action taken to remediate these issues? A vulnerable road user (such as a cyclist) could have been injured
12. I have seen several examples of smashed bottles on the pavement (likely linked to the event). I haven't seen anybody from the council cleaning up the streets – why not?

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13. Directly opposite my property I witnessed a man urinating on a tree after the event, again, no council presence or any community policing presence was to be seen

I would like to understand:

1. Who is responsible for each of these failings?
2. Why these risks were not foreseen and if they were, what mitigations were put in place?
3. A response as to why the council just left residents on my road on their own?
4. What steps are going to be put in place to deal with the issues mentioned?
5. Cynically, given the council ignored these issues your official metrics are not going to make record of the vehicles that were illegally parked and the other issues outlined are they? How is this to be recorded the next time a licence request is made this is taken into account?

I have attached a range of images captured at around 8pm on Saturday and 7pm on Sunday which should add some colour to the words above.

Croydon Council should be embarrassed by the way this has been handled. As a local tax payer I believe there are serious examples of incompetence and neglect here which need to be urgently addressed.

### **My Findings**

I have spoken with officers from the Council's Public Events, Parking Services and Environmental Services teams. For ease of reading, I will endeavour to answer each of your points in turn.

An application for a premises licence (under the Licensing Act 2003), time limited to 14 and 15 August, was submitted to the Council (as Licensing Authority) by the applicant, Butterfly Enterprise Limited. I can confirm that the application was properly advertised by the applicant. Representations were made on the application by local residents and ward councillors and the application was therefore referred to the Council's licensing sub committee to consider, which they did at a meeting on 23 June 2021. The licence was granted, with conditions attached and expired at the end of 15 August.

In respect of the concerns you raise about parking, in the months preceding, the event was discussed by the Safety Advisory Group (SAG), a multi agency group comprising different Council teams, the Metropolitan Police, the London Ambulance Service and public transport providers, such as Transport for London and Tramlink, amongst others. The event organiser also attended the SAG meeting. Please note that the SAG is distinct from the licensing process. A post event SAG debrief meeting was recently held. This meeting considered the positive safety controls and the safety aspects that were lacking in respect of the event.

AGS

Whilst conversations had taken place between the Councils Highways Team and the event organisers prior to the event, it was formally recognised that parking was extremely poorly controlled. The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues.

It was recorded by the SAG that traffic/parking restrictions and parking enforcement must be fully considered and appropriately implemented should any future, similar events take place in the same location. Without such controls, any such similar event may not be considered as safe to proceed by the Event Safety Advisory Group. In addition, the Council's events process will be reviewed.

In respect of calling re parking offences, I am advised the parking enforcement team are operational 7 days a week, Monday to Saturday 7am to 10pm and Sunday 9am to 4pm but that currently, there is no service outside of these hours. Parking offences can be reported to the parking team directly during these operational times on 020 8760 1966 option 3.

With regards to enforcement during the event weekend in question, the restrictions in the area are as follows:

Crossways – Monday to Friday 8am – 6:30pm and Monday to Friday Noon – 1pm  
Rawlings Close – Monday to Friday Noon - 1pm  
Gravel Hill – Monday to Friday Noon – 1pm  
Kerr Close – Private

These restrictions were implemented for the purpose of preventing commuter parking and therefore at weekends the entire area is unrestricted, which means that all of the vehicles parked on yellow lines during this event weekend did so legitimately and there are no grounds for us to legally enforce any of these vehicles. The parking bays are also unrestricted and offer free parking to anyone all day every day.

The footway and grass verge parking can be enforced and it is unfortunate that our officers did not patrol at the peak times of parking, but due to there being no weekend restrictions in the area it would not have been part of our routine patrols over the weekend.

With regard to the online reporting system, this method of reporting issues is not as immediate as reporting over the phone and the reports wouldn't have been processed and reached the front line enforcement team until Monday morning, which would have been too late to take any action in regards to this specific case.

In respect of the main contact number for the Council, I can confirm that the core hours are 9am to 4pm Monday to Friday. The Council can still be contacted on that number over a weekend but callers may experience delays in calls being answered due to reduced staffing resources outside of the core hours. I am also advised that there have been recent technical issues, particularly at weekends, with the telephony system which has resulted in calls not being able to be answered and this may have coincided with a time when you tried to call the Council.

In respect of vehicles parking on grass verges, the council will endeavor to inspect all roadside verges via its Highways contractor and Grounds Maintenance teams and check for damage. If found to be damaged the Council will attempt to recover all associated costs from the event organisers.

In respect of a post event clean up, this was done but only extended to the immediate vicinity outside of the event space and did not extend on to the highway/roads. Waste and litter on the highway/roads would be cleared by our street cleansing contractor as part of scheduled cleansing. Please let me know if there is still broken glass in the area and I will ensure this is removed as a priority.

In respect of the individual urinating on a tree, this is clearly unacceptable behaviour and the Police would have dealt with this individual, as they would anywhere in the borough, if they had been in vicinity at the time and seen this.

In summary, it is acknowledged that parking issues were underestimated prior to the event, specifically in regard to the number of people who might attend the event in private vehicles and where they may decide to park as a result and that steps need to be taken, going forward to try and ensure this does not happen again – and the SAG have undertaken to do that. I can only add my apologies that you and other residents were inconvenienced by this and I also acknowledge the potential risks you highlight to emergency vehicle access/egress.

If you feel that your complaint has not been investigated properly or you wish to provide significant new information then you may complain to the next stage of the complaint procedure. For your complaint to be considered you will need to contact the Complaint Resolution team explaining clearly why you feel your complaint has not been investigated properly, or provide details of any new significant information or evidence that may alter the decision made:

Complaint Resolution Team  
Floor 7, Zone C  
Bernard Weatherill House  
8 Mint Walk  
Croydon CR0 1EA  
Phone: 020 8604 7015  
Email: [complaints@croydon.gov.uk](mailto:complaints@croydon.gov.uk)

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Should you wish to discuss matters or require clarification on any point, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in blue ink, appearing as a dense, scribbled mass of lines.

Michael Goddard  
Departmental Complaints Officer  
Croydon Council

**Rep 2**

I write in response to the application for an event proposed to be held in Addington Park on 16th September 2023.

We have had several events in Addington Park in over the last few years, but this is the first event proposed by this applicant. The management of these events has been getting steadily better and I wish to continue this trend.

The main reason behind the smooth running of the most recent events has been that lessons have been learned from previous events. The local Residents Association produced a document detailing the issues from the 2021 event, which was sent to the council. I as ward councillor also put together a document on a similar theme. Both are attached.

The specific issues which were highlighted and addressed for earlier events, which must be similarly addressed on this occasion are as follows:

- There was a considerable police presence to ensure the safety of event-goers and local residents. Experienced security guards were also provided by the event organiser.
- Aggressive parking was a problem in 2021. No council officers were on hand to enforce compliance and issue tickets. This must be rectified. More recently a tow away vehicle was available.
- Security at the 2021 event let through too many cars into the park to park cars. In my view no parking other than the minimum required to run the event should be allowed within the park.
- To prevent parking in local streets residents themselves had to supervise entry to their streets in 2021. Many event-goers tried to get through these restrictions. Some were very aggressive when they failed to get through. Nearby streets should be closed as in 2022 with the costs carried by the event organiser. Exactly which streets need to be closed requires consultation with local residents associations.

Consequently, I wish to address the committee to make representations related to the following licensing objectives:

- the prevention of crime and disorder
- public safety
- prevention of public nuisance

Here are some specific concerns:

- Orientation of the stage is not optimal for noise.
- Issue of people accumulating outside to listen for free needs to be addressed.
- Traffic management has been the key issue of past events, generating anti-social behaviour and worse. This needs to be specific in terms of the roads that will be closed off and how.
- Toilets external to the venue need to be provided in the event of queueing prior to entry.
- Alcohol should be served only until 9.30 pm with the opark being cleared by 10.30 pm.
- The number of SIA trained stewards needs to be specified (it is currently blank) and should be in line with previous events.



A general concern is that in contrast with previous events communication with the most affected residents association in Addington Village has so far been poor. I share their concern on effective management of the event.

For the avoidance of doubt, these concerns relate to:

- the prevention of crime and disorder
- public safety
- prevention of public nuisance

Cllr Robert Ward  
C/O Croydon Town Hall  
Katharine Street  
CR0 1NX

### **Rep 3**

I am writing to you in my capacity as both a Resident and [REDACTED] of Addington Village Resident's Association in regard to the application for an alcohol License for the proposed event to be held in Addington Park on Saturday the 16.09.23.

Previous experiences and importantly good liaison with Organisers (specifically Made in the 90s in 2022 and 2023) with large scale Music events in the Park has resulted in minimal disruption to local Residents and a good level of coordination between the Organisers, the Police and the Council. I attach 2 specific documents that the Licensing committee have been sent previously which were prepared by Cllr. Robert Ward and ourselves. Importantly in these cases there has been a level of confidence gained that the main licensing objectives were met.

Regrettably the same degree of confidence cannot be said with the "In the Park Events" company and their Consultant Darryl Crossman of UK Premier Licensing with whom I have had limited telephone conversations and emails with. The liaison regarding Addington Village Residents Association has been sketchy and whilst I appreciate that things are amended from the original application as a result of SAG meetings etc. we are not party to these meetings, so I have asked on a number of occasions for specific information on matters such as Traffic Management which are of major concern to the Residents, to be provided if they are in place as they claim they are. I have explained that we would request a number of reassurances that they will honour. Certain potential security factors that can and would affect us if they were not in place. However, despite my plea to have written assurances in good time for me to meet the deadline of June 22nd for comments and or objections to yourselves, I received a couple of revised layouts at a late hour yesterday but still no proper traffic management plan. Such was my concern that the event company have the ability to execute their event prompted me to speak with PC Edwin Sear 2157SN who is coordinating the Police involvement. At this stage I expressed concerns surrounding the Police presence on the day for which of course he is unable to say at this point.

In light of my concerns and observations and due to the lack of some fundamental basic factors surrounding 1. Prevention of crime and disorder (Egress) 2. Public safety, principally Residents and their property and 3. Prevention of public nuisance, such as adequate toilet facilities at the exits to the Park as a whole, I wish to address the committee to make representations to the above Licensing objectives. It would be reassuring if the Licensing

committee would consider the concerns and make a number of conditions that form a part of any License being granted which has worked well in the past. Thank you.

#### Rep 4

I am writing on behalf of Addington Palace Events Limited which owns Addington Palace under a long lease from Croydon Council.

I write to express my concerns about the above event and in particular in relation to noise levels. The business of Addington Palace is mainly as a wedding venue. We are fully licensed for weddings inside and outside and have accommodation used by wedding guests. Last year over the 2022 August bank holiday weekend there were two days of events which caused us considerable problems (as previously advised to you). The issue was with the sound levels from the music. I do not know what the limits were on the level of sound but it was clearly audible at an unacceptable level both inside and outside our buildings for prolonged periods, to the extent that it interfered with conversations in parts of our building. It also ruined our customers' wedding day.

We note that the level of sound according to the Event Management plan is from 80 decibels peaking at 137 decibels, which is extraordinarily high. Although we are some distance from the Park, there is nothing between us and the event site apart from a few trees so we get the full impact of any excess sound. If the sound levels did drop off with distance they must have been well over acceptable levels for the noise to carry through to us in the way that it did on the last August bank holiday and the noise monitoring was therefore insufficient. We therefore object to this application as being a nuisance to our business.

In the event the application is granted, we would ask that the sound tests referred to in relation to nearby residences are also undertaken at Addington Palace on notice to us and that we are given the results so that we can assess the impact on our customers. We would also like assurance that sound levels will be properly monitored.

Generally customers book with us long in advance so we cannot work round the dates of events in the Park. We have however blocked off 29th and 30th July to avoid problems on that weekend but this is a considerable loss to our business at one of the busiest times of year for weddings. On days when there are noisy events in Addington Park we cannot even do show rounds for customers.

We have not objected to the other events this summer as we were not aware of them in time to file objections, but would have made the same points. Please confirm that noise levels at all events going forward will be properly monitored.

I attach a link to a video demonstrating the impact of the noise of last summer's event.  
C:\Users\rosha\Downloads\IMG\_4818.zip



## *Addington Village Resident's Association*

Please reply to: [avr.committee@gmail.com](mailto:avr.committee@gmail.com)

### **Report into the Garage Nation event in Addington Park, 14<sup>th</sup>/15<sup>th</sup> August 2021**

Prepared by [REDACTED] (Chair) and [REDACTED] (Vice Chair) Addington Village Residents Association.

#### **The factual story of what happened from the Residents point of view.**

- **How we first heard about it**

Several copies of the official notice of the 2021 Application for an alcohol license were posted on the perimeter fence of Addington Park but only ones at entrances would have been seen. There were no other notifications anywhere else that we could tell of. It was spotted by chance by a committee member 3 days after it had been posted. The notice stated that any objections had to be put to the Licensing Officer by the 28th May. It referred to the Croydon.gov.uk website to see the full application. However, this information was NOT available until Councillor Ward had notified someone at the Council of this administrative error. Further suspicions were aroused when the name of the applicant was not Garage Nation but that of a [REDACTED] The Butterfly Enterprise based in the Portsmouth area. Two other factors were his business was nothing to do with Music/Entertainment but a Companies House search revealed The Butterfly Enterprise as an "Unlicensed Carrier". Importantly, the Company had only been incorporated in March 2020 and there had been no accounts filed for this Company. What guarantees were there that Council Officers had examined the background of the individuals particularly as Garage Nation had a poor track record in other parts of the Country when it came to staging an event like this. There had not been an event of this nature before in Addington Park, and it had only been declared officially in January 2021 as a conservation area.

- **The application to the licence committee**

It became very clear to us that the way in which the License application was handled in respect of Resident's objections was both unsympathetic and in many cases fairly blunt as to what was going to constitute a genuine objection or not based on the lack of consideration to some crucial and potentially detrimental points that a significant number of Residents were pointing out to Council Officers whom we believed did not have a good "on the ground" knowledge of. The potential Security issues, protection of our Heritage sites, Resident's safety, potential litter issues and the obvious parking and traffic issues were some of the points raised by us. Fortunately, a couple of us were granted the opportunity to speak at the License Sub Committee meeting and we feel very strongly that many of our valid points were taken into consideration by that Committee and some significant conditions were placed on the Organisers. It was very apparent that the Licensing sub

Committee were not in possession of certain information in advance of the meeting which was not helpful. The Council were insistent that the profile of the attendees was going to be much older than in fact they turned out to be. Also that despite the insistence that the majority of Festival goers would arrive and leave by public transport, this turned out not to be the case.

#### **Liaison with the organiser**

This condition within the terms of the granted license was without doubt extremely beneficial from both Garage Nation's and Viking's point of view but also Addington Village Resident's Association too. Within a couple of days there was a willingness on the part of ~~Garage Nation~~ of Garage Nation to meet with ~~Garage Nation~~ and ~~Garage Nation~~ of Addington Village Residents Association and Cllr Robert Ward. After an initial meeting at which they imparted much of the organisational elements to the Festival, they sought to allay a number of our concerns. There was a good liaison and rapport with Garage Nation and we were able to get certain measures put in place particularly with security.

- **Liaison with the residents**

Addington Village Residents Association is well organised and has a huge amount of support amongst it's members. We were able to inform people via email and or letter drop of the progress with the different concerns and fears they had. It became apparent that other Residents Associations in the area knew little or nothing about this event leading up to August 14th/15th, so we were able to provide information to them as well. In the week of the event we met with the head of Security to go over the potentially dangerous traffic issues on the sharp bends in Addington Village Rd. Also with our help the disgraceful and often threatening behaviour of some of the festival goers in cars attempting to park would undoubtedly have been a lot worse had we not taken measures to minimise this. This could have been alleviated had the Council taken responsibility for ensuring that pavements etc. had not been blocked. (There is strong photographic evidence of this) Garage Nation also provided a dedicated hotline to us with a trained Community Security Liaison person who was invaluable in deploying additional security when situations outside the event could and did occasionally get "tense".

- **Liaison with police and others**

Due to our very strong and good relationship with the local Police, Inspector Cathy Thomas and her team were extremely well prepared. We understand that due to local ongoing gang activities and criminal behaviour in the local area the Police presence may have been increased but the whole Police operation as we understand it was very good. Worth noting that were it not for good policing and the arrests that were made on site there may well have been more criminal activity. It would be worth the Council looking into the exact figures for arrests etc. for reference. Also under this we had first hand reports of under age drinking and there appeared not to be the ID checks in many cases. This was again something that we pointed out there was the potential for but we were assured this wouldn't happen.

- **License Committee decision**

Obviously the majority of the Residents would have preferred the event to have been staged elsewhere in a more suitable setting. The final decision was fair based on the information that the Committee had been supplied with and we are grateful for their decision to impose certain conditions of the License being granted. In our opinion more consideration of local factors needs to take place before a decision to grant a License. It was also felt that there was an undue pressure to grant the License as a deposit for the hire of the Park had already been taken. In addition Garage Nation's legal advisor made mention of 2022 which we felt was rather presumptuous.

- **The run up to the event**

Only by a thorough dialogue with Garage Nation did we discover the full implications of the set up/build period and the strike/take down period for the Festival. There were no obvious or adverse things that came to our attention other than the many dog walkers who were reticent to use the Park during this period.

- **What happened during the event**

As far as the local Residents were concerned the biggest issues were obviously the level of noise for which we were told was within legal limits. But this appeared to increase occasionally when all 3 stages were in operation at the same time. For the future, how is sound measured as logically 3 stages in operation at the same time you would think collectively would produce a greater level of sound. Also despite claims that the music would reflect the average age of the attendees, this was most certainly not the case as it was a much younger audience! What did become apparent was the need to have Council enforcement officers to ticket offenders who blatantly parked all over the grass verges and pathways and on the roundabout at the bottom of Lodge Lane and up Spout Hill. We operated a screening policy identifying genuine Residents. Despite our best endeavours extremely aggressive behaviour and frankly dangerous driving on the part of some determined people who had a complete disregard for people's property, just drove across some peoples flower beds in an attempt to park wherever they could. We personally attended a number of houses where such was the aggressiveness that Residents retreated into their houses and only answered the door when an AVRA committee member called with a Police escort to reassure them. Cars were just parked on driveways and front lawns. This is totally unacceptable. One poor Resident in New Place was threatened with the possibility of her pet being killed if they didn't let them park at the rear of the flats. Security were not enough of a match for this especially as some people were quite drugged up. We really could have done with some uniformed Police visible to act as a deterrent.

- **What happened after the event.**

Post event, the egress was well organised, but there were not enough toilet facilities. There were a couple of impromptu parties and revellers that congregated at the rear of the Church and in Roxton Gardens for about an hour and a half which was noisy and it appeared that drink and drugs were consumed. In the main the clear up was largely well done and the

expected litter outside of the Park was well cleared. James of Garage Nation spoke with us on a number of occasions as he'd been let down by contractors to completely clear the Park itself. By the Friday post event there were a few issues for which Cllr Ward contacted the Council about some broken glass etc. (photos supplied) and nobody at the Council appeared in a hurry to make an inspection which we believe may not have happened till the Tuesday. By the Wednesday, the Park appeared completely clear. A week later than was planned. We noted at the time there was this broken glass in the long grass that there were children playing. If there had been a serious injury who would have been responsible?

### **What went well**

- Under the circumstances it could have been worse. But as we had always stated from the "get go" the people who were likely to be most affected were the Residents in the local area. We strongly believe that were it not for our Residents Association's valuable assistance to the Organisers, our time and effort and frankly in some instances the courage to face some seriously aggressive behaviour on the part of a significant number of attendees to the event, then it could have been a different story. For information on consultation with Garage Nation the aggressive clan appeared to be friends/fans of the popular artists and not locals.

### **What could have gone better**

- Bluntly from the Residents point of view, it would have gone better if it had not been held in Addington Park in the first place. This is not sour grapes, but without a proper infrastructure and the Council taking steps to eliminate certain issues that were beyond both the organiser's and the Police's capabilities then this would likely happen again in the future. In our discussions with Garage Nation there is an acceptance that The Park is not an ideal venue for this kind of large scale music festival....their words not ours.

### **Caveats to ourselves and others**

If this were to happen again or if a similar event is planned somewhere else in the Croydon area, what are the things to watch out for? Consideration and more feasibility. It would appear that the procedure by which someone with no track record can just apply for a License when the SAG (Safety advisory group) had only met once before the License had been granted seemed odd. If the Council wish to comment on the above then we would be willing to discuss the above.

**Prepared by the AVRA Committee 02.10.21.**

### Lessons learned from the Garage Nation event held in Addington Park 14<sup>th</sup>/15<sup>th</sup> August 2021

This is my first experience of a large event in my ward in the three years that I have been a councillor. I think it is important that we learn lessons, especially from infrequently occurring events. These are my thoughts on what we did well and how we might do better next time should a similar event be proposed in the future.

#### **Context**

We were fortunate in many ways in responding to the application and the event itself. The local residents' association is well organised and engaged both proactively and practically with the event organisers and the authorities. The event organisers were also willing to engage cooperatively with stakeholders. I am sure this is not always the case, but I am sure that without these two factors we would have had a much less successful outcome.

#### **The licence application process**

Publicity so that local residents are aware of a licence application was not as effective as it might have been. Physical notice of the event was posted only very close to the event location and in some cases in places where nobody would see the notice.

The legal requirement may be that it is sufficient to post a notice of the application in an obscure newspaper in a section nobody reads but I recommend proactively using social media to publicise that a licence for a large event has been applied for. NextDoor and Facebook are free and effective. When residents learn of the event late in the day, or worse, after the application has been approved, it gives the impression that the application has been sneaked through.

The advice of other agencies, especially the Police, is valued highly by the Licensing Committee in considering the application and imposing conditions on the licence, should it be granted. It is not clear to me how this works. I was not reassured that it worked as well as it could have in this case. I was not clear what discussions had been held and with whom; whether both the local and more centrally located police had given input and whether the local situation had been fully considered, in particular, had there been a site visit. It is possible that these were all fine, merely that I was not aware. In my opinion local councillors should be fully aware when it is such a high profile event.

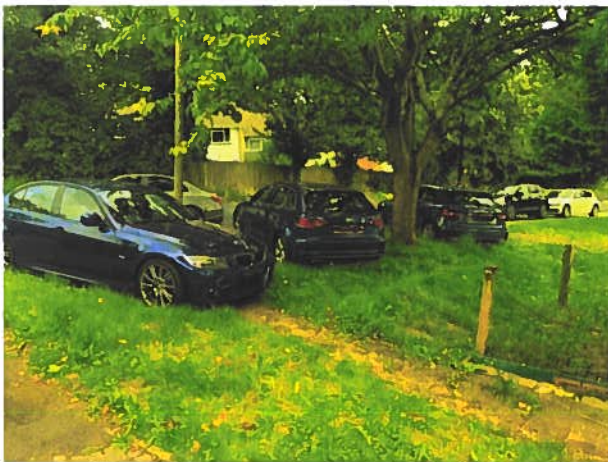
#### **Factors to consider**

I suspect residents faced with an event close to their houses all have similar concerns: crime, disorder, noise, litter, traffic, and general disruption to a normal weekend. Satisfying yourself that the authorities have taken adequate account of the local situation and the concerns of resident is crucial. The knowledge of local residents in both identifying risks and mitigation measures should not be underestimated.

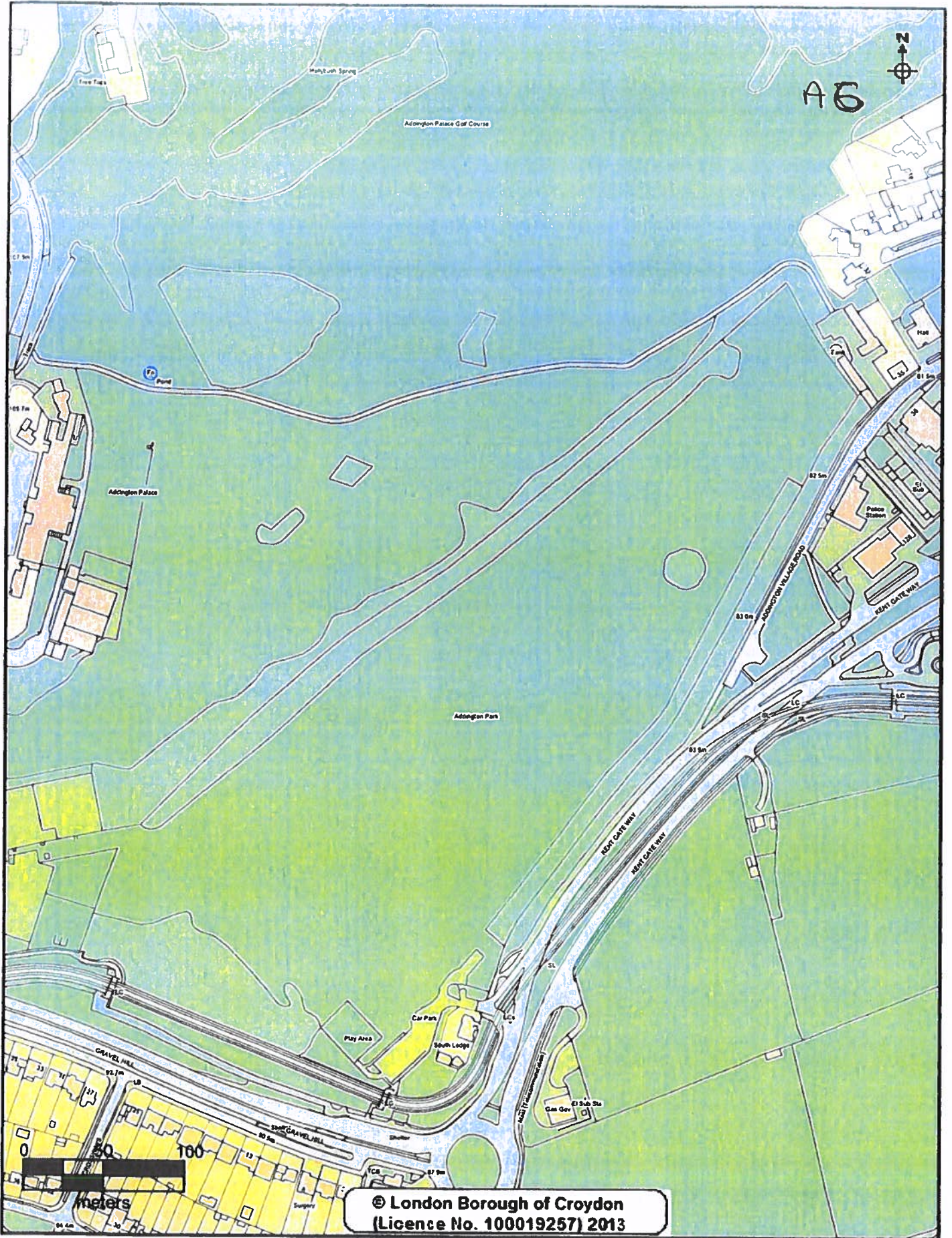
Access of emergency services to vulnerable residents, risks associated with the extra traffic, heritage sites that might need protecting, and above all communicating what is happening to the residents are just some of the ways the local residents' association can help. Not all will be prepared to be as pro-active as the Addington Village Residents Association was, most obviously in manning traffic barriers to discourage parking in residential streets.

If there is one factor which turned out poorly, and could have been even worse, it was aggressive parking on pavements, grass verges, residents' driveways, and pretty much anywhere that did not already have a car on it already. There was a core of people who really did not care where they parked. They were highly aggressive to anyone who offered the least resistance.

Photos of aggressive parking







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## Cretney, Hannah

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**From:** darryl@ukpremierlicensing.co.uk  
**Sent:** 08 June 2023 21:03  
**To:** Cllr Robert Ward; '  
'addingtonresidents@gmail.com'; 'Addington Village'  
**Subject:** Police proposed conditions re Festival in Park in Addington

Cllr Ward, Mr , Mr et al,

As previously stated in our meetings and conversations I would keep you all updated regarding any changes to the proposed event. Following our meeting today with Croydon Council and Police Licensing changes were made to the conditions that were proposed by Police Licensing which are listed below. One of the main changes are that all activity (music and sale of alcohol) will cease at 21:30 (as before) but the event needs to be cleared by 22:30. The additional half hour is to ensure that attendees can leave in a staggered manor rather than one large group, finish their drinks and food and more importantly make use of the toilet facilities.

The second change is to the style of fencing used, the original proposal was for double walled heras fencing, the fencing will still be double walled but the outer wall will be 'steel sheild' (pictured below).

Finally the third major change is to the number of SIA, the initial ratio 50 has been increased to 58. There will still be a minimum of 50 support stewards to assist SIA, marshal attendees and traffic.

If there is and questions or feed back, please do get in contact.

Kind Regards

Darryl Crossman

Lead Consultant

[www.ukpremierlicensing.co.uk](http://www.ukpremierlicensing.co.uk)

Proposed event license conditions:

Licensed activity to finish by 2130 hours.

Site clear of members of the public by 2230 hours.

The EMP will specify steel shield perimeter fencing of at least 2.4m, with heras/ mesh fencing in an inner cordon for the event site.

The premises licence holder shall (ensure) -

1. Any queue to enter the premises that forms outside the premises shall be kept

Orderly and supervised by Security Industry Association (SIA) front line license holders to ensure that there is no nuisance or obstruction to the public highway and footpaths.

2. All overt security staff having contact with the public shall wear high-visibility tops.

3. Operate crime prevention policy part of which will encompass a search and seizure policy that includes searching everyone who enters the event including all staff and artists. All bags will be searched and all those entering the event enclosure will pass through the metal detector and/or wands search area.

4. Storage and disposal procedures for contraband found and seized at the entrance and bars will be agreed with the police prior to the event.

5. Public signage will be displayed throughout the premises regarding contraband. It shall be a condition of entry that customers agree to be searched and that police will be informed by event security staff if anyone is found in possession of a controlled substance or weapons. The policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.

6. An incident log shall be accessible at the premises by the organiser and made available on request to police or other officer with lawful authority. The following details shall be recorded:

1. Date of incident
2. Time of incident
3. Location of incident
4. Persons concerned
5. Summary of incident
6. Identification of any Emergency Services Personnel who attended

7. There shall be a documented dispersal policy, as agreed with the relevant

responsible authorities, implemented at the premises and a copy lodged with

The Police Licensing Team. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.

8. A Challenge 25 scheme will be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are over 18 years of age. Proof of age shall only comprise a valid and in date passport, photo card driving licence, military card or a card bearing the PASS hologram. Refusals shall be recorded by bar staff and these records shall be viewable to the public.

9. All drink will be served to members of the public in plastic or polycarbonate containers without screw cap lids.

10. Ensure that customers are prevented from leaving the event site with bottles or open containers.
  
11. SIA security who are frontline license holders will be deployed inside and around the perimeter of the event at a minimum ratio of 1:43 members of the public attending. At least eight of these SIA security will be female. A number of SIA security staff will wear body Worn Video (BWV).
  
12. A record of all SIA security staff who are on site and have received a security briefing specific to the events will be kept with the following details:
  1. Name and date of birth
  2. Full16 digit SIA badge number
  3. Dates and times employed
  4. Copy of the security briefing
  5. Signature of person confirming they have understood and received the security briefing provided
  
13. A direct telephone number (mobile to be held by a duty manager) will be provided to neighbouring premises to be used in the event of a complaint of noise nuisance.
  
14. The premises shall run each event in line with the latest Event Management Plan (EMP) that has not been objected to during a relevant SAG meeting by a relevant responsible authority.
  
15. The EMP for each event shall include the following information as a minimum; site plans and minimum specifications of perimeter security fencing, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, site safety policy, traffic management plans, noise nuisance prevention plans, and ingress/egress plan.
  
16. All bar staff at the event will be trained, a record of this training will be documented and signed by the member of staff that they have received and understood this training that will include relevant input on the Licensing Act 2003 and include the licensing objectives, proof of age, identifying and seizing counterfeit documents, and conflict management. All staff training records should be maintained and kept on site. A designated member of staff should be able to produce the records on the request of police or other authorised person.
  
17. The event will operate a vulnerable person policy, and include WAVE training for all relevant members of staff.

18. Each bar shall be individually managed by a personal licence holder, during licensable hours.
  
19. Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.
  
20. No persons under the age of 18 years will be permitted to attend the event.
  
21. Entry for members of the public shall be by non-transferable tickets purchased a minimum of 48 hours prior to the commencement of the event by using a single online platform. Tickets may be distributed to the relevant persons by the event organiser as they see fit as long as they were ordered and purchased in full made at least 48 hours prior to the commencement of the event. No ticket purchases will be refundable in cash at any time.
  
22. CCTV and Body Worn Video (BWV) will be operated on the site in accordance with the event organiser's EMP. Static cameras will operate at the bar, stage, and entrance/ exit areas. Recordings from CCTV and BWV must be retained for up to 31 days after the event and made available to Police or Council upon request.

During the event, CCTV recordings requested by Police must be provided in a useable digital format within 2 hours.

23. All event management, staff, stewards, and security employed at the event must carry out reasonable requests by police officers to ensure the licensing objectives are met.
  
24. Evidence will be provided within 7 days and at least 24 hours prior to the event (whichever is soonest) upon request of relevant council and police officers. This evidence will demonstrate relevant suppliers and contractors have agreed to supply to the event organisers sufficient critical staff and materials necessary to support the EMP submitted to and agreed by the Safety Advisory Group (SAG).
  
25. The event site will be built in accordance with the EMP submitted to and agreed by the SAG and accessible to the police and relevant council officers at least 24 hours prior to the start of the event.

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