

E: [licensing@croydon.gov.uk](mailto:licensing@croydon.gov.uk)

## 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 \*

Smith and Smith Ltd

Registered Address \*

PO Box 4385, 10702070

Companies House Default Address

Town/City \*

Cardiff

County

### Other Applicant (Non Individual)

Postcode *	CF14 8LH
Registered Number (where applicable)	10702070
Description of applicant (for example partnership, company, unincorporated association, etc) *	Smith and Smith Ltd host and organise events throughout the UK focusing on the music genre soca from the caribbean carnival islands. Hosting indoor club events, bruch events, outdoor events and travel for the last 20 years +
Telephone Number	
Email *	

### Operating Schedule

When do you want the premises licence to start? *	06/07/2024
If you wish the licence to be valid only for a limited period, when do you want it to end?	06/07/2024
Please give a general description of the premises. *	We would like our ticketed only purchased in advance soca music event to be hosted at Addington Park, Addington, London Borough Of Croydon. This will be a one day event July 6th, Maximum capacity will be 1500 (including staff, vendors, contractors and attendees), 1000 tickets will be only released for customers.
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

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

### 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 \*

### Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 3) \*

Please provide further details.(please read guidance note 4)

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

### 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

21:30

### Supply of Alcohol

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

On the premises

Is the premises used exclusively or primarily for supply of alcohol for consumption on the premises? \*

No

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 \*

Damion

Surname \*

Pyle

Street address \*

## Designated Premises Supervisor

Town/City \*

County

Postcode \*

Personal Licence Number (if known)

LBWANDS/02935

Issuing Licensing Authority (if known)

Wandsworth

## Adult Entertainment

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

N/A

## Opening Hours Standard Times

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

Day \*

Saturday

13:00

22:00

## Opening Hours

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

N/A

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

## Licensing Objectives

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

## Licensing Objectives

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

Briefings for staff and contractors will cover local area familiarity, minimizing resident disturbances, handling security incidents, and working with police on prohibited item encounters. Engagement with the local community and ward councillors is planned to maintain open communication and address any concerns.

b) The prevention of crime and disorder \*

Security personnel will collaborate closely with event organisers and police to minimise drug and weapon use. Mandatory security checks, including wand searches and bag inspections, will apply to all, including staff, contractors, DJs, artists, and attendees. High perimeter fencing will be erected for counter-terrorism efforts and to deter unauthorised access, with an additional site visit planned alongside our contracted security firm to ensure optimal arrangement.

c) Public safety \*

To address violence against women and girls, a Vulnerable People Training Package provided by the Police will be mandatory for all staff, contractors, and vendors. SIA-trained security personnel will be present to ensure a safe environment. Alcohol consumption will be restricted to within the event perimeter, and security will ensure that all drinks are disposed of before attendees exit Addington Park.

d) The prevention of public nuisance \*

Trained traffic wardens will be hired to guide attendees to park in designated areas within Addington Park, avoiding disruption to local residents. Toilets and waste bins will be strategically placed in the car park and at the event's exit points. This arrangement aims to contain litter and urination within the park in approved areas. Additionally, SIA-trained security personnel will be stationed in these specific locations for added safety and order.

e) The protection of children from harm \*

Individuals under 18 will not be permitted at the event. SIA-trained security will check IDs at all entry points of Addington Park to verify attendees are genuine ticket holders and over 18. SIA security staff will also monitor the areas outside the park perimeter for any suspicious activities and will maintain contact with the police to report any concerning behaviour.

## Declarations

Declaration Type \*

Sole Applicant - Individual or Other

## Declarations

I have uploaded a copy of the plan of the premises. I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable. I understand I must now advertise my application. I understand that if I do not comply with the above requirements my application will be rejected. Applicable to all individual applicants,

## Declarations

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 \*

Date \*

Capacity \*

Declaration made

Do you wish to provide alternative correspondence details? \*

## Joint Applicant Declaration

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

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT. IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT

## Joint Applicant Declaration

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. For joint applications of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity you are authorised to sign/apply. When submitting an online 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 \*

Date \*

14/01/2024

Capacity \*

Declaration made

For joint notifiers or second notifiers solicitor or other authorised agent (please read guidance note 3). If signing on behalf of the notifier please state in what capacity you are authorised to sign/apply. When submitting an online application form the 'Declaration made' checkbox must be selected. 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.

Full Name \*

Date \*

14/01/2024

Capacity \*

Applicant

Declaration made

Do you wish to provide alternative correspondence details? \*

No



Xcstasy Jouvert

Addington Park, Croydon, CR0 5AR

Saturday 6<sup>th</sup> July 2024

Event Safety Management Plan

February 2024 – Version 2

## Event Safety Management Plan

### Table of Contents

#### Sections

- ~~1. Event Description~~
- ~~2. Event Key Personnel~~
- ~~3. Event License~~
- ~~4. Venue and Site Design~~
- ~~5. Planning and Management~~
- ~~6. Food Vendors~~
- ~~7. Noise Management~~
- ~~8. Communications~~
9. Crowd Control, Security, Stewarding & Counterterrorism
- ~~10. Toilets, Showers and Waste Management~~
11. Power Supply and Site Lighting
12. Staging
- ~~13. Water Supply~~
14. Health And Safety
15. Fire Safety And Protection
- ~~16. Adverse Weather Plans~~

## Event Description

**Event Name:** Xcstasy Jouvert

**Open Time:** Gates for customers open at 1pm, Gates close at 7pm (to all ticket or not)

**Closing Time:** Alcohol Bars close at 9:30pm, Music, Food Vendors end at 10pm

**Location:** Addington Park, Croydon, CR0 5AR

**Capacities:** Tickets capped at 1000 for guest, 250-500 Staff, Vendors, Security & Contractors

**Audience:** Over 25 years of age

An outdoor festival with DJ's, food vendors and beverage bars. Xcstasy Jouvert will be a ticketed event. Numbers within the event enclosure will be controlled to the amount of 1000 people.

The event will cater to a crowd of adults aged 25, with a strong focus on celebrating music derived from the Caribbean.

DJ line up will be provided by:

- Majikal
  - Deejay Dee
  - Sir Influential
  - DJ Limzy
  - Koolie G
- 5 More to be added and confirmed

We will be operating an advance ticket only event, in which ticket sales will close promptly at 12pm on the day of the event.

Tickets for Xcstasy will be sold online via our internal ticket platforms.

Xcstasy Jouvert, as the responsible party for the production planning, management, coordination, and financial control of the festivals, assures attendees that ticket sales will be closely monitored. We commit to adhering to the limits set by our licensing and the proposed Event Specific Management Plan (ESMP) and can be presented on request at any time

To maintain transparency and fairness, if all allocated tickets are sold out, we guarantee that no additional tickets will be sold, and there will be no on-the-day cash sales. This commitment aligns with our dedication to providing a seamless and enjoyable experience for all festivalgoers.

Two weeks before the event, attendees will receive a comprehensive email notification (alongside social media posts) urging them to use Addington Village as their station stop instead of Gravel Hill. This communication will not only inform attendees about transportation but also include important public health messages.

Attendees will be advised about weather forecasts, guidance on hand sanitizer stations, and details about the Ask For Angela initiative (<https://www.met.police.uk/police-forces/metropolitan-police/areas/about-us/about-the-met/campaigns/ask-for-angela/>).

Templates of these communications will be shared with \_\_\_\_\_ before their public release, ensuring consistency and accuracy in our messaging. Xcstasy Jouvert remains committed to delivering a safe, enjoyable, and well-organized festival experience for all participants.

## Event Key Personnel

- Events Co-ordinator – )
- Site Manager –
- Food Vendors Manager -
- Production Manager –
- Event Administrator –
- Security Liaison Manager –
- Ticket Entry Manager –
- Bar Liaison Manager –
- Traffic Management Manager – TGTM LTD
- Customer Service Manager –
- Noise Control Manager –

## Event License

### Prevention of Crime and Disorder

#### Event Security and Protocols

Xcstasy Jouvert will be contained within a fenced area, accessible to individuals possessing valid tickets, event wristbands, or event passes only.

SIA security staff will be deployed to oversee the security arrangements during the event.

#### Entrance Procedures:

Search policies and conditions will be explicitly communicated on event tickets and the official website. Searches will be conducted at the main entrance beneath an open-face marquee, with overhead cover and open sides for efficient guest flow. Searches are mandatory, and non-compliance will result in denied entry. Both male and female security personnel will conduct person and bag searches using handheld metal detectors.

Prohibited items discovered during searches will be securely boxed in the control room and transported to the police station by security personnel or disposed of.

#### Access Control:

Security personnel and stewards will monitor entrance and emergency exits to prevent unauthorized access. Clear exit paths and fire lanes will be maintained.

#### Security Vigilance:

Security and stewards will patrol among guests, trained to identify and address any suspicious activities. Continuous radio communication will be maintained between management, security, and staff for operational coordination.

#### Zero Tolerance to Drugs:

Xcstasy Jouvert adheres to a Zero Tolerance to Drugs policy. Individuals suspected of, or found dealing or using illegal substances, NPS/"legal highs," or NOS gas will be promptly removed from the Addington Park site. This is in accordance with the Misuse of Drugs Act 1971. Confiscated items will be securely stored, signed, and dated, with the head of security ensuring their proper transfer to the nearest police station after the event concludes and all operations cease.

#### Xcstasy Jouvert - Official Security and Operational Directives

The organizers commit to enforcing the following directives for both events, in accordance with instructions from Police Licensing Authorities:

1. **Queue Management:** Any queues forming outside the premises will be supervised by SIA door supervisors to ensure orderliness and prevent nuisance or obstruction to public highways and footpaths.
2. **Staff Visibility:** All staff outside the entrance or managing queues will wear high-visibility jackets or vests.
3. **Policies and Amendments:** Operate anti-drugs, weapons, and anti-theft policies in compliance with agreed memoranda of understanding. Policies, including storage and disposal procedures, will be

displayed with any amendments requiring written agreement with Croydon Police Licensing Team 30 days before events.

4. Search Policy: Implement a thorough search policy for all entrants, including staff and artists, involving bag searches and metal detector or wand checks. Clear notices at the entrance will inform attendees of the search condition.

5. Incident Log: Maintain an incident log, electronically recorded if necessary, with details including incident date, time, location, persons involved, and identification of emergency services personnel. Accessible to police or authorized officers upon request.

6. Dispersal Policy: Establish a documented dispersal policy, agreed with relevant authorities, with a copy lodged with the Police Licensing Team. Amendments require written agreement with Croydon Police Licensing Team 30 days prior to events.

7. Challenge 25 Scheme: Implement a Challenge 25 scheme for alcohol purchases, requiring proof of age for individuals appearing under 25.

8. Drink Vessels: Mandate the use of polycarbonate drinking vessels for all alcoholic and soft drinks. No outside alcohol allowed; any found will be seized and disposed of by security.

9. Control of Alcohol Leaving the Event: Prevent customers from leaving the event site with bottles or open containers.

10. Security and CCTV: Deploy SIA door staff at a ratio of , with CCTV installed at key points, including entrance, exit, main stage, and bars. Tickets sold must conform to the security policy ratio.

11. Door Supervisor Records: Maintain records of deployed door supervisors, including name, date of birth, full SIA badge number, and dates and times employed. Records accessible to authorities upon request.

12. Noise Nuisance Complaint Line: Provide a direct telephone number (held by duty manager) to neighbouring premises for reporting noise nuisance complaints.

13. Event Management Plans:- Run event according to the latest agreed Event Management Plan from the latest SAG meeting.

14. Staff Training: Ensure all bar staff receive training reflecting the Licensing Act 2003, covering licensing objectives, proof of age, and conflict management. Training records kept on-site and made available upon request.

15. Vulnerable Person Policy: Implement a vulnerable person policy, including WAVE training for all staff.

16. Bar Management: Assign a personal license holder to manage each bar individually during licensable hours.

17. Counter Terrorism Engagement: Engage with freely available counter-terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.

18. CCTV Operations: Operate CCTV throughout licensable hours, covering the main public gate, main stage, and all bars. Retain footage for 31 days post-event and provide any requested footage to Police or Council within 2 hours during the event.

## Venue and Site Design

### Site Map - Initial Draft

The attached document presents the initial draft of the site map for Xcstasy Jouvert. This serves as the foundational layout, providing an overview of the event space. The final site map, including markings and the traffic management plan, will be subsequently provided to ensure comprehensive guidance for all stakeholders.

#### Key Features:

1. **Event Area:** Designated space for Xcstasy Jouvert festivities.
2. **Entrance/Exit:** Clearly marked points for ingress and egress.
3. **Main Stage:** Central location for performances and entertainment.
4. **Bars:** Designated areas for beverage service.
5. **Security Checkpoints:** Points for security checks and inspections.
6. **Emergency Exits:** Clearly identified for safety and security.
7. **Traffic Flow:** Initial indication of the intended traffic management plan.

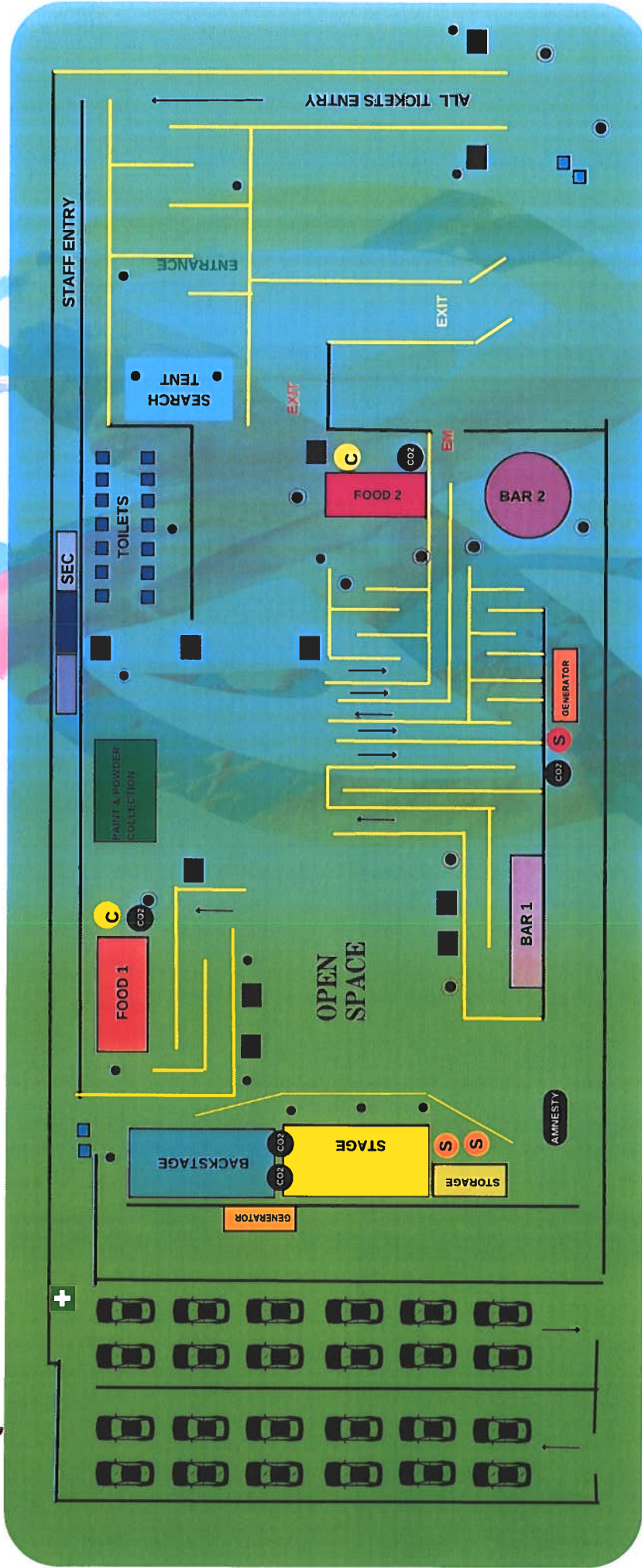
We will employ a double berried Heras fencing setup

Please note that this draft is subject to revisions and enhancements in the final version, which will include specific markings, detailed annotations, and a comprehensive traffic management plan. Your cooperation and feedback in refining the final site map are appreciated to ensure the optimal execution of Xcstasy Jouvert.

# ADDINGTON PARK SITE MAP - XCSTASY JOUVERT

## SITE MAP

(NOT DRAWN TO SCALE)



SUBJECT TO CHANGE

## KEY

- Crowd control
- Heras fencing
- First Aid
- Steward
- Toilet
- Staff & Contractor parking
- Security
- Security tent
- Bin
- Search tent
- Control tent
- Detain
- Generator
- Amnesty box
- Fire extinguisher - CO2
- Fire extinguisher - Chemical
- Amnesty box
- Sand

Stage 8m x 6m  
Height from floor 4m - negotiable



72



## Planning and Management

### Event Phases and Safety Compliance

The Xcstasy Jouvert event will be structured into three distinct phases: Site Construction, The Event (live days), and Site Breakdown. The organizers commit to compliance with The Health and Safety at Work Act 1974 and other relevant legislation, incorporating the recent Construction (Design & Management) Regulations 2015.

### CDM Systems Monitoring

During the construction and takedown phases, the event will be monitored and supervised in accordance with CDM systems.

### New Purple Guide Compliance:

The event will, as far as reasonably practicable, adhere to the New Purple Guide, superseding HSE 195, "The Event Safety Guide."

### Event Safety File:

An Event Safety File will be maintained, including:

- Event Safety Management Plan (ESMP) and appendices with Event Risk Assessments.
- Event Emergency Plans.
- Detailed scale plan of the site.
- Copies of current Combined Liability Insurance certificates from the Company, Suppliers, Contractors, and Public Liability Insurance from non-PAYE staff, including self-employed contractors.
- Copies of Risk Assessments, Method Statements, and safety documentation from contractors, suppliers, and self-employed individuals.
- Structural information and wind loading data for all temporary demountable structures.
- Documentation for PAT, Gas Safe, or other appliance safety.
- Food Hygiene certificates and local authority registration information from catering units.

### Incident Reporting:

Incidents, accidents, or dangerous occurrences will be documented and reported to Festival Managers. RIDDOR reporting will be handled by the Medical Managers, supported by the Management Team. RIDDOR accidents will be accompanied by a site incident report created by the Aero Ambulance.

### Insurance Coverage:

Xcstasy Jouvert has secured Public Liability and Employee Liability insurance with coverage of £5 million. Contractors and suppliers must provide documented evidence of Public and Employers Liability, stored in the Event Safety File online.

### Safety Management during Construction Phase:

- Construction commences on Tuesday, 2nd July 2024.

- Entrance point control maintained per licensing conditions.
- Only accredited individuals/Key Personnel allowed on-site during construction; guests will not enter.
- Dynamic assessments by the Management Teams will be ongoing.
- Accreditation passes for vehicles issued to contractors for site build activities.
- Stewards have access to vehicle registration numbers and an approved list of vendors and contractors allowed on-site during setup.
- Vehicle movements restricted at the end of the festival for customer departure; vehicle entry permitted after the festival concludes.
- Adequate lighting provided for nighttime work.

### **Event and Site Breakdown Phases**

#### **Event Phase:**

- The event will be open to guests from 13:00 to 22:00 on Saturday, 6th July 2024
- Guests can arrive and gain entry during this time, with general management under the direction of the relevant event's Management Team.
- During live hours, the Management Team will actively monitor event activities and customer movement
- The Crowd Safety and Stewarding team will ensure site perimeter integrity and social order are maintained, prepared to act in emergencies.

#### **Site Breakdown Phase:**

- All activities will cease at 22:00
- The main area will be cleared of all customers promptly after the final DJ performances.
- Contractors and vendors will dismantle and leave the site once guests have departed.
- During the build, welfare provision and lighting will be available to on-site contractors. First aid will align with provisions during site build.

#### **Performances, Attractions, and Displays:**

- Music: One stage on each event day will feature live music with DJs. Music will commence at 13:00 and conclude at 22:00, in accordance with the agreed license.
- Stage Management is responsible for all stage activities, monitoring movement, and overseeing performances.
- The stage and sound system speakers will be positioned to direct sound away from nearby residents, contained within the party grounds under a tent.

## Food and Drink Vendors

**Food** – There will be 6 caterings stalls split over 2 areas selling a combination of hot and cold food, vendors are currently sending in applications for a slot.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Prior to the event, catering units are required to submit safety documentation. This documentation should encompass current certifications for various aspects:

**1. Insurance:**

Catering units must provide valid insurance documentation to ensure coverage during the event.

**2. PAT, Electrical Systems, and/or Gas Safe Certificates:**

Catering units are expected to furnish current Portable Appliance Testing (PAT) certificates, along with valid certificates for electrical systems and, if applicable, Gas Safe certifications.

**3. Registration with Local Authority and Hygiene Rating:**

Catering units should demonstrate registration with the local authority and provide their hygiene rating in accordance with the National Food Hygiene Rating Scheme. Only ratings of 3, 4, or 5 will be accepted (Scores on the Doors).

**4. Food Hygiene Certificates:**

Submission of current food hygiene certificates is mandatory for catering units participating in the event.

By adhering to these requirements, catering units contribute to the overall safety and quality standards of the event, ensuring a positive and secure experience for all attendees.

**Drink** – There will be 2 bars selling Alcohol, Soft Drinks & Water run and managed under our own personal license.

For public convenience, two bars will be available on-site, each managed by a named personal license holder who also serves as the Designated Premises Supervisor (DPS), holding a valid DPS License as per the license agreement.

These bars will be situated in enclosed areas within the event site, with a capacity limited to under 200 people per bar. To regulate attendance, a click in/out system will be implemented to continuously monitor the number of patrons.

Bars will also be cashless.

To maintain a secure environment, the bar area will be under the supervision of SIA Licensed stewards and Security personnel, ensuring the prevention of social disorder.

Operating under a "Think 25" system, the bars will rigorously check IDs to prevent underage drinking. Clear signage outlining this policy will be prominently displayed at all entry points and bars. Acceptable forms of ID include MoD Identity cards, photo driving licenses, current passports, and government-approved cards featuring a "PASS" logo.

In compliance with the licensing agreement, alcohol sales will only be permitted between 13:00 and 21:30 on event days. However, the management reserves the right to close the bars earlier if deemed necessary. A "last orders" announcement is anticipated before all other activities cease at 22:00, ensuring the event concludes on time and attendees can depart accordingly.

## Noise Management

In adherence to Licensing Objective 2, "Prevention of Public Nuisance," Xcstasy Jouvert Management are committed to minimizing the impact of noise and disturbance on the neighbouring public. The following measures will be implemented:

### 1. Site Design Considerations:

- The event site will be under a tent so this softens the noise bleed.
- The event site will be strategically designed to position speakers away from the nearest residents and businesses.
- Prevailing wind patterns and land contours will be taken into account to further minimize noise transmission.
- The arrangement and direction of all loudspeakers will be finalized and aligned with the Licensing Authority's approval at least 28 days before the event.

### 2. Monitoring and Recording:

- KP Acoustic Ltd engineers will be engaged to monitor noise levels emanating from the stage.
- Noise measurements will be recorded on an hourly basis to ensure ongoing compliance with established limits.

### 3. Speaker Orientation:

- Speakers will be oriented in a manner that directs sound away from residential and commercial areas.
- Continuous assessment and adjustments will be made to optimize speaker positioning during the event.

### 4. Collaboration with Licensing Authority:

- Unrestricted access to sound mixing positions and backstage areas will be granted to the Licensing Authority.
- This access is facilitated to enable real-time sound level measurements and direct communication with the event's sound engineers.

### 5. Proactive Noise Management:

- Event organizers will actively collaborate with local authorities and residents to address any concerns related to noise levels.
- Rapid response mechanisms will be in place to adjust sound levels promptly if required.

#### 6. Public Communication:

- Clear communication channels will be established to inform residents and businesses about the event's schedule and potential noise impact.

- Contact details for addressing noise-related concerns will be provided to encourage open dialogue.

#### 7. Post-Event Review:

- After the event, a comprehensive review of noise management strategies will be conducted to identify areas for improvement.

- Feedback from the Licensing Authority, residents, and stakeholders will be considered for future planning.

## Communications

To facilitate efficient communication and coordination during Xcstasy Jouvert, the following communication protocols will be in place:

### 1. Event WhatsApp Group:

- All operational staff members will be part of a dedicated event WhatsApp group.
- This group will serve as a central communication hub for disseminating important information, updates, and announcements.
- Team leads and key personnel will monitor and actively participate in the group to address queries and provide real-time assistance.

### 2. Connected Walkie-Talkie Devices:

- Team leads will be equipped with connected walkie-talkie devices to ensure direct and instant communication within their respective teams.
- Walkie-talkies will be programmed with designated channels for specific operational areas to streamline communication.
- Team leads will maintain constant connectivity with event organizers and key stakeholders through this secure channel.

### 3. Emergency Communication Protocol:

- In case of emergencies or urgent situations, a designated emergency channel will be used on both the WhatsApp group and walkie-talkie devices.
- Event organizers will have a direct line of communication with all team leads to swiftly address any unforeseen challenges or incidents.

### 4. Information Dissemination:

- Important information, schedule changes, or critical updates will be communicated promptly through both channels to ensure that all staff members are well-informed.
- Team leads will be responsible for relaying relevant information to their respective teams, ensuring a cascading flow of communication.

### 5. Testing and Training:

- Prior to the event, a testing and training session will be conducted to familiarize all operational staff with the proper use of walkie-talkies and the event WhatsApp group.

- Emergency procedures and communication protocols will be emphasized during staff briefings to ensure a clear understanding of response mechanisms.

#### 6. 24/7 Availability:

- The event WhatsApp group will be monitored and accessible 24/7, allowing staff members to raise queries, report incidents, or seek assistance at any time.

- Team leads with walkie-talkie devices will be on standby to address immediate on-site requirements.

By implementing these communication protocols, Xcstasy Jouvert aims to create a streamlined and responsive communication network, enhancing overall operational efficiency and ensuring a coordinated approach among all staff members.



## Crowd Control, Security, Stewarding and Counterterrorism

The organization is committed to implementing a comprehensive plan for crowd management, security, and stewarding in accordance with BS 8406: 2009, the Code of Practice for Event Stewarding and Crowd Safety Services. All security personnel involved in licensable activities will possess valid SIA licenses.

### **Crowd Management:**

Crowd management involves systematic planning for the orderly movement and assembly of people. It includes assessing the handling capabilities of the event space, evaluating projected occupancy levels, ensuring adequate means of ingress and egress, managing ticket collection procedures, and anticipating various types of group behaviour.

### **Security Management Team:**

- Responsible for creating a deployment schedule for the festival.
- Conducting pre-event briefings for all stewards and SIA security.
- Equipping and monitoring stewards and SIA security.
- Overseeing the deployment of staff and resources.
- Executing agreed emergency plan procedures.
- Coordinating with the Event Manager, First Aid Officers, Management, and all Security and Stewarding Staff to ensure everyone is aware of their roles and responsibilities.
- Ensuring compliance with the security plan and Safety Officer's instructions.
- Overseeing the operation of the Control Room.
- Accounting for all security and steward staff.
- Restricting staff and vendors from exiting and entering the premises during the event, except under approved mitigating circumstances.
- Assuming responsibility for managing and recording significant incidents and liaising with relevant authorities, including the Police and Fire Brigade.
- Producing the Security Risk Assessment.

### **On-Site Restrictions and Planning:**

- The maximum number of individuals on-site will be restricted to 3,200.
- The site plan will clearly indicate the positions of the performance area and food court activities to optimize audience flow and provide an adequate viewing area in front of the Main Stage.
- The front (pit) and side of stage areas are designated as "working areas" and not for general audience viewing.

**Access Control and Security Measures:**

- Preventing unauthorized access to the grounds without a valid ticket or pass.
- Deterrence of prohibited items such as glass, cans, alcohol, fireworks, dogs, weapons, or any item deemed to represent a threat.
- Evacuating the public, staff, and performers in case of an emergency to the appropriate evacuation area.
- Monitoring internal gated entry and emergency exit points to ensure they remain clear.
- Providing information to the public about welfare facilities on-site.

**Staff Briefing and Emergency Procedures:**

- All staff, including stewards and security, will receive a briefing on emergency procedures, radio protocol, and the use of code words.
- Each staff member will have a lanyard/laminated card with essential information pinned on their person.

These measures aim to ensure the safety, security, and smooth operation of Xcstasy Jouvert while adhering to legal and ethical standards.

## Toilets and Waste Management

Onsite, there will be 25 portable toilets/cubicles available for the public, staff, crew, and performers, all equipped with hand cleansing facilities. Accessible toilet units for individuals with mobility issues will be conveniently located on the main site. Specific toilets will be designated exclusively for use by food traders to mitigate the risk of cross-contamination.

To ensure easy access for patrons and service vehicles, toilets will be strategically positioned within the event area.

Toilets will also be present outside of the festival space for customers awaiting entry to venue.

For effective waste management, the event organizers will provide 1100-litre "Euro bin" skips for litter, as outlined in the Waste Management Plan (Appendix 8). A team of volunteers, wearing gloves or using pick-stickers, will conduct litter picking throughout the event, promoting recycling practices through designated receptacles.

The bar will employ recommended wax paper cups and/or recyclable plastics, avoiding the distribution of glass bottles to attendees. All alcohol will be decanted before serving. Litter pickers will maintain cleanliness during and after the event, employing hygienic methods such as gloves and picking sticks.

Skips will be available for the disposal of catering, bar, and trade waste, with a focus on encouraging recycling practices. Dogs, except for pre-arranged guide dogs, will not be permitted on-site, minimizing the need for dog waste cleanup.

Regarding glass bottles, the bar will decant all glass bottled drinks into plastic cups for the public. Empty glass bottles will be securely tied in rubbish bags and placed in the bar skip, located in a secure compound.

Vendors and caterers will be requested to remove some of their waste, and the festival site will be mowed before the event, with trimmings appropriately removed. This comprehensive waste management strategy aims to uphold cleanliness and environmental responsibility throughout the festival.

All operations and documentation will comply with the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991 and the Waste Management Licensing Regulations 1994.

## Power Supply and Site Lighting

Awaiting details from contractor will have 2 generators

Lighting for departure

Lighting within the tent area

## Staging and Tent

To regulate and control entry, the event site will be enclosed with temporary fencing structures and a central tent to house everything. The boundaries of the event area will be marked on the ground and enclosed using sturdy mesh-style fencing panels or similar materials. Crowd control barriers will isolate stages from the public.

Ensuring the integrity of the enclosure, event stewards, staff, and security personnel will patrol the site to prevent tampering with fencing and unauthorized access to restricted areas.

In adherence to the Construction (Design and Management) Regulations 2015 issued on April 6, 2015, Events Management commits to compliance. Contractors supplying temporary demountable structures will be selected based on competence and adherence to these regulations.

Site crew will operate under the supervision of the Principal Contractor, and workers will be under the supervision of the Contractors mentioned above.

Regarding staging, a certified stage will be erected, complete with safety documentation, insurance, adherence to guidance & LOLER, and official sign-off. All relevant documents will be retained at the site office. Fabrics, drapes, and textiles used in the staging must be certified as fire-retardant to ensure safety compliance. This comprehensive approach reflects our commitment to maintaining a secure and well-organized event environment.



## Water Supply

The provision of clean water supply will be managed by the event organizers through the purchase of bottled water. This ensures a reliable source of clean water for various purposes.

Free supply of water will be provided with the medical team to hand out where required.

For water used within catering units, the company responsible will bring it onto the site in sterile containers or utilize the water storage facilities within their trailer unit. This approach guarantees the quality and safety of the water used in food and beverage services.

To meet public demand, bottled water will also be available for purchase through catering vendors or the bar, operating in compliance with The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010. This arrangement ensures accessibility to clean water for event attendees while adhering to licensing regulations.

## Health and Safety

## Traffic Management Plan

Ready for review w/b 19<sup>th</sup> Feb



## Adverse Weather Plans

The event is designed to be held under a tent with open sides, providing a versatile and adaptable space for various weather conditions. The adverse weather plans are as follows:

### 1. Rainy Conditions:

- In the event of rain, the tent's design will provide coverage to protect attendees from the rain.
- Additional measures, such as ground coverings, may be employed to mitigate mud and enhance guest comfort.

### 2. Very Hot Conditions:

- If the weather becomes exceptionally hot, all sides of the tent will be removed to facilitate the circulation of air.
- This approach aims to ensure the comfort and well-being of attendees by allowing natural ventilation.

These plans are implemented to enhance the overall experience of the event while prioritizing the safety and comfort of all participants. The adaptability of the tent structure allows for a seamless response to changing weather conditions, ensuring that the event can proceed smoothly regardless of environmental challenges.