

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)

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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

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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)

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**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

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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

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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

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## Declarations

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

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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.

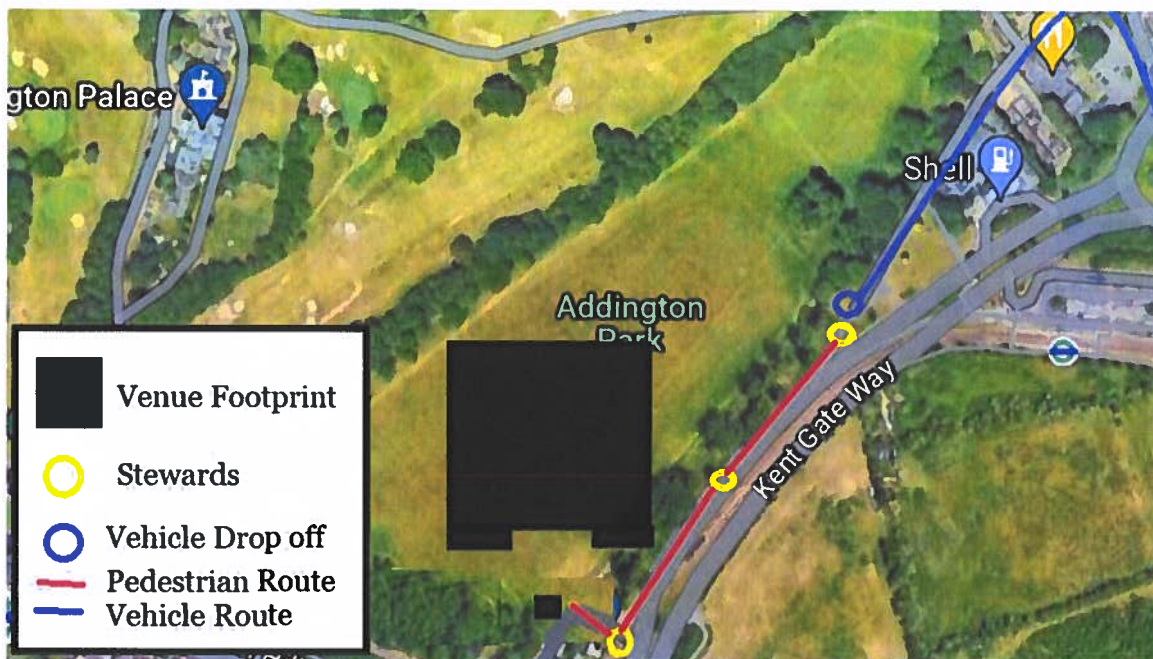
There will be a second set of stewards at the junction of Gravel Hill and Kent Gate Way further instructing the attendees.

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 to 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:

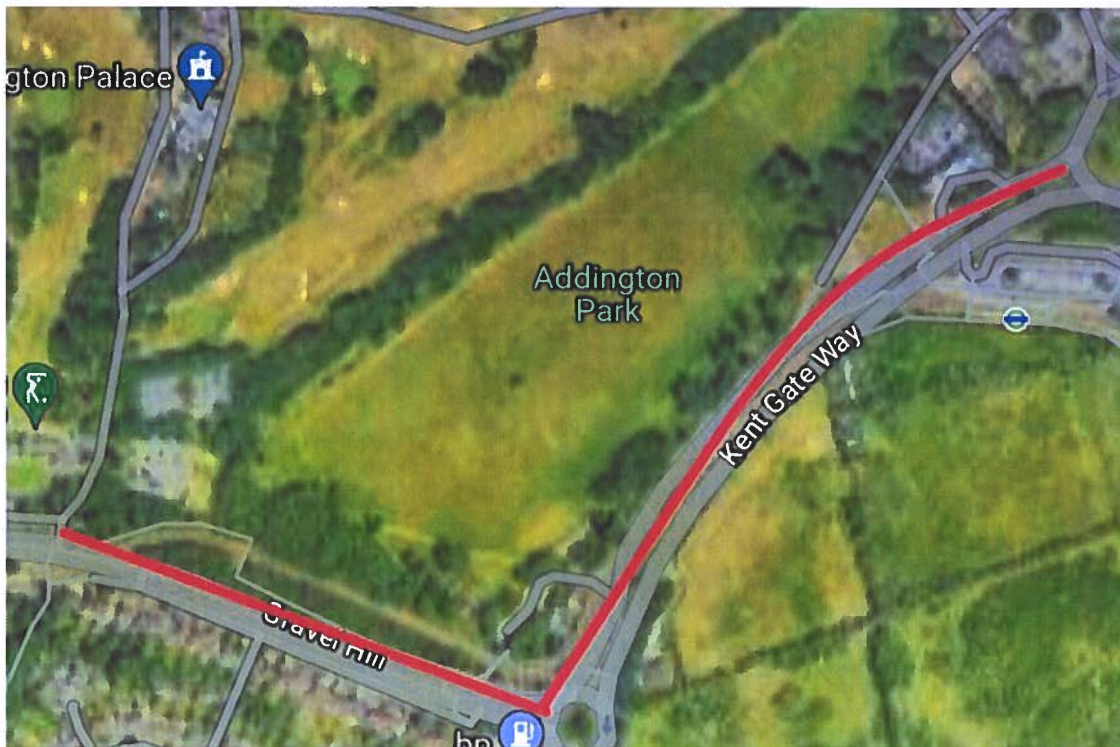


## Transport Management including Tramlines/Parking

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.

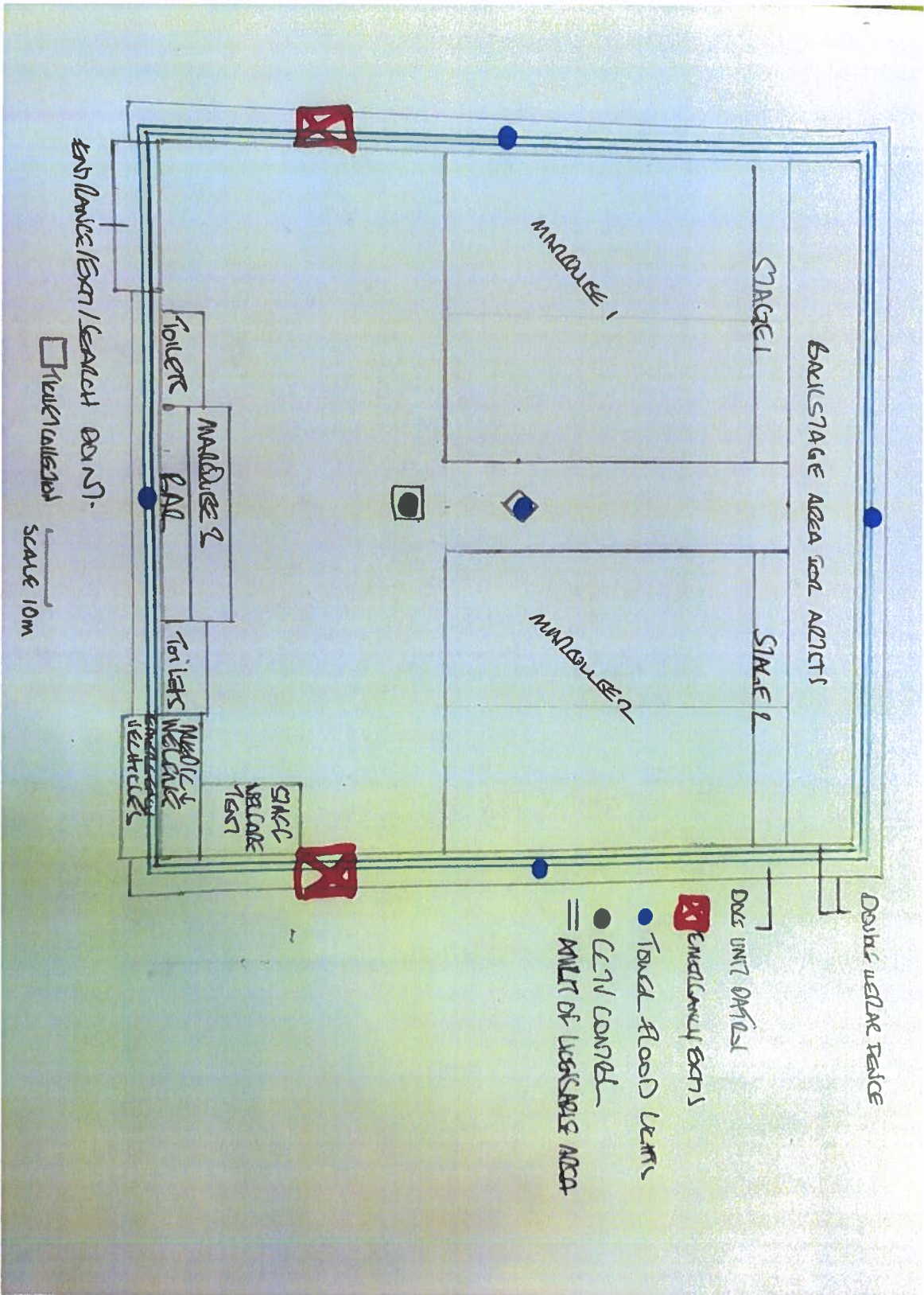


- 15.** The premises shall be fully committed to the reduce the strength policy and there shall be no sales of beer, stout or cider with an ABV of **6.5% or above**.
- 16.** Spirits shall not be sold to any customer by the bottle and shall only be dispensed in line with the measures set out pursuant 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.