



NOTICE OF MEETING

Special Licensing Committee

WEDNESDAY, 11TH JULY, 2007 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Patel (Chair), Peacock (Vice-Chair), Baker, Beacham, Demirci, Dobbie, Edge, Lister, Reid and Vanier

AGENDA

1. WEBCASTING

Please note: This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.

Generally the public seating areas are not filmed. However, by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding this, please contact the Committee Clerk at the meeting.

2. APOLOGIES FOR ABSENCE

3. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business under agenda item 5.

4. DECLARATIONS OF INTEREST

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest.

5. APPLICATION FOR A PREMISES LICENCE AT CREATIVE PARTNERSHIPS LONDON NORTH, THE BROADWAY HIGH ROAD, GLADSTONE AVENUE TO TURNPIKE LANE, LONDON N22 (PAGES 1 - 90)

(Report of the Lead Officer – Licensing) To consider an application by Steve Cross, Creative Partnership London North The Broadway High Road, Gladstone Avenue to Turnpike Lane, London N22 for the provision of regulated entertainment.

Note: Under Standing Order 32.6 no other business shall be considered at the meeting.

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River Park House
225 High Road
Wood Green
London N22 8HQ

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Principal Committee Co-Ordinator
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2 July 2007

Licensing Act 2003 FULL-COMMITTEE 11th July 2007

Report title: Application FOR A PREMISES LICENCE AT CREATIVE PARTNERSHIPS LONDON NORTH, THE BROADWAY HIGH ROAD, GLADSTONE AVENUE TO TURNPIKE LANE, LONDON N22

Report of: The Lead Officer - Licensing

Ward(s) affected

1. Purpose

To consider an application by STEVE CROSS, Creative partnership LONDON NORTH THE BROADWAY HIGH ROAD, GLADSTONE AVENUE TO TURNPIKE LANE, LONDON N22 for the provision regulated entertainment

2. Recommendations

- 2.1**
- (a) Grant the application as asked
 - (b) Modify the conditions of the licence, by altering or omitting or adding to them
 - (c) Reject the whole or part of the application

The Committee is asked to note that it may not modify the conditions or reject the whole or part of the application unless it is necessary to promote the licensing objectives.

Report authorised by: Robin Payne.....


 Assistant Director Enforcement Services

Contact Officer: Ms Daliah Barrett

Telephone: 020 8489 5103

3. Executive summary

For consideration by Sub Committee under Licensing Act 2003 for a Premises Licence.

4. Access to information:

Local Government (Access to Information) Act 1985
 Background Papers

The following Background Papers are used in the preparation of this Report:

File: CREATIVE PARTNERSHIP LONDON NORTH

The Background Papers are located at Enforcement Service, Civic Centre, High Road Wood Green N22

5. REPORT

Background

5.1 Application by **Mr Steve Cross** for a Premises License in respect of **THE BROADWAY HIGH ROAD, DUCKETTS COMMON, GLADSTONE AVENUE TURNPIKE LANE, LONDON N22** for the **Provision of Regulated Entertainment** under the Licensing Act 2003.

5.2 Details of application - APP 1

**Regulated Entertainment
Music and Dance**

**Thursday 19th July 2007
From 10.00pm-13.00pm**

The Operating Schedule.

"It can happen here" is a street event involving eight local schools (6 Primary and 2 Secondary) and the London Bubble Theatre. The organisers will take steps to ensure public safety is paramount for the duration of the event. The road will be closed for the duration of the event.

5.3 Crime and Disorder

A full consultation with the Met Police, Transport for London, Local Businesses, the Local Authority and the FUS Company is being undertaken.

5.4 Public Safety

Professional stewards for the licensed area will be provided by AP Security, a schedule shall be available. Other staff maybe employed for various duties around the site, although they will have no official responsibility for the public safety.

5.5 Public Nuisance

Nothing beyond existing Health and Safety requirements.

5.6 Child Protection

The children participating in the event will be fully supervised by their teachers and school staff, a full risk assessment will be provided when available.

6. RELEVANT REPRESENTATIONS (CONSULTATION)

Responsible Authorities:

6.1 Comments of Metropolitan Police

Representation has been made and is attached at APP 2.
The location of the event and the decision to close the High Road for up to 3hrs, will cause the emergency services to re-route any journeys adding minutes to any response times

6.2 Comments of Enforcement Services:

Noise Team

No representation been made

Food Team

No representation been made

Health and Safety

Representation has been made, APP3.

Trading Standards

Have no objections to this application

6.3 Fire Officer

No representation been made

6.4 Planning Officer

No representation been made.

6.5. Comments of Child Protection Agency or Nominee

Police representation also covers this issue.

6.6 Building Control- Crowd Safety

Building Control have made recommendations and provided a list of conditions in line with the Purple Guide on large out door events. These will become conditions on the licence if it is granted.

7.0 Interested Parties

Waste management has raised concerns with the use of confetti cannons and the clearing of the rubbish caused as a result of their use. App 4

8.0 Financial Comments

The fee which would be applicable for this application is **£100.00**

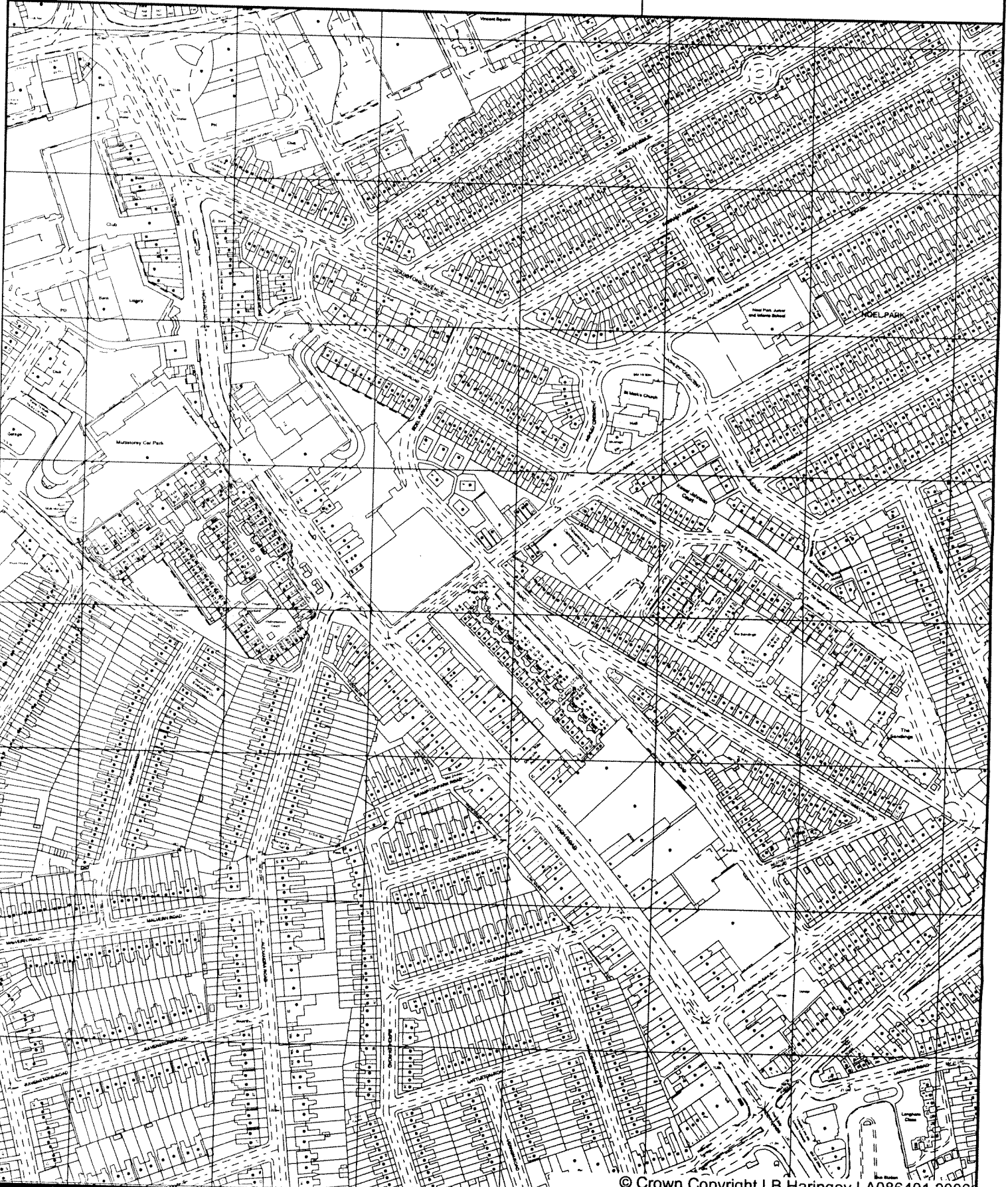
9.0 Summary from Licensing Officer

This application is brought before The Licensing Committee because of the capacity of the event. Confirmation of the closure of Wood Green High Road was received on Tuesday 3rd July 07. The lateness of the notification of the proposed event has meant that the Responsible Authorities were having to consider an application for an event without having the full facts before them.

The organisers have also stated that they intend to have confetti cannons at strategic points, risk assessments into the use and citing of these cannons are awaited from the organisers. Waste Management have also enquired as to the extra cost of cleaning up after the cannons and if the organisers have allocated funds for the clean up.

Appendix 6 – letters distributed to traders in the High Road area

Appendix 7 – minutes of stat meeting with the Responsible Authorities



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Enforcement Service
Civic Centre
High Road
Wood Green
London
N22 8LE



Environmental Control



Scale: 1:3515

APPENDIX 1

APPLICATION FORM

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

(1)

Reference number:

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

(2) I/We *CREATIVE PARTNERSHIPS LONDON NORTH*

apply for a premises licence under section 17 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

Part 1 - Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description <i>THE BROADWAY & HIGH ROAD FROM DUCKETTS COMMON, N17 FROM GLADSTONE AVENUE TO TURNPIKE LANE</i>	
Post town	Postcode <i>N17</i>

Telephone number at premises(if any)

Non-domestic rateable value of premises

£

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- Please tick yes
- a) an individual or individuals* please complete section (A)
- b) a person other than an individual*
- i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association; or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)

(1) Insert name and address of relevant licensing authority and its reference number (optional)

(2) Insert name(s) of applicant

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or Please tick yes
- I am making the application pursuant to
 - a statutory function; or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title
 (for example, Rev)

Surname First names

I am 18 years old or over Please tick yes Date of birth

Day	Month	Year

Current postal address if different from premises address

Post town Postcode

Daytime contact telephone number

E-mail address (optional)

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

I am 18 years old or over Please tick yes

Date of birth

Day

Month

Year

Current postal address if different from premises address

Post town

Postcode

Daytime contact telephone number

E-mail address
(optional)**(B) OTHER APPLICANTS**

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

Name	STEVE CROSS CREATIVE PARTNERSHIPS LONDON NORTH
Address	MILLFIELD HOUSE SILVER STREET LONDON N18 1PS
Registered number (where applicable)	1036733 (CHARITY)
Description of applicant (for example partnership, company, unincorporated association etc.)	NON DEPARTMENTAL GOVERNMENT BODY.
Telephone number (if any)	0208 803 1480
E-mail address (optional)	steve@cross137.fsnet.co.uk

When do you want the premises licences to start?

Day	Month	Year

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

Day	Month	Year

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

THE PREMISES WILL EXTEND FROM GLADSTONE AVENUE TO THE NORTH OF THE BROADWAY TO DUCKETTS COMMON SOUTH OF THE HIGH STREET AT TURNPIKE LANE. THE EVENT WILL FOCUS AT VARIOUS POINTS ALONG THE ROAD.

A) WHERE THE "CREATURES" START

- o GLADSTONE AVENUE (SOUTH)
- o LYMINGTUN AVE
- o ALEXANDRA ROAD.

B) WHERE THE SCOTCHS MEET THE CREATURES

- o OUTSIDE THE LIBRARY
- o OUTSIDE BOOTS
- o AT LYMINGTUN AVENUE
- o WHERE THE STREET WIDENS OUTSIDE BHS

* PLEASE SEE ATTACHED SCHEDULE & TIMINGS.

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

5000

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

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

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon			
			State any seasonal variations for performing plays (please read guidance note 4)
Tue			
			Non-standard timings. Where you intend to use the premises for the performance of plays at different times from those listed in the column on the left, please list (please read guidance note 5)
Wed			
Thur			
Fri			
Sat			
Sun			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon			
			State any seasonal variations for the exhibition of films (please read guidance note 4)
Tue			
			Non-standard timings. Where you intend to use the premises for the exhibition of films at different times from those listed in the column on the left, please list (please read guidance note 5)
Wed			
Thur			
Fri			
Sat			
Sun			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			State any seasonal variations for indoor sporting events (please read guidance note 4)
			Non-standard timings. Where you intend to use the premises for indoor sporting events at different times from those listed in the column on the left, please list (please read guidance note 5)

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)		
Day	Start	Finish	Indoors	Outdoors	Both
Mon			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			Please give further details here (please read guidance note 3)		
			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
			Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)		

Live music			Will the performance of live music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon			Please give further details here (please read guidance note 3)
Tue			State any seasonal variations for the performance of live music (please read guidance note 4)
Wed			Non-standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

F

Recorded music			Will the playing of recorded music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon			Please give further details here (please read guidance note 3)
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 4)
Wed			Non-standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)
Tue			
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)
Thur			
Fri			Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing
Day	Start	Finish	PERFORMANCE BY THREE FABRICATED "CREATURES" WITH MEETING WITH GROUPS OF SCHOOL CHILDREN FOR INTERACTION
Mon			
			Will this entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
			Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)
Wed			THE INTERACTIONS WITH THE CHILDREN MAY INVOLVE ACOUSTIC & AMPLIFIED (BATTERY POWERED) MUSIC & DANCE.
			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)
Thur	19:00	23:00	
	1st JULY	2007	
Fri			
Sat			Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times from those listed in the column on the left, please list (please read guidance note 5)
Sun			

Provision of facilities for making music			Please give a description of the facilities for making music you will be providing
Standard days and timings (please read guidance note 6)			Will the facilities for making music be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)
Tue			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)
Wed			Non-standard timings. Where you intend to use the premises for provision of facilities for making music at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

J

Provision of facilities for dancing			Please give a description of the facilities for dancing you will be providing
Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)
Tue			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Wed			Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times from those listed in the column of the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

K

Provision of facilities for entertainment of a similar description to that falling within I or J			Please give a description of the type of entertainment facility you will be providing <i>PERFORMANCE BY THREE FABRICATED "CREATURES" MEETING & INTERACTING WITH GROUPS OF SCHOOL CHILDREN.</i>
Standard days and timings (please read guidance note 6)			Will the entertainment facility be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) <i>THE INTERACTIONS MAY INVOLVE ACOUSTIC & AMPLIFIED (BATTERY POWERED) MUSIC & DANCE.</i>
Mon			
Tue			
Wed			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)
Thur	<i>13:00</i>	<i>15:00</i>	
<i>19</i>	<i>JULY</i>	<i>2007</i>	
Fri			Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

L

Late night refreshment			Will the provision of late night refreshment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon			
Tue			
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)
Thur			
Fri			Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

M

Supply of alcohol			Will the sale of alcohol be for consumption - please tick box <input checked="" type="checkbox"/> (please read guidance note 7) On the premises <input type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/>
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)
Mon			
Tue			
Wed			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

Address

Postcode

Personal Licence number (if known)

Issuing licensing authority (if known)

N

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 8)

THE ENTERTAINMENT WILL BE AIMED SPECIFICALLY AT CHILDREN AND THE GENERAL PUBLIC PASSING BY.

THE CHILDREN PARTICIPATING IN THE EVENT WILL BE ACCOMPANIED BY TEACHERS & SCHOOL STAFF IN LINE WITH THE STANDARD TEACHER : PUPIL RATIO FOR TRIPS AWAY FROM SCHOOL.

O

Hours premises are open to the public

Standard days and timings (please read guidance note 6)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

State any seasonal variations (please read guidance note 4)

Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

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

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

"IT CAN HAPPEN HERE" IS A STREET EVENT INVOLVING EIGHT LOCAL SCHOOLS (6 PRIMARY & 2 SECONDARY) & THE LONDON BUSBLE THEATRE. THE ORGANISERS WILL TAKE STEPS TO ENSURE PUBLIC SAFETY IS PARAMOUNT FOR THE DURATION OF THE EVENT. THE ROAD WILL BE CLOSED FOR THE DURATION OF THE EVENT.

b) The prevention of crime and disorder

FULL CONSULTATION WITH THE MET POLICE, TRANSPORT FOR LONDON, LOCAL BUSINESSES, & THE LOCAL AUTHORITY & THE BUS COMPANY IS BEING UNDERTAKEN.

c) Public safety

PROFESSIONAL STEWARDS FOR THE LICENCED AREA WILL BE PROVIDED BY AP SECURITY, A SCHEDULE SHALL BE AVAILABLE. OTHER STAFF MAY BE EMPLOYED FOR VARIOUS DUTIES AROUND THE SITE, ALTHOUGH THEY WILL HAVE NO OFFICIAL RESPONSIBILITY FOR PUBLIC SAFETY.

d) The prevention of public nuisance

NOTHING BEYOND EXISTING HEALTH & SAFETY REQUIREMENTS

e) The protection of children from harm

THE CHILDREN PARTICIPATING IN THE EVENT WILL BE FULLY SUPERVISED BY THEIR TEACHERS & SCHOOL STAFF, A FULL RISK ASSESSMENT WILL BE PROVIDED WHEN AVAILABLE.

Please tick yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 - Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (Please read guidance note 11)
If signing on behalf of the applicant please state in what capacity.

Signature 

Date 23/5/07

Capacity PROJECT MANAGER, CREATIVE PARTNERSHIPS LONDON NORTH

For joint applications signature of 2nd applicant, 2nd applicant's solicitor or other authorised agent.
(Please read guidance note 12)

If signing on behalf of the applicant please state in what capacity.

Signature _____

Date

Capacity

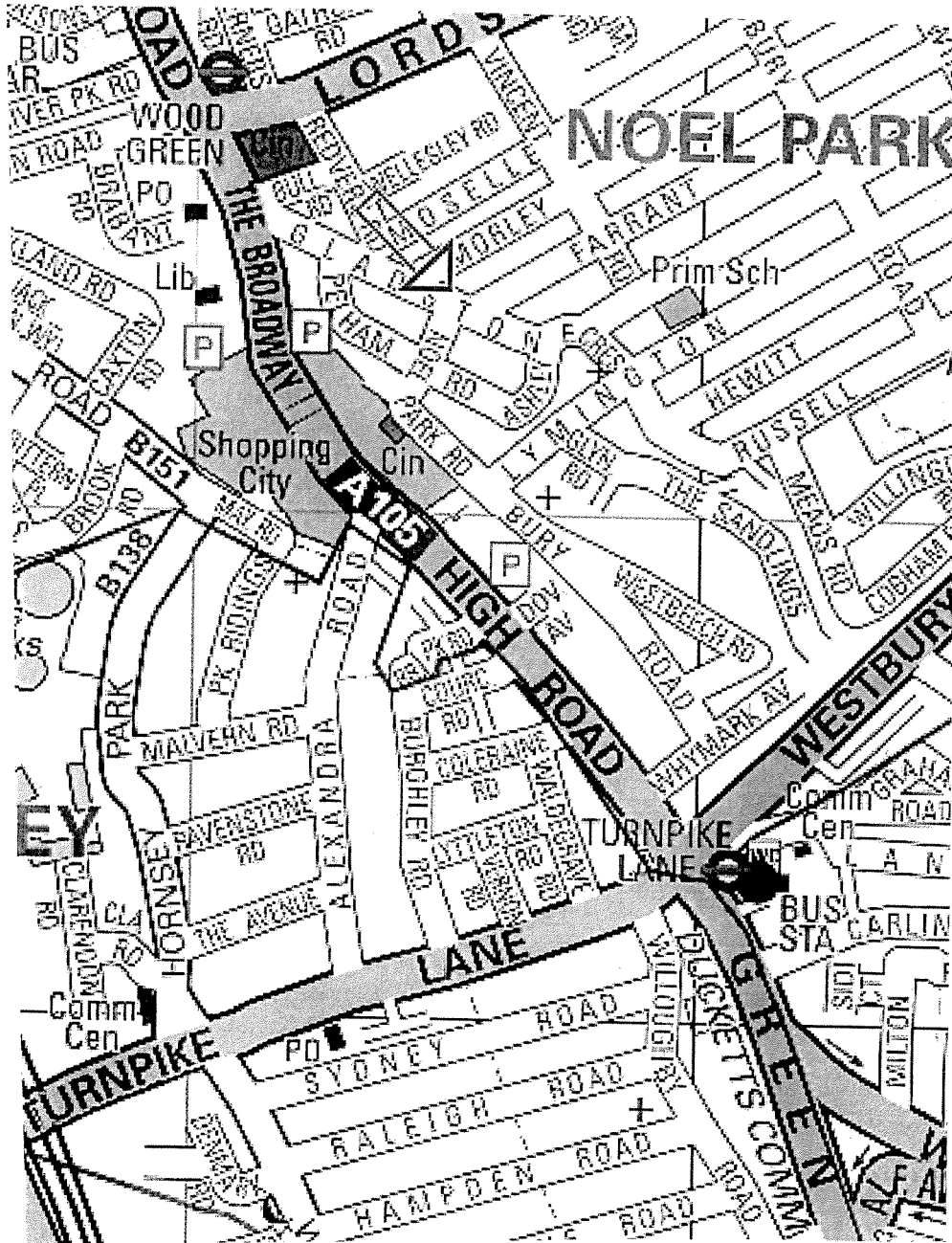
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post town	Postcode
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick 'on the premises', if you wish people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If you wish people to be able to do both please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

It Can Happen Here

Thursday 19th July 2007 12:30 – 3:00



The Licenced area will extend from The Broadway (south of Gladstone Avenue) down the High Street to Ducketts Common.

Barrett Daliah

From: steve cross [steve@cross137.fsnet.co.uk]
Sent: 01 July 2007 14:08
To: Barrett Daliah
Subject: FW: FAO Ilyas Lunat

Daliah

Please see the below information provided by the London Bubble about the spaces and effects they are planning.

S

From: Jonathan Petherbridge [mailto:peth@londonbubble.org.uk]
Sent: 29 June 2007 17:27
To: building.control@haringey.gov.uk
Cc: steve@cross137.fsnet.co.uk
Subject: FAO Ilyas Lunat

Hi Ilyas,

Further to the It Can Happen Here meeting last week I have more information on the roofs we are hoping to work from and what will be happening. It would be helpful if you could let me have your feedback on the proposal allowing me time to make changes if required before you pass your comments on.

LOCATIONS

We have spoken to the Library, Marks and Spencers, BHS and Haringey Council Parking Services (re Lymington Grove) about using four sites above these locations.

The Library have given us permission to conduct a Risk Assessment.
M&S have given verbal agreement.

We haven't yet got to the right person in either BHS or the Parking Services and we accept that we may not be able to use these 2 sites.

PROPOSAL

My production manager is proposing that we have 3 effects – one for each creature.

- Glitter confetti
- Petal or paper confetti
- Snow

The first two would drop from glitter and confetti "bombs" electronically detonated from the roofs. The snow would emerge from snow machines.

The effects would be fired 3 times at each site. They would last for a maximum of 30 seconds each.

The effects would be cued by a technician at street level communicating verbally to a technician above.

All equipment used would be hired from reputable suppliers fully PAT tested, assessed as suitable for public use. Risk assessments would be undertaken during the week commencing 9th July.

NOTE

02/07/2007

This proposal is a celebratory "add on" to the event. It will be effective and spectacular, used to mark the "creatures" receiving of the children's gifts. If the idea is deemed unacceptable for H&S reasons the event can proceed without it.

Thanks,

Jonathan Petherbridge

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Issue date: 25th June 2007
Draft #2

IT CAN HAPPEN HERE

EVENT MANAGEMENT PLAN

THURSDAY 19TH JULY 2007

WOOD GREEN HIGH ROAD AND BROADWAY
LONDON
N22

OVERVIEW

1.0 GENERAL

1.1 The event shall take place Wood Green High Road and Broadway on the 19th July 2007. It is anticipated that the event will attract up to 3,500 people at any one time.

1.2 The event will be licensed between 10:00 and 13:00hrs on the day, but may have shorter running times.

1.3 This is the first time that this event has taken place.

2.0 VENUE AND SITE DESIGN

2.1 It is our intention to make It Can Happen Here an enjoyable, safe and comfortable event and our site plan is designed with these two factors as our primary concerns. The arrangement of the plan takes into account the following: the entertainment, the site location and size, the duration of the event, access for pedestrians, vehicles, crew and emergency services.

2.2 Wood Green High Road and Broadway has been chosen for meeting many requirements. There is sufficient space to assemble the Creatures to create the event safely and appropriately. The topography is also suitable.

2.3 The site plan is, like the event management plan, a work in progress document with statutory agency input. The final version may not be complete until the event starts. The events capacity, safety provisions and access/egress plans are worked out prior to the event.

3.0 AUDIENCE PROFILE

3.1 The audience will mainly be of a mixed nature with a large proportion of families, local school children, and shoppers.

3.2 There will be an invited audience from eight North London Schools participating in the event. These are six primary, North Harringay, Prince of Wales, Stroud Green, St Matthews CE, West Green, William C Harvey Special School and two secondary, Salisbury and Winchmore.

4.0 ADMITTANCE SYSTEM / CAR PARKING

4.1 Public Car parking will not be provided.

4.2 Parking for up to 8 coaches with pupils from the participating schools will be provided in Gladstone Avenue. The coaches will be stewarded by AP Security.

4.3 There is no admittance charge for the event.

4.4 The site shall be not be fenced separately, as audience figures will not be crucial as the site can hold many times more than the total numbers expected and there will be stewards on hand.

4.5 During the event vehicle movement will not be allowed in the audience arena.

5.0 STAGE/PERFORMANCE AREAS – METHOD STATEMENT

5.1 The performances shall take place in Wood Green High Road and Broadway. The meetings of the schools and the creatures should happen at four different “stations” – working from North to South as follows.

1. Outside the library
2. In Lymington Avenue (which is pedestrianised)
3. Outside Marks & Spencers
4. Where the street widens outside BHS

5.2 For working purposes the creatures shall be called. Albert (A) Betty (B) and Celia (C).

5.3 Two schools will be at each station and will meet and interact with each of the creatures in turn.

5.4 Allowing 10 minutes for each meeting and five minutes to get from one station to the next, we work to the following schedule shown in Appendix 2.

5.5 There will also be meetings of the creatures as they move between the stations as follows in Appendix 2.

6.0 STEWARDING

6.1 Stewards for the licensed area shall be provided by AP Security Ltd., a reputable and experienced Security Company. Other staff may be employed for various duties around the site although they shall have no official responsibility for public safety.

6.2 Following the introduction of the Securities Industries Act 2003, it is expected that companies show an awareness of its scope and have sufficient SIA registered staff to ensure compliance.

6.3 Crowd Management issues will be taken into consideration in the risk assessment, which is attached.

6.4 Stewarding/Security Schedule.

Please see Appendix 3

7.0 FIRST AID / EMERGENCY SERVICES

7.1 St. John's have been booked to provide First Aid cover for the event. They have assessed the event and 3 First Aiders will be provided.

7.2 Details of the police presence on the event site will follow.

7.3 The London Ambulance Service and Fire Brigade have been informed of the event.

8.0 ELECTRICAL PROVISION

8.1 There will be no mains power on the site.

8.2 Any PA will be powered by 12v Car Battery or equivalent.

9.0 TOILET PROVISION / WATER

9.1 There will be 1 mixed sex chemical toilet at each performance station with an additional wheelchair accessible unit outside the Library.

9.2 This event is organised in partnership with Haringey Council and toilets in any council property have been made available to us. These are to include the Library (1 male, 1 female & 1 wheelchair accessible) and if needed the toilets at Riverside House.

9.3 Additional Public Toilets are available on the High Street, in Shopping City (7 male cubicles, 7 urinals, 14 female cubicles and wheelchair accessible toilets) Market Square (Male & Female), MacDonal's (1 male & 1 female), Marks & Spencer's (1 male, 1 female, 1 wheelchair accessible), BHS (1 male & 1 female), Burger King (1 male & 1 female).

9.3 The organisers will provide bottled drinking water at each performance station. Participating schools will be encouraged to bring bottled water.

10.0 SIGNAGE

10.1 Road signage to the event will not be provided.

10.0 TRAFFIC MANAGEMENT

10.1 A traffic management plan will follow.

11.0 NOISE

11.1 A PA of some KW (tbc) will accompany each Creature. There will be additional acoustic music and dance from the participating school children.

11.2 There will be minimal noise nuisance to residents, and the site and the times of operation are designed to minimise this.

11.2 Environmental Health Services have been informed of the event, but no extraordinary measures will be taken.

12.0 TIMINGS

12.1 Work will start on site at 8:00 am on Thursday 19th July.

12.2 The site shall be clear by 2.00 pm on the 19th July.

13.0 PLANNING AND MANAGEMENT

13.1 HEALTH AND SAFETY MANAGEMENT

We aim to demonstrate effective management and to ensure a safe and enjoyable event.

13.2 The following list explains some key roles within the management of the event:

THE EVENT ORGANISER – STEVE CROSS - RADIO CHANNEL 1/2/3

The Event Organiser is the person responsible for all aspects of Licensing and Public Safety. He will always be present and available on radio during the hours of licensed entertainment.

PRODUCTION CONTROL – SHARON COX – RADIO CHANNEL 1/2/3

The Production Control Manager for the event will be available during the hours of licensed entertainment.

SECURITY CONTROL – AP Security - RADIO CHANNEL 2

Security Control will be situated in the Safer Neighbourhood Police Office in Belmont House on the High Road and operated under the direction of the Security Manager. It will be staffed from 9:00 until 14:00 on the day.

MEDICAL CONTROL – St John Ambulance – RADIO CHANNEL 3

General Medical control will be at the first aid centre located in Safer Neighbourhood Police Office. This facility is operated by St John Ambulance and under the direction of the Medical Co-ordinator. St John Ambulance will be on site from 9:00 to 14:00 on the day, or until closed down. In the event of a major incident the method of handing over medical control to the London Ambulance Service, and placing medical personnel at their disposal, will be organised and detailing in the contingency plan.

13.3 EMERGENCY LIAISON TEAM

The Control Office shall be in the Safer Nighbourhood Police Shop at Belmont House. The Control office will be available for the Emergency Liaison Team use. In normal operation the Control Office shall be in use, but this facility will be available to senior personnel from the event management team, the Police Control, the First Aid providers, the Local Authority and Security Control.

This Office will be used for general and emergency meetings during the event and is close by or available to use by staff either nominated to make decisions or to have immediate access to decision making personnel.

The Event Organiser, Production and Safety Manager and Site Manager will be based here. The Control Office will be staffed continuously from the beginning of the event until the get out is completed. The Event Manager will provide access to the whole event management team.

13.4 HEALTH AND SAFETY POLICY

Creative Partnerships London North, The London Bubble Theatre and Steve Cross Associates are committed to Safe Working Practices and a copy of the event Health and Safety is attached.

The Event Management Team will consider the safety of the venue and a full risk assessment will take place of all existing hazards and those brought to the venue by the holding of a large scale event.

We will prepare, and will regularly update and circulate, detailed site plans showing the position of any infrastructure.

All suppliers will provide us with their own health and safety policies, risk assessments, methodologies and Insurance Cover.

14.0 PLANNING FOR THE EVENT

Strategic planning for the event takes place internally in Creative Partnerships London North, The London Bubble Theatre and Steve Cross and then extends to work in conjunction with the statutory agencies.

15.0 THE EMERGENCY SERVICES MEETINGS

We will convene regular safety team meetings between the Event Organiser, the Production and Safety Manager and the statutory agencies as we consider them to be an integral part of event planning. It is at these meetings the event plans and EMP can be discussed by all.

The Event Management Plan is then updated and circulated.

16.0 THE EVENT RISK ASSESSMENT

The event risk assessment is included in this document.

17.0 ORGANISING FOR SAFETY COMPETENCE

We will take all reasonable steps to ensure that all employees, suppliers, self employed contractors and sub contractors have the necessary experience, training and expertise to carry out their work safely.

18.0 CONTROL

Through on site management by the Production and Safety Manager, we will take all reasonable steps to ensure that contractors work in a safe manner.

19.0 COMMUNICATION

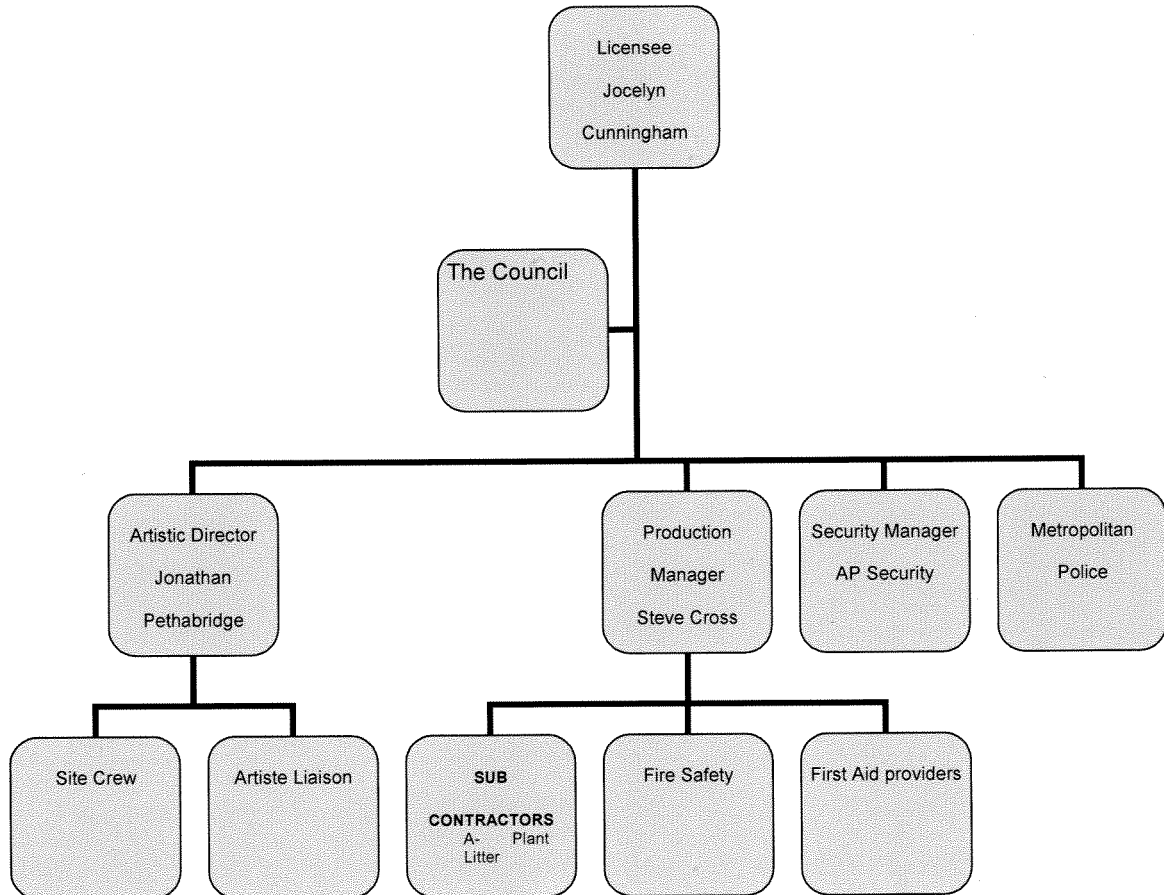
The Production and Safety Manager, will ensure that contractors are informed of safety matters and procedures.

20.0 REVIEWING SAFETY PERFORMANCE

We will conduct a debrief with the statutory agencies after the event

21.0 MANAGEMENT STRUCTURE

21.1 This diagram shows the main areas of responsibility:



22.0 FIRE SAFETY

22.1 A full fire risk assessment will take place as described in *Fire Safety Risk Assessment – Open Air Events and Venues (Department for Communities and Local Government 2007)*.

22.2 Suitable extinguishers and other equipment will be distributed as necessary.

22.3 A schedule of fire fighting equipment will follow.

23.0 OVERCROWDING, MAJOR INCIDENT PLANNING & EVACUATION PROCEDURE

23.1 A draft procedure for closing the event or parts of the event will be attached as a draft evacuation plan.

23.2 Wood Green High Road and Broadway is a urban street that could contain many times the expected numbers for this event. However the site is designed for a peak attendance of 5,000.

23.3 Following the introduction of the Licensing Act 2005, we may not exceed this number.

23.4 At each individual area continual monitoring by AP Security supervisors and the production team will take place to ensure overcrowding does not occur, if at any stage the an area becomes overly crowded the entertainments at that area will be stopped for a period of time whilst the audience disperses.

24.0 COMMUNICATION

24.1 Effective communication is of major importance during all stages of the events progress and operation. The communication requirements of all personnel, the general public and inter professional agencies will be taken into account.

24.2 The communication structure is attached.

24.3 Two way radios will be provided.

25.0 FURTHER INFORMATION

At the time of writing no suppliers have been contracted, so should you require further information please do not hesitate to contact:

Steve Cross	Project Manager	07793 818 625
Jocelyn Cunningham	Creative Partnerships	020 8803 1482
Jonathan Pethabridge	London Bubble Theatre	020 7237 4434

Draft #2

RISK ASSESSMENT FOR THE EVENT

IT CAN HAPPEN HERE

RISK
PERSONS AT RISK

FIRE
STAFF, PUBLIC AND CONTRACTORS

The event site does not contain any temporary structures that constitute a likely risk of fire both deliberately and accidentally started. The fire brigade is unlikely to be in attendance on the event site. Mobile telephones will be used to contact the fire brigade and other emergency services in the event of an emergency.

Fire extinguishers will be available around the event site and stewards are trained as to their operation. Radio communication will be in use to inform the control office of any outbreak.

The stewarding staff, supplied by AP Security Ltd., are trained to assess a fire and whether it is safe for them to deal with, or contain, such, at no risk to themselves.

Any fire however minor will be reported to the Fire Brigade who will investigate the risk of further outbreaks or spreading. The event emergency plan will be in force.

Control Measures to be instigated:

- 1 The event organisers to provide sufficient and suitable fire extinguishers on the site and locate them at the control office and in the vans with the Creatures.
- 2 AP Security Ltd are trained in Basic Fire Fighting Techniques.
- 3 A direct radio link will be maintained from stewards to the Control Room.
- 4 St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Fire</i>	<i>All</i>	<i>3</i>	<i>2</i>	<i>30</i>	<i>100</i>	<i>18000</i>

Affects = Type of People at risk
 Time = Number of hours risk exists
 Contact = likelihood of coming into direct contact with risk following control measures
 Loss = Financial Damage or injury risk, 1 being low, 30 being high
 Persons = Number of people likely to be affected by risk
 Rating = A score reached by multiplying the scores of previous headings

LOW/MEDIUM RISK

RISK
PERSONS AT RISK

BOMB ATTACKS
STAFF, PUBLIC AND CONTRACTORS

The event is not political in nature and in the present climate has little chance of attracting the attention of extremist groups or persons. The event emergency plan will be in force and police will be in attendance on site to deal with any problems, which may occur.

Control Measures to be instigated.

- 1 Full communication with the police and other emergency services to be maintained at all times.
- 2 AP Security Ltd are trained in crowd control and site evacuation.
- 3 A direct radio link will be maintained from all stewards to the Control Room.
- 4 St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Bomb Attack</i>	<i>All</i>	<i>3</i>	<i>0.01</i>	<i>30</i>	<i>1000</i>	<i>900</i>

- Affects = Type of People at risk
- Time = Number of hours risk exists
- Contact = likelihood of coming into direct contact with risk after control measures
- Loss = Financial Damage or injury risk, 1 being low, 30 being high
- Persons = Number of people likely to be affected by risk
- Rating = A score reached by multiplying the scores of previous headings

VERY LOW RISK

RISK
PERSONS AT RISK

PUBLIC DISORDER
STAFF, PUBLIC AND CONTRACTORS

The event program will attract a largely mixed audience. It is not anticipated that troublemakers will show any great interest in the event for this reason. The greatest risk of public disorder being fueled by rivalry between youth groups.

Control Measures to be instigated:

1. Full communication with the police and other emergency services to be maintained at all times.
2. Sufficient numbers of stewards to be employed.
3. AP Security Ltd are trained in crowd control.
4. A direct radio link will be maintained from all stewards to the Control Room.
5. The police will be in attendance on the event site at all times.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Public Disorder</i>	<i>All</i>	<i>3</i>	<i>5</i>	<i>20</i>	<i>20</i>	<i>6000</i>

- Affects = Type of People at risk
- Time = Number of hours risk exists
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- Loss = Financial Damage or injury risk, 1 being low, 30 being high
- Persons = Number of people likely to be affected by risk
- Rating = A score reached by multiplying the scores of previous headings

LOW RISK

RISK
PERSONS AT RISK

PERSONAL INJURY (MINOR)
STAFF, PUBLIC AND CONTRACTORS

Minor personal injury can involve many items including

1. Tripping causing twisted ankles, bruised or damaged limbs
2. Collision with moving vehicles

Control Measures to be instigated:

- 1 The event site will be cleared of any trip hazards found prior to the event. It should be noted that the event site is naturally flat in nature.
- 2 Fencing and barriers will be used to maintain a vehicle free event site. Parking bays will be suspended prior to the start and no movement will be allowed on site until after the event.
- 3 St. John Ambulance will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
4. Constant vigilance by staff employed by the event organisers to spot any potential risks.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Tripping etc.</i>	<i>All</i>	<i>3</i>	<i>4</i>	<i>10</i>	<i>1</i>	<i>120</i>
<i>Vehicle collision</i>	<i>All</i>	<i>3</i>	<i>1</i>	<i>25</i>	<i>2</i>	<i>150</i>

- Affects = Type of People at risk
 Time = Number of hours risk exists
 Contact = likelihood of coming into direct contact with risk following control measures
 Loss = Financial Damage or injury risk, 1 being low, 30 being high
 Persons = Number of people likely to be affected by risk
 Rating = A score reached by multiplying the scores of previous headings

LOW RISK

RISK
PERSONS AT RISK

PERSONAL INJURY (MAJOR)
STAFF, PUBLIC AND CONTRACTORS

Major personal injury can fall into the following areas.

1. Heart Attacks / Strokes etc.
2. Shock from witnessing major personal injury
3. Panic and injuries caused by unruly behaviour or uncontrolled evacuation, fire and the like.

Control Measures to be instigated:

1. St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests. A mobile first aid unit and ambulances will be on site throughout the event.
2. AP Security Ltd are trained in crowd control and site evacuation.
3. The event emergency plan will be in force throughout the event.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Heart attack etc.</i>	<i>All</i>	<i>3</i>	<i>2</i>	<i>30</i>	<i>1</i>	<i>180</i>
<i>Shock</i>	<i>All</i>	<i>3</i>	<i>0.1</i>	<i>30</i>	<i>100</i>	<i>900</i>

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LOW RISK

RISK
PERSONS AT RISK

ELECTRICAL SHOCK
STAFF, PUBLIC AND CONTRACTORS

There will be no mains electricity power on site.

All amplification will be powered by 12v Car Batteries or equivalent.

Control Measures to be instigated:

1. St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
2. All equipment will be inspected prior to use.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Electrical Shock</i>	<i>All</i>	<i>3</i>	<i>5</i>	<i>30</i>	<i>1</i>	<i>450</i>

Affects = Type of People at risk

Time = Number of hours risk exists

Contact = likelihood of coming into direct contact with risk following control measures

Loss = Financial Damage or injury risk, 1 being low, 30 being high

Persons = Number of people likely to be affected by risk

Rating = A score reached by multiplying the scores of previous headings

VERY LOW RISK

RISK
PERSONS AT RISK

DEHYDRATION
STAFF, PUBLIC AND CONTRACTORS

The possibility exists for a number of persons on the event site to be effected by dehydration on the event day. Participating schools shall be asked to bring bottled water for the children.

Control Measures to be instigated:

1. St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
2. Bottled Drinking Water will be provided at each of the Performance Stations.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Dehydration</i>	<i>All</i>	<i>3</i>	<i>1</i>	<i>15</i>	<i>10</i>	<i>450</i>

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VERY LOW RISK

RISK ASSAULT AND VERBAL AGGRESSION

PERSONS AT RISK STAFF, PUBLIC AND CONTRACTORS

At any event or gathering there is some risk of an anti social element becoming aggressive and frustrated possibly due to queuing, traffic delays or an excess of alcohol.

The stewarding staff, supplied by AP Security Ltd., are trained and experienced in event stewarding.

The Police will be in attendance on site and are in direct radio contact with the Control Room.

Control Measures to be instigated:

1. AP Security Ltd staff are trained and experienced in staffing events of many different types.
2. A direct radio link will be maintained from stewards to the Control Room.
3. Sufficient numbers of Stewards will be employed to enable any minor situation to be dealt with, whilst maintaining the safety of the remainder of the site.
4. St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
5. The event organisers will have available a senior member of staff to deal with any complaints.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Assault</i>	<i>All</i>	<i>3</i>	<i>8</i>	<i>15</i>	<i>2</i>	<i>720</i>

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VERY LOW RISK

RISK
PERSONS AT RISK

OVERCROWDING & CRUSHING
STAFF, PUBLIC AND CONTRACTORS

The event will attract large numbers of people. Some occurrence, incident or the appearance of a popular act can cause a rush or surge within a crowd. A sudden down pour can similarly mean a large number of people can run for cover into shops or under a tree, causing over-crowding. An added danger is if trip hazards exist and people can fall and are thence in danger of being crushed by others tripping and landing on top of them.

Control Measures to be instigated:

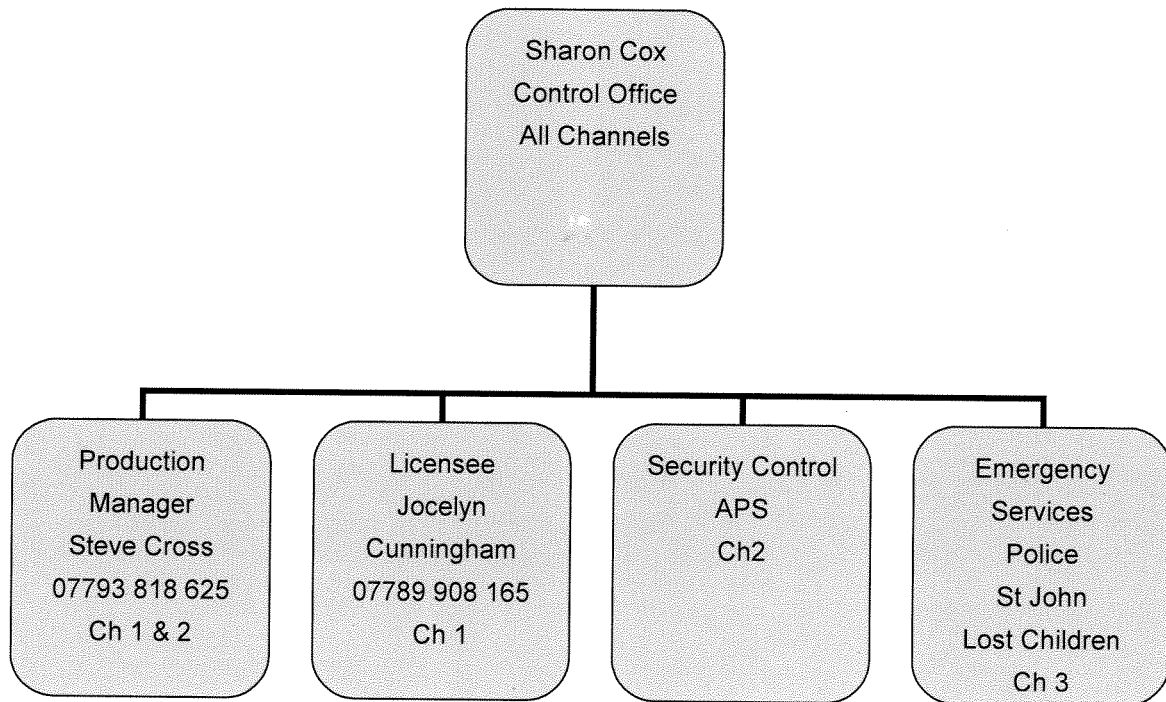
- 1 The event site will be cleared of any trip hazards found prior to the event. It should be noted that the event site is naturally flat in nature.
- 2 The audience is local and are likely to return home in inclement weather, or not come to the event at all.
- 3 There are no headline acts booked to appear at the event.
- 4 AP Security Ltd, one of the most respected stewarding companies within the industry have been contracted to deal with crowd control and stewarding.
- 6 St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
- 7 Constant vigilance by staff employed by the event organisers to spot any potential risks.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Crushing</i>	<i>Public</i>	<i>3</i>	<i>2</i>	<i>20</i>	<i>20</i>	<i>2400</i>

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LOW RISK

IT CAN HAPPEN HERE
19th July 2007
Communications Structure



RISK ASSESSMENT FOR THE SCHOOL CHILDREN PARTICIPATING IN THE EVENT

<i>Activity</i>	<i>Hazard</i>	<i>Who may be harmed</i>	<i>Precautions will be in place to eliminate/reduce the risk?</i>
Weather	<ul style="list-style-type: none"> Unpredictable British weather 	<ul style="list-style-type: none"> Event Organiser's staff External contractors Members of the public Children attending the event. 	<ul style="list-style-type: none"> Checking weather forecast in advance for likelihood of sudden weather changes Children to wear appropriate clothing and footwear Flexible Itinerary. Use of sun-block/umbrellas. Trainers/Wellington Boots
Medical needs of pupils.	<ul style="list-style-type: none"> Known health needs 	<ul style="list-style-type: none"> Children attending the event. 	<ul style="list-style-type: none"> The lead teacher should be aware of the known health problems of the group
Road traffic accident	<ul style="list-style-type: none"> Accident on way to or outside the event 	<ul style="list-style-type: none"> Children attending the event. 	<ul style="list-style-type: none"> Appropriate supervision levels from teachers/parents/TA's Communication via mobile phone
Behaviour of pupils	<ul style="list-style-type: none"> Behaviour of pupils 	<ul style="list-style-type: none"> Children attending the event. 	<ul style="list-style-type: none"> Appropriate supervision levels. A code of rules and behaviour, agreed as far as practicable with pupils. Ensuring appropriate levels of supervision rules for supervision (including model behaviour and example set by adults); and competence of supervisors to ensure disciplinary standards
Crossing	<ul style="list-style-type: none"> Accident on way 	<ul style="list-style-type: none"> Children 	<ul style="list-style-type: none"> Checking the route

roads.	to the event.	attending the event.	<p>prior to the visit for best places to cross roads and for the location of controlled or less dangerous crossing places.</p> <ul style="list-style-type: none"> • Ensuring appropriate levels of supervision and that pupils are aware of, and comply with Highway Code.
Lost Children	<ul style="list-style-type: none"> • Children getting dis-orientated and lost. 	<ul style="list-style-type: none"> • Children attending the event. 	<ul style="list-style-type: none"> • Ensure that pupils are readily identifiable. Brightly coloured caps, T-shirts or a school uniform can help identify group members more easily. Pair the children with buddies. • Regular Head counts • Carry a list/register of all pupils and adults involved in the visit at all times; • Communication to school via mobile phone
Tripping on steps, kerbs, uneven pavements and uneven ground, mud/slipping.	<ul style="list-style-type: none"> • Accident and minor injury 	<ul style="list-style-type: none"> • Children attending the event. 	<ul style="list-style-type: none"> • Ensuring appropriate levels of supervision and that pupils are aware of and comply with rules. Tell children to walk, not to run. • Lead teacher and supervisors to watch for potential hazards.
Hazardous Materials	<ul style="list-style-type: none"> • Toxic or dangerous materials on site. 	<ul style="list-style-type: none"> • Children attending the event. 	<ul style="list-style-type: none"> • Pupils should be encouraged to look out for and avoid any hazardous materials such as broken glass, metal (cans etc) with sharp edges, household rubbish. • Lead teacher and supervisors to watch for potential hazards. Avoid the area.
Dog Faeces	<ul style="list-style-type: none"> • Infection 		<ul style="list-style-type: none"> • Choose a dog free

			<p>area.</p> <ul style="list-style-type: none"> • Lead teacher and supervisors to watch for potential hazards. Children to wash hands at end of trip.
Plants and animals on site	<ul style="list-style-type: none"> • Stinging insects, etc 		<ul style="list-style-type: none"> • Insect repellent advice to parents. Wearing long sleeves & trousers. • Lead teacher and supervisors to watch for potential hazards. Children to wash hands at end of trip.

RADIO COMMUNICATIONS BRIEF

Please read through these notes and the Emergency Plan before you begin work. If you have any queries, please raise them with Production.

Please check now what channel you will be operating on. You will have been assigned this channel until the end of the event.

Do not change Channels. If you need to get a message to another channel contact Production. They will then either deliver the message or get the person to contact you.

Do not turn your radio off or down. It is essential that Production can contact all radio holders at all times, even if you are on a break.

Please start your call with the name of the person you wish to contact then identify yourself e.g. "Fred, this is Bob, can you speak to me?"

Listen to the traffic on your channel **before** speaking - don't cut across conversations - except in Emergencies. Wait three seconds before placing a call.

EMERGENCIES FIRES

In the case of **A SMALL FIRE** in your Area inform Production Office immediately, the appropriate staff / services will be contacted from there. Use the code "**Mr. Ash**" e.g. "Mr. Ash is outside WH Smiths".

In the case of **A LARGE FIRE** such as in a Shop or Vehicle that will require the assistance of the fire brigade, use the code word "**Mr England**". Attack the fire with extinguishers but do not place yourself at risk.

SUSPECT PACKAGES

If you see a suspect package, report to the production office using the code word "**Mr. Case**". **DO NOT USE YOUR RADIO IN THE IMMEDIATE VICINITY.**

CROWD TROUBLE

Fights and crowd disorder is reported using the code word "**Mr Wellhard**". For **other emergencies** begin your call with the code "**Echo**" e.g. "Echo, Fred this is Bob".

These are the only times when you may interrupt other conversations.

If you hear either code word please do not use your radio until the incident is dealt with. Control Office will issue an all clear when this is so.

Small scale incidents which have been dealt with locally should be reported to

Control Office when safe. Please note that all fires must be reported as soon as possible.

If you are one of the people (as shown on comms structure document) who operationally may need to switch channels, please inform Production Office that you are doing so and when you are switching back.

EMERGENCY PLAN FOR IT CAN HAPPEN HERE

All incidents that have a bearing on Public or Staff Safety must be reported to the Production Office or security control who will then report to the licensee or their agent.

A written log will also be kept of any incidents and action taken, you may be asked to write a statement so accurate records are kept.

The Licensee and/or the Head Steward will assess the situation and ensure relevant action is taken.

The Control Office Manager will ensure that details are entered into the incident/log book.

Once an incident has been reported, a senior member of the production team will investigate the situation, and that the Stewarding Staff have dealt or are dealing effectively with it.

If the incident looks like escalating, then the investigator will inform Production Office immediately using the "Echo" or "Mr. Ash" code words. At this stage the Licensee and Production Manager will go to The Control Office. The Emergency Services will be advised of a possible emergency. All other Staff will maintain Radio Silence and be on alert for instructions.

The Security Controller may ask the Production Office to broadcast the Amber alert state warning:

"WILL THE A.P REPRESENTATIVE CONTACT THE PRODUCTION OFFICE"

The Licensee or the agent working for them will remain in the Control Office from the point of an Amber Alert State.

If the situation continues to deteriorate the Security Controller will ask that the Red Alert state is Broadcast:

"WILL THE A.P REPRESENTATIVE CONTACT THE PRODUCTION OFFICE IMMEDIATELY."

All Staff should prepare to close down their relevant Areas and standby for instructions on evacuation of the site.

If the evacuation is to be contained to a specific area of the Site. A local evacuation of the site will take place under the control of the Head of Security.

Any requests to have the entertainment halted will be considered by the Licensee and the Production Manager, if in their opinion this is justified the Production Manager or his assistant will issue their instructions. The entertainment will not re-commence until he issues that instruction. The Hall at Noel Park Primary School shall be used as a meeting point to hold lost children etc should they have become separated from their carer's and families. In the event of a complete site evacuation, the care workers operating the lost children facility shall remove the children in their care and their logs to this location. In the event of a partial evacuation or an evacuation of the audience arena only they shall remain in their post and await further instructions. Any children found by staff during this evacuation shall be taken to the lost children point as per their normal briefing.

MAJOR INCIDENTS

In the event of a major incident the senior Police officer on site shall assume control as per the borough major incident plans, the security manager shall go to the production office and await instructions. The Licensee and the Production Manager shall also be in attendance to assist.

The Emergency Vehicle Rendezvous Point for the north of the event shall be in the High Road at the junction of Gladstone Ave, and for the south in Turnpike Lane.

Once the site has been evacuated, all staff, will report to the Production Office for roll call and to receive further instructions. If the access to the Production Office is difficult or the way is blocked they should report to the RV point.

EMERGENCY EVACUATION

In the event of a major incident on site, it may be considered necessary to evacuate the audience arena. Following the protocols within the emergency plan and with competent and well-trained security staff, this should be achieved safely and without undue risk.

Control Measures to be instigated

An ideal evacuation procedure is to steer the audience towards the surrounding side-streets but depending on the nature of the incident and it's location this must remain at the discretion of the Security Manager and/or the senior police officer bearing in mind where other crowded areas are and possible hazards exist.

Security staff at the side and major roads will stop entry to the site.

The RV point shall be at the junction of Gladstone Road and the High Road for incidents to the North. It will be at Turnpike Lane for those in the South.

THE DECISION MAKING PROCESS

Should the Senior Police Officer or Security Manager wish to close an individual area or the event down the following procedure is followed.

The person requesting such action will contact the Control Point where the request will be logged and the Licensee contacted. The Licensee will attend the area concerned and meet the requester. In the meantime, the Control Point manager will contact the Event Manager or other responsible member of the event team and issue a warning that closure may take place. The security controller shall also be informed, as assistance may be required to clear the area. The Production Manager will attend the Control Point to assist in issuing instructions to staff and to release such resources as may be of assistance. In the case of an occurrence that requires emergency action, such as structural damage or crowd related incidents, the Stage Managers or members of the event management team have the authority to cease activities in their areas. If they are approached with a request to close down an area, they must determine whether immediate action is required or a more measured approach using the procedure outlined above can be used.

The Stage Manager or member of the Event Management Team must report any such incidents to the Production Office as soon as feasible. All requests must be logged and as much detail must be recorded.

IT CAN HAPPEN HERE
19th July 2007
LOST CHILDREN POLICY

There are two possible scenarios:

- a. a person reports that their child/ren are missing.
- b. child/ren approach you and inform you that they are lost.

In either situation please radio through to 'Lost Children' area either directly or via Control point and tell them what has happened. Please escort the child/ren or person reporting lost child/ren to 'Lost Children' and hand over into the custody of the Staff. If you cannot escort the child/ren let the Staff know and other arrangements will be made to have the children collected or direct the person to Lost Children. Please do not take details, the Staff have to complete the logs and we do not want people to have to repeat themselves. If they do give you any information let the Staff know when you hand them over.

Once at the Lost Children's area the Staff will take all the relevant details. The information will then be passed onto all staff on-site either via production, or directly, on the radios.

Once you have the details please keep observant while still completing your duties. **Do not pass on details of a lost child/ren to members of the public, or any person who is not working at the event.**

If you locate the child/ren or find a child/ren who is lost, radio production or 'Lost Children' directly if you are on that channel.

As before, please escort the child/ren to 'Lost Children' and hand over into the custody of the Staff. If you cannot escort the child/ren let the Staff know and other arrangements will be made.

Be aware that the parent/carer may approach you before you hand over the child/ren to Staff. If this occurs please request that they come with you to 'Lost Children' or that they wait with you until Staff arrive. The reason for this is once a child is logged as lost, the parent/carer must still complete the log for safety reasons. Any queries at all contact the Staff in 'Lost Children' or the Production Office Manager.

**IT CAN HAPPEN HERE
WOOD GREEN HIGH ROAD & BROADWAY, N22.**

**EVENT HEALTH & SAFETY POLICY
INTRODUCTION**

An experienced Arts & Events Manager, Steve Cross, has been contracted by Creative Partnerships London North to organise this event. In matters of Health and Safety this company has the final responsibility both for artistes, contractors, staff, volunteers and the public.

Steve Cross has his own Health and Safety Policy, (appendix 1), and this has informed the creation of this document.

IN BRIEF

The event is being organised by Creative Partnerships London North. There will be some element of community involvement, however this will not be allowed to compromise public safety, which is of prime consideration.

Steve Cross will utilise his experience in operating an event, which is safe and well run, both during the build up, the pull out and the event itself. We shall use current event industry best practice, and publications such as *The Event Safety Guide: a guide to health, safety and welfare at music and similar events* (Anon. Health and Safety Exec. HSG195, 1999), *An Introduction To Health And Safety Management For The Live Music Industry* (Chris Hannam, Production Services Assoc., 1997), *A Practical Guide To Health and Safety in the Entertainment Industry* (Marco van Beek. Entertainment Technology Press, 2000), *Model Rules Of Management For Places Of Public Entertainment* (Anon. Association of British Theatre Technicians, 1998) and *Guide To Fire Precautions In Existing Places Of Entertainment And Like Premises* (Anon. Her Majesties Stationary Office, 1990), to inform both the planning process and the safety and management structures.

Steve Cross will sub contract several other companies to provide their services for the event. They shall work closely with such companies to ensure that all work is carried out safely. To aid in this process, risk assessments will be carried out both by Steve Cross and the relevant sub contractors. All sub contractors and suppliers will be asked to provide their Health and Safety Policies and Methodology Statements. A co-ordinated approach will be taken to ensure there is adequate first aid cover and equipment on site whilst any work is taking place.

MANAGEMENT STRUCTURE

The Build Up and Pull Out

During this period Steve Cross will monitor all those working on site to ensure they are not causing a danger to themselves or others. This monitoring shall be informed by the sub contractors and suppliers' Methodology of Work.

Members of AP Security Ltd. will be in attendance to steward members of the public away from areas where work is taking place.

The Event

During the event, Steve Cross shall monitor in conjunction with the Licensee and AP Security Ltd. all aspects of the "front of house" operations. The Stage Manager shall have responsibility for the "rear of house" operations of staff, sub contractors, artistes and volunteers.

THE PLANNING PROCESS

As the event planning process continues, it may become necessary for certain aspects of this policy to change. Steve Cross will set up Emergency Services Liaison Meetings for Licensing, the Police, Fire Brigade, Ambulance Service, AP Security Ltd., St John Ambulance, Environmental Health, Traffic and Highways Department plus any other interested parties. These meetings and the day to day liaison with Licensing shall inform all changes to the policy and it's monitoring.

AUDITING AND REVIEWING PERFORMANCE

Both during the planning process and post event there will be a series of meetings at all levels of the management structure, to review and consolidate the project, this shall include event debriefs at which Health and Safety issues shall be addressed.

Appendix 1

**HEALTH AND SAFETY POLICY
STEVE CROSS**

Steve Cross is an Arts and Events Manager working in the live entertainment industry. At different times it is necessary to employ and sub contract additional workers. Although these sub contractors are invariably self-employed, in terms of the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1992*, they are employees of the company in matters appertaining to their welfare. Additionally the company is often responsible for sub-contracting suppliers and staff on behalf of their clients, who although are being paid directly by the clients are managed and supervised by Steve Cross. As Arts and Event manager we are also often responsible for the welfare and safety of large numbers of the general public. As the nature of the work is the safe and efficient provision of the infrastructure necessary to live events the following Health and Safety Policy shall be at the heart of the companies work and inform all working practices.

GENERAL POLICY

Steve Cross will ensure so far as is reasonably practicable, that both myself and all other persons are not exposed to risks to their health and safety.

Steve Cross will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Steve Cross will provide, or ensure there is provided suitable equipment and staff as is adequate and appropriate in the circumstances, for the provision of first aid. As a minimum this shall be an appointed person, who shall maintain Health and Safety records and brief all staff and contractors on the provision and whereabouts of welfare & first aid equipment and policies. On certain occasions, there may well be other companies and contractors working at the same venue. Steve Cross shall attempt to ensure that first aid cover is integrated and avoids duplication.

Steve Cross shall ensure that all staff and contractors have suitable and adequate training, experience and suitability for the operation contracted for. Companies will be expected to provide Proof of Equipment Testing, Method Statements and Risk Assessments and show an awareness of their duties under the relevant Acts and Regulations. A record of these shall be kept, together with any observations and information deemed relevant.

Risk Assessments shall be made and a record kept of such. Any staff or contractors who are affected shall be kept informed and where is practicable involved in the formulation and monitoring of such.

Appendix 2

ITCHH Event Schedule (Draft 1)

08.00	Site teams prepare performance spaces
08.00	3 Vans containing creatures arrive (if not parked overnight) and rig Creatures at Bury Road Service Depot.
09.00	4 technicians install rooftop décor
09.00	3 Creature teams assemble creatures
09.30	Schools start arriving – radio check
09.30	Musicians arrive (3 with each creature)
10.00	Schools in place
10.15	3 x Creature, musicians and stage manager set off Albert down Gladstone Road and turns left to Library Betty down Whymark Avenue and turns right to BHS Celia down Lymington Avenue and turns left to M&S
10.30	Creatures arrive at stations Albert at Library. Betty at BHS. Celia at M&S First performances start
10.45	Performance endings are marked from 3 roof tops nearest to performances Creatures, musicians and stage manager set off to next area Albert moves South to Lymington Avenue Betty moves North to M&S Celia moves North to library
10.50	Betty arrives at M&S and second performance starts Celia and Albert meet and cross near Boots
10.55	Albert arrives at Lymington Avenue and second performance starts
11.03	Celia arrives at Library and second performance starts
11.05	Performance at M&S ends and is marked from nearby roof top Betty, plus musicians and stage manager, set off to Library
11.10	Performance at Lymington Avenue ends and is marked from nearby rooftop Albert plus musicians and stage manager set off to BHS
11.18	Performance at Library ends and is marked from nearby roof top Celia, plus musicians and stage manager, set off to Lymington Ave.
11.20	Betty arrives at Library and third performance starts
11.22	Albert arrives at BHS and third performance starts
11.28	Celia arrives at Lymington Avenue and performance starts
11.35	Performance at library ends is marked from nearby rooftop. Betty plus entourage move off to Lymington Avenue End of events at Library – schools at Library return to coaches in Gladstone Road.
11.37	Performance at BHS ends and is marked from nearby rooftop

	Albert plus entourage move off to M&S
11.43	Performance at Lymington Avenue ends and is marked from nearby rooftop Celia plus entourage move off BHS meeting and crossing with Albert
11.45	Albert arrives at M&S and 4 th performance starts
11.50	Betty arrives at Lymington Avenue and 4 th performance starts
11.55	Celia arrives at BHS and 4 th performance starts
12.00	Performance at M&S ends and is marked from nearby roof top
12.05	Performance at Lymington Avenue ends and is marked from nearby roof
12.10	Performance at BHS ends and is marked from nearby roof
12.15	3 Creatures move South in procession then turn left down Whymark Avenue, and return to base at Bury Road Service Depot.
12.30	Schools return to transport or leave on foot Site teams clear performance areas and litter Technicians remove rooftop decor
13.00	Re-open road.

A note on timings and contingency.

It takes 3 minutes 30 seconds to walk from the Library to Lymington Avenue. The timings above allow for 10 minutes.

It takes 2 minutes 20 seconds to walk from Lymington Avenue to M & S. The timings above allow for 8 minutes.

It takes 1 minutes to walk from M & S to BHS. The timings allow for 4 minutes.

This schedule allows the schools 15 minutes performance time. The schools will be working to 12 minutes.

From the roof tops

At the climax of each of the performances technicians will fire confetti bombs, or petal drops from above the performance areas. This will happen 3 times at each performance site.

Moving the creatures

Each creature has two performers within it plus wheels. They will move at walking pace, escorted by stewards, musicians and a stage manager in radio contact with other crew members.

Performance areas

Each performance area will be delineated by stewards with the audience on two sides. The performances will utilise a 25m by 10m space – allowing for at least 4 rows of spectators and circulation behind the audience for those who want to pass. The performance areas will have a site controller in radio contact with other crew members.

Appendix 3.**Security/Steward Schedule**

POSITION / DESIGNATION	STAFF NO'S
Manager	1.00
Comms Control	1.00
Library Point A	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
Lymington Road B	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
Marks & Spencers Point C	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
BHS Point D	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
Bury Road Service Depot	
Safety Stewards	2.00
Float Team	4.00

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APPENDIX 2

POLICE REPRESENTATION



Haringey Borough Operations Office,
Wood Green Police Station,
347 High Road, Wood Green, London, N22 4HZ
Telephone: 020-8345-2060 / 2058
Fax: 020-8345-2042

Friday, 15th June 2007

Dear Daliah,

Re: It Can Happen Here

This letter is sent following the proposed event in Wood Green High Road on the 19th July 2007. My colleague Paul Coppin, North East Area Traffic Management, also shares my views and concerns outlined in this letter.

I am sure you are as concerned as we are that the event passes off as safely as possible without incident and without any adverse effect on situations outside the event. However, based on the information we currently have presented in front of us by the organisers, we do have the following concerns if the event were to go ahead:

1. Firstly, the location of the event and the decision to close off the High Road for up to 3hrs. Our concerns are that this closure will cause the three Emergency Services to re-route any journeys and therefore add minutes to their response times. This, in turn, places the public at greater risk. Likewise if emergency vehicles were required to access the High Road inside the event area. Alan Palmer, London Ambulance Service, also shares these concerns.
2. The impact on vehicular traffic to the immediate and surrounding areas. The High Road is a major road through North London and this will cause a serious knock-on effect to the through traffic during the event and for a considerable period of time afterwards.
3. Safety measures must be in place for all the school children attending and the other members of public affected by the event. There must be also be a properly controlled Lost Children Point with appropriate signage in the High Road.
4. I have not seen a schedule detailing the Security and Stewarding arrangements.
5. Appropriate toilet facilities for those attending.
6. A fixed Control Point appropriate for use by the Emergency Services, Event Co-ordinator and Council officials for meetings.
7. Agreement with the Local Authority for a Traffic Management Order with diversions and signage, and appropriate arrangements for intended coaches to park.

Yours sincerely,

Simon Willmott
Sergeant (Football & Events)
Haringey Borough

APPENDIX 3

HEALTH AND SAFETY REPRESENTATION

Barrett Daliah

From: Williams Millie
Sent: 02 July 2007 11:38
To: Barrett Daliah
Subject: RE: It Can Happen Here
Importance: High

Daliah,

1. The Shopping Centre toilets are public and this brief covers use of the toilets in the Shopping Centre.
2. Steve Cross has told us they intend to use the toilets in McDonalds and in other businesses in the High Road however they had not asked the businesses if they could do that and the businesses are under no obligation to let the public use their toilets unless they are customers. The meeting was left that he would ask permission to use the toilets at businesses rather than presuming they could.
3. Steve Cross has leafleted some businesses however we do not know which ones. I have asked him to provide us with a list of those that he has leafleted and the dates when he did and that the businesses are happy to have the road closure..
4. The other thing is that do the businesses know that the High Road will be closed i.e. no deliveries or road traffic?
5. Road and pavement works are in progress in the High Road which would not allow the models to use some of the pavements in particular outside McDonalds at 97 High Road?

I think we need to present this to Committee as there is still a lot of indecision and although we have had the Statutory meeting these matters need to be resolved.

Millie

From: Barrett Daliah
Sent: 02 July 2007 10:14
To: Williams Millie
Subject: FW: It Can Happen Here

Millie

Are your concerns addressed? If not please clarify what is still of concern. Please can I have comments back by the end of today
Thanks

Daliah

T 0208 489 8232
F 0208 489 5528
E daliah.barrett@haringey.gov.uk

From: steve cross [<mailto:steve@cross137.fsnet.co.uk>]
Sent: 01 July 2007 14:08
To: Williams Millie; Barrett Daliah
Cc: 'Jonathan Petherbridge'; Jocelyn.Cunningham@creative-partnerships.com
Subject: It Can Happen Here

Millie

Thanks for your comments at the Licensing Meeting last week. I am planning on including the following in

02/07/2007

the Event Management plan as a procedure for taking the children to the toilets:

9.4 All participating schools will be given a written briefing note in advance detailing the procedures for the day at the Final Briefing Meeting on Monday 9th July, the note will include the location of toilet provision.

9.5 All participating schools will be accompanied by an appropriate level of adult/teacher supervision. The recommended ratio for Primary Schools is a minimum of 1:15 and 1:10 for Secondary Schools.

9.6 Children wishing to use toilets beyond the ones positioned at their performance station will be accompanied by an appropriate adult. When using the toilets in Shopping City the teachers will be briefed to enter via the east entrance on the High Road and that the toilets are signposted at the top of the escalators on the first floor. The children will be taken in small groups and the adults wait for them before returning with them to their performance station.

I hope that the above addresses your concerns. Please let me know if there is anything else that you think I should add.

With best wishes
Steve

For Creative Partnerships London North

Steve Cross
Arts & Events Management
Mob: 07793 818 625
Fax: 0207 323 4186
e-m: steve@cross137.fsnet.co.uk

This email has been scanned by the MessageLabs Email Security System.
For more information please visit <http://www.messagelabs.com/email>

Barrett Daliah

From: Betts Keith
Sent: 13 June 2007 12:09
To: Barrett Daliah
Subject: FW: Re: Creative Partnerships Risk Assessment

From: Williams Millie
Sent: 13 June 2007 12:03
To: Betts Keith
Subject: Re: Creative Partnerships Risk Assessment

Hi Keith,

There is also no Risk Assessment or Event Manual or details of Staff and Emergency Procedures Management or any Health and Safety information submitted with this application making it impossible to assess how to overcome any Health and Safety issues on the 19 July.

Although the event lasts for a couple of hours the necessary info is missing.

Millie

Barrett Daliah

From: Betts Keith
Sent: 13 June 2007 12:09
To: Barrett Daliah
Subject: FW: New Premises Licence application for Creative Partnerships London
Importance: High

Dales,

This is what came through from Millee.

Regards

Keith

From: Williams Millie
Sent: 13 June 2007 11:52
To: Betts Keith
Subject: FW: New Premises Licence application for Creative Partnerships London
Importance: High

Keith,

My response for the application for Creative Partnerships.

Millie

From: Williams Millie
Sent: 06 June 2007 15:28
To: Olson Kendra
Subject: RE: New Premises Licence application for Creative Partnerships London
Importance: High

This application has to be referred to the Highways Department as the area would be closed off causing traffic and transport issues.

From a Health and Safety point of view I Object to the application based on the fact that it would be difficult to monitor for Health and Safety as this is a continuous Public Highway and the safety of the children would be compromised even if the road was closed.

Regards,

Millie Williams
Environmental Health Officer
Health and Safety
Commercial Group
Civic Centre
High Road
Wood Green
London N22 8LE

From: Olson Kendra
Sent: 05 June 2007 14:21
To: Noise Team Public Mailbox; Building Control; 'Parker Geoffrey. (Geoffrey.Parker@met.police.uk)'; 'Frost Ernie (Ernie.Frost@met.police.uk)'; Planning Enforcement; 'TONY.CADMAN@london-fire.gov.uk';

02/07/2007

Barrett Daliah

From: Williams Millie
Sent: 14 June 2007 10:52
To: Betts Keith
Cc: Barrett Daliah
Subject: RE: Event Management Plan
Importance: High

Keith/Daliah,

I have already made my concerns regarding Health and Safety clear.

I have now read the Event Manual and Risk Assessment submitted today and it is still ambiguous in that the word "may" is used throughout the Event Manual to describe what should be happening and where it will be located and by whom.

Wood Green High Road is described as Wood Green High Street.

There is still no confirmation of how the event will be managed and what other Statutory or other Local Authority Departments are requesting or the Organisers are doing to ensure that Health and Safety and control of the event and Emergency Procedures are in place. Emergency procedures are mentioned with a question mark. St Johns are mentioned with the words have been approached and as it is now a formal application there is still no definite confirmation of who is doing what where apart from the children confirmation of these factors is required now so that the necessary decisions can be made.

There is no confirmation of what the responsibilities of the Stewards are or who the Stewards are and the security company although Stewards are mentioned as being present. Lost children are referred to however should there be any?

In the event of a fire is also mentioned. Should there be a fire?

It appears that the Organisers are attempting to prepare an event using the areas of concern for an indoor event in a Town Centre without considering the extent of what is really required.

Until the confirmation from all relevant Departments and Statutory bodies involved in the Event confirm what is required and the Organisers confirm how they fully intend to ensure compliance with the requirements of the Statutory bodies and the Local Authority including Highways and the closing of the street and the businesses in the High Road I have no further comments at his time.

Millie Williams
Environmental Health Officer
Health and Safety
Commercial Group
Civic Centre
High Road
Wood Green N22 8LE

millie.williams@haringey.gov.uk
020 8489 5522

From: Barrett Daliah
Sent: 14 June 2007 09:52
To: 'Simon.Willmott@met.pnn.police.uk'; Nicolaou George (Enforcement); 'Geoffrey.Parker@met.pnn.police.uk'; 'TONY.CADMAN@london-fire.gov.uk'; Williams Millie; Building Control; Noise Team Public Mailbox; Pearce Derek; Chenier Pierre; Ioannou Denis; Thomas Simon; Osinaike Charley; Boeuf Paul
Subject: FW: Event Management Plan

02/07/2007

APPENDIX 4

CONDITIONS ADVISED BY
BUILDING CONTROL TO BE
ATTACHED IF GRANTED

Barrett Daliah

From: Lunat Ilyas
Sent: 02 July 2007 10:40
To: Barrett Daliah
Cc: Villalobos Jamie; Chenier Pierre
Subject: It could happen here 2007.doc

M E M O R A N D U M



Date: 02 July 2007

Tel: 0208 489 5146

My Ref: DB/KB/ANN/LIC

From: I Lunat
Building Control, Licensing

To: Daliah Barret
ECS Licensing

APPLICATION FOR PREMISES LICENSE

The premises will extend from Gladstone Avenue to the North of the Broadway to Ducketts Common south of the High Street at Turnpike Lane, Thursday 19th July 2007

With reference to your memorandum dated 05 June 2007 together with a copy of an application for the premises licence, I would advise you that there is no technical objection to the grant of the licence subject to compliance with the standard conditions and the special conditions set out in the attached schedule.

I. Lunat
Building Surveyor, Entertainments licensing.

SCHEDULE OF CONDITIONS ATTACHED TO PREMISES LICENCES FOR – IT COULD HAPPEN HERE – 19TH JULY 2007

General Requirements.

1. The licensee, or some responsible person nominated by them in writing for the purpose, shall be in charge of and within the licensed area during the whole time it is open to the public.
2. The Licensee shall ensure adequate wc facilities are provided.
3. The Licensee shall ensure adequate signage and access to wc facilities are provided.
4. The movement of vehicles within the License areas whilst the public are present shall generally be prohibited. Acceptable routes and/or arrangements (such as provision of Stewards) for essential movements shall be agreed with the Council in advance.
5. Adequate receptacles for refuse shall be provided and arrangements shall be made for its expeditious removal to approved and attended storage areas.
6. The licensee shall formulate suitable contingency plans in case of fire, bomb threat or other emergency and shall ensure that all stewards and other staff are fully briefed and aware of their responsibilities under such plans.
7. No variations or alterations of the approved arrangements shall be carried out without the prior agreement of the Council and any additional works which the Council may consider necessary shall be carried out to its satisfaction and any requirements made by the Council's Officers on site during or after any inspection of the arrangements shall be complied with.
8. The licensee shall ensure that any promoter, performer or other person connected with the presentation of the performance, does not breach, or contribute to any breach of any term, condition or restriction of the licence.
9. The licensee shall ensure that the event is managed in accordance with good practice and in accordance with the Event Safety Guide, a guide to health, safety and welfare at music and similar events, HSG195.

Stewarding, Crowd Management and First Aid.

10. The licensee shall maintain good order in the licensed area and shall appoint a staff of competent stewards.
11. The Licensee shall ensure adequate numbers of stewards are on duty whilst the public are in the licensed areas.
12. Stewards shall be adequately trained and instructed in their duties and briefed thoroughly before the event starts. A record shall be kept of the briefing, including the name of each steward present.
13. Stewards shall wear distinctive clothing (badges or arm bands are not a sufficient means of identification) and shall be individually identifiable by means of a name badge or number.
14. While on duty stewards shall not be engaged in any other activities which would prevent them from carrying out their functions.
15. All stewards shall exercise proper control over the audience. They shall ensure that there is no overcrowding of any part of the licensed area and that passageways and exits are kept clear and free from obstruction at all times.

16. The Licensee shall provide adequate First aid facilities and personnel shall be provided including signage to the satisfaction of the Council, by arrangement with St John Ambulance, the British Red Cross Society, or other first aid organisation agreed by the Council.

Music and Sound.

17. The licensee shall ensure that the noise levels associated with any live performance of music, with or without amplification, or reproduced amplified music, provided at any stage or premises which is under the control of the licensee, shall be so limited to ensure that no nuisance is caused to nearby residents.
18. Acceptable noise levels shall be agreed with an Officer of the Council on the day of the event. If it is found necessary during the event to reduce the noise levels, the licensee, on request of an Officer, shall reduce the noise levels to ensure that nuisance is not caused to nearby residents

Special Effects.

19. Special effects, such as real flame, pyrotechnics, smoke, dry ice, firearms, lasers, strobes, special lighting effects, etc., shall not be used in any performance without the prior consent of the Council and the fire authority (LFEPA).

APPENDIX 5

COMMENTS FROM WASTE MANAGEMENT – INTERESTED PARTIES

Barrett Daliah

From: Smyth Emma
Sent: 02 July 2007 11:56
To: Barrett Daliah
Subject: FW: CREATIVE PARTNERSHIPS 2007 Animals.doc

Hello Daliah,

I've just heard about the event on the 19th July, which sounds fun!

I work in waste management and am concerned about the use of confetti and the resulting clear up needed – confetti will be a real pain to clear up afterwards. Will extra resources be out in place to clean all of this up? Or can we just not have confetti?

I don't mean to be miserable, but I know that it will require a lot of work to clean it all up!

Thanks,

Emma
Client and Performance Manager
Waste Management

From: Asad Juneed
Sent: 02 July 2007 11:31
To: Smyth Emma
Subject: FW: CREATIVE PARTNERSHIPS 2007 Animals.doc

As requested

From: Barrett Daliah
Sent: 29 June 2007 12:12
To: Nicolaou George (Enforcement); Villalobos Jamie; Lunat Ilyas; 'steve@cross137.fsnet.co.uk'; Thompson Sandra (Environmental); Williams Millie; 'simon.willmott@met.police.uk'; Asad Juneed; 'peth@londonbubble.or.uk'; Olson Kendra
Subject: RE: CREATIVE PARTNERSHIPS 2007 Animals.doc

Dear All

I have just read through the notes of the stat meeting. Please can the organisers ensure any information in relation to the matters raised is passed to the Licensing Team for distribution to the Responsible Authorities. The use of confetti bombs – please forward all details as to what will be used.

The Responsible Authorities have until 2nd July 07 to make representations on this proposed event. Some of you already have made representations and if those representations are not withdrawn by 2nd July 07 as you may not be satisfied with the information supplied to you by the Organisers, then the matter will be taken to the Licensing Committee for a decision as to whether or not to grant the licence.

Daliah Barrett (Lead Officer - Licensing)
Haringey Council - Licensing Authority
Urban Environment
Civic Centre
High Road
Wood Green
London
N22 8LE

02/07/2007

APPENDIX 6

LETTERS DISTRIBUTED TO TRADERS IN THE HIGH ROAD

Barrett Daliah

From: steve cross [steve@cross137.fsnet.co.uk]
Sent: 12 June 2007 23:41
To: Barrett Daliah
Cc: Jocelyn.Cunningham@creative-partnerships.com; Fleur.Dewar@creative-partnerships.com; Hennings David; Ramjan Mahmood; Galey Karen
Subject: RE: IT CAN HAPPEN HERE
Attachments: Haringey advertiser.doc

Hi Daliah

Thanks for the communications with your office, there are a number of things I need to speak to you about.

Firstly, I have been liaising with the Library about putting up your notice and went into there yesterday to ask them to put up the notice, which they were perfectly happy to do so. I went past this morning but it's still not up, I will go in again tomorrow and pursue this. We have an advert going in the Haringey Advertiser next week. As already discussed I am not happy to put notice's on street lamps or furniture, for fear of accusations of Fly-posting! Please find attached the copy, there is still time to make any changes you would recommend. We have already done a mail-drop, delivering by hand, letters to individual business's up and down the High St and Broadway, so everybody should know that this is happening. We intend to do this again with further information about the change of time and the suspension of parking bay etc. I would welcome your advice on how we can facilitate this?

Secondly, we have been in extensive communication with Haringey Council, the Met Police, TfL and the Bus Co. over the Traffic Management Plan with A-Plant/Lux, and I think now that we have a consensus and an agreed plan to put forward to TfL for the event. One of the concessions is that we have agreed to move the time of the event from, 12:00 – 15:00, to 10:00 – 13:00, still on Thurs 19th July. I hope this will not prejudice our application for a Premises Licence? This has been negotiated as a best possible scenario with all the interested parties. I have put out this timescale on the statutory notice.

Thirdly, and finally, for now, I note that there has been an objection to our licence from Millie Williams, Environmental Health. I wish she had been invited to the meetings to see the bigger picture. I'm not sure where this leaves us? I'm sure that all her concerns shall be addressed in our Event Management Plan which will be presented in 1st draft at our meeting on Friday.

Talking of which, I hope you have already been invited to the meeting we are having about the Event Management Plan on Friday 15th at 12:00 noon Conference Room 5, Level 9, River Park House, I hope you will be able to make it? If not I'm happy to meet with you separately.

I look forward to your comments.

With best wishes
Steve

02/07/2007



Creative Partnerships

**Creative Partnerships London North
Facsimile Cover Sheet**

To: Becky
Fax: 0208 366 4013

From: Fleur Dewar
Organisation: Creative Partnerships London North
Fax Number: 020 8345 6824
Telephone: 020 8803 1480
Date: 12 June 2007
No. of Pages:
(inc. this cover page)

Message:

Please find below a public notice we wish to publish in the Haringey Advertiser. Could you please provide me with a quote for the below advert, publication dates and the corresponding deadlines for adverts.

Kind Regards
Fleur Dewar

Licensing Act 2003 Notice of Application For a Premises Licence. Notice is hereby given that Creative Partnerships London North have applied to the Licensing Authority of London Borough of Haringey for a Premises Licence to permit: 'It Can Happen Here' to include music and dance on Thursday 19th July 2007 10.00-13.00 in the street along Wood Green High Road and Broadway N22. A register of licensing applications can be inspected at Licensing Team, Civic Centre, High Road, London N22 8LE. Any person wishing to submit relevant representations concerning this application must give notice in writing to the London Borough of Haringey, Licensing team giving in detail the grounds of the representation no later than: 8th July 2007.

Creative Partnerships London North
Millfield House, Silver Street, Edmonton, London N18 1PJ

T: 020 8803 1480 F: 020 8345 6824
londonnorth@creative-partnerships.com



Barrett Daliah

From: steve cross [steve@cross137.fsnet.co.uk]
Sent: 20 June 2007 22:08
To: Ramjan Mahmood; Kennedy Carol; Asad Juneed; Simon.Willmott@met.police.uk; Barrett Daliah
Cc: Jocelyn.Cunningham@creative-partnerships.com; Fleur.Dewar@creative-partnerships.com
Subject: It Can Happen Here - Letter to Business
Attachments: letter to local business2.doc

Please find attached a copy of the second information letter that will be distributed to local businesses in Wood Green Broadway and High Road informing them of the Road Closure, suspension of the bays for loading and unloading and disability parking, with the new times of the event.

I would be grateful if you could let me have any comments you may have before we send this out at the beginning of next week?

With thanks

Steve

For CPLN

Steve Cross
Arts & Events Management
Mob: 07793 818 625
Fax: 0207 323 4186
e-m: steve@cross137.fsnet.co.uk

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Creative Partnerships

June 2007

ATTENTION: HIGH ROAD CLOSURE NOTICE TIME AMENDMENT

Dear Sir/Madam

RE: Street Stopping Event *It Can Happen Here!* Time Change

A letter was distributed in May 2007 requesting that local shops make alternative arrangements for deliveries and other events that might be affected by the closure of the main highway from Wood Green to Turnpike Lane (the Broadway and High Road) for the Creative Partnerships street stopping event *It Can Happen Here*, involving 8 local schools and 3 large fabricated "Creatures".

This outdoor theatre spectacle was originally scheduled to animate the highway between 13.00 and 15.00 on Thursday 19th July. **Please note that the time has changed and that the road will now be closed and buses re-routed between 10.00 and 13.00 on Thursday 19th July. Furthermore, disabled parking and all parking bays will be suspended for loading and off-loading between 7.00 and 14.00.**

To facilitate this exciting event and to maximise its impact we would be grateful if you would please note this time change and redirect deliveries and other proceedings that might be affected by these events.

We continue to work closely with The Town Centre Manager, Carol Kennedy, Haringey Council and the Emergency Services to ensure that the day is an exciting and positive experience for the whole Wood Green community and appreciate your co-operation.

If you have any queries or require and further information, please contact Steve Cross, the Project Manager for Creative Partnerships London North on 020 8803 1480

Yours sincerely

Steve Cross

Creative Partnerships London North
Millfield House, Silver Street, Edmonton, London N18 1PJ

T: 020 8803 1480 F: 020 8345 6824
londonnorth@creative-partnerships.com



children) coming to visit the 'creatures', one at a time over the day. I suspect we will still have some acoustic music and dance, and some battery powered amplified music. So it is unlikely that there will be anymore than 50 (ish) people watching at any one time. Do I still need to make a full Premises Licence application, or will a TEN suffice? If so, please can you send me the form for the TEN?

I'd be grateful for your advice on these points.

I look forward to hearing from you.

With thanks
Steve

For Creative Partnerships London North

Steve Cross
Arts & Events Management
Mob: 07793 818 625
Fax: 0207 323 4186
e-m: steve@cross137.fsnet.co.uk

From: Barrett Daliah [<mailto:Daliah.Barrett@haringey.gov.uk>]
Sent: 09 May 2007 11:24
To: steve@cross137.fsnet.co.uk
Subject: *** SPAM *** FW: IT CAN HAPPEN HERE

Dear Steve

I write to inform you that the proposed event will require a premises license to be granted before it is allowed to take place. I have attached all the application forms and guidance notes that are required. I would advise you to take time out to read them.

Please note that the application for the Premises License is subject to a consultation period and a hearing before Members of the Licensing Committee who would then decide if the license is to be granted. I would advise you to apply for this license well in advance of your event, in the event that the application is refused you will have time to lodge an appeal at the Magistrates Court.

The Premises licence will need to have incorporated in the operating schedule an event management for the proposed event, this must cover all the licensing objectives i.e:

- Licensable activities
- Area to be used
- Capacity
- Is the event to be ticketed –How?
- Will it be ring fenced?
- Hours of licensable activities
- Customer profile
- Production schedule
- Licence Holder
- Designated premises supervisor
- Operating schedule
- Fire risk assessment
- Event management plan

- Licensing Objectives
- Police
- Sale of alcohol
- Security
- Stewards
- Searching and confiscations
- Drugs policy

02/07/2007

Eviction policy
Trading Standards

Public Safety
Health and Safety
Risk assessment
Safety Officer
Structures
Power supply
Litter
Provision for persons with special needs
Medical provisions
Fire safety:-

- Equipment and signage
- Fire safety Teams
- Marquees
- Means of Escape
- Exit routes
- Seating(if it applies)
- Gangways
- Lighting
- Drapes and decorations
- Explosives
- Refuse
- Catering
- LPG
- Exhibition Construction
- Exhibition Contents

Special effects
Fireworks
Pyrotechnics
Smoke and fog
Strobe lights
Ultraviolet lights
Lasers.

Fairground attractions – if being used
Communications
Radios
Landlines
Meetings
Emergency Communications

Traders
Major Incident Planning

Protection of Children
Underage drinking
Under 16s
Cinema
Lost children
Eviction of Juveniles
Facilities of children

Site Plans – must showing lighting towers, exit routes

Management Structures
Key personnel
Event Emergency planning

This is a lengthy e-mail but I have tried to ensure that all the information you are going to need to address are accounted for, not of all these things will apply to your application, please note this list is not exhaustive and can be added to at any time.

I am happy to discuss

Daliah Barrett
Lead Licensing Officer

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APPENDIX 7

MINUTES OF STAT MEETING WITH THE RESPONSIBLE AUTHORITIES

T 0208 489 8232
F 0208 489 5528
E daliah.barrett@haringey.gov.uk

From: Nicolaou George (Enforcement)

Sent: 27 June 2007 11:40

To: Barrett Daliah; Villalobos Jamie; Lunat Ilyas; 'steve@cross137.fsnet.co.uk'; Thompson Sandra (Environmental); Williams Millie; 'simon.willmott@met.police.uk'; Asad Juneed; 'peth@londonbubble.or.uk'; Olson Kendra

Subject: CREATIVE PARTNERSHIPS 2007 Animamals.doc

Please find attached the minutes of the statutory meeting held on 26th June 2007

**CREATIVE PARTNERSHIPS: "IT COULD HAPPEN HERE", HIGH ROAD
TO TURNPIKE LANE, 19th July 2007**

STATUTORY MEETING OF 26TH June 2007

MINUTES OF THE STATUTORY MEETING

ATTENDING:

Jamie Villalobos	LBH Building Control
George Nicolaou	LBH Licensing
Kendra Olson	LBH Licensing
Simon Willmott	Haringey Police
Ilyas Lunat	LBH Building Control
Steve Cross	Creative Partnerships London
Jonathan Petherbridge	London Bubble
Sandra Thompson	LBH Noise Control
Millie Williams	LBH Health & Safety
Juneed Asad	LBH Economic Regeneration

Absent: London Fire and Emergency Protection, Daliah Barrett, Transport for London, Highways

Meeting opened at 10:35 am by George Nicolaou

George Nicolaou asked Steve Cross to give an outline to the forthcoming event.

Steve Cross stated that the event had been developed over the past year. It was started in Central London by an organisation called Artichoke. In Waltham Forest 20 schools participated in the event. It is designed as part of a series of educational projects including the Emergency Arts Exit group and

London Bubble Theatre who have all been working on developing this event.

The proposal is to close the Wood Green High Road for three hours on the day of the event. The content of the event is to be driven by the schools themselves who were asked to describe why their school was such a positive place to be?. They answered that it was because of friendship, exercise and good food which is what Creative Partnerships based the three creatures on. The schools worked on what the creatures will actually do. These creatures will be battery powered.

There will be four performance stations which will be visited by the creatures. Each station will have school performances at them for approximately 12-15 minutes. They will be visited in sequence. It was noted that the timings can be found in the event management plan.

Jonathan Petherbridge noted that the event would begin at 10:15 am. and that it would end at 12:30 noon.. This was amended because of a suggestion from the police.

George Nicolaou asked why they were using the High Road?

Steve Cross responded that this was a suggestion of the council. When they applied to the council suggesting various locations the Economic Regeneration team suggested that they use the High Road for maximum event impact. Also, from the point of view of the economic regeneration of the Wood Green area this makes sense.

George Nicolaou asked if they had received the Road Closure Notice yet. Steve Cross said they had applied but not received it yet.

Juneed Asad asked if there was anything else they were waiting for in terms of clearance? Steve Cross said he wasn't entirely sure as he has only done a couple of previous events with Haringey Council and these took place at Finsbury Park some years ago. He said they might need permission for parking bays, possibly portaloos, etc.

Jonathan Petherbroke said that each station will have a technician and will have something celebratory take place, for example petals dropping or a fine spray of water.

Jamie Villalobos asked if there would be any pyrotechnics.

Jonathan Petherbroke said it was possible that a confetti bomb would be used and that if this was used he would let Building Control know about it.

There will be 16 stewards at each station, some would be voluntary. This is more than the original 28 proposed for the event.

Juneed Asad suggested Kumud might be able to assist in stewarding.

Sandra Thompson agreed to ask her.

Jamie Villalobos said that voluntary stewards would need to be adequately trained.

Jonathan Petherbroke said that in terms of toilet facilities they had 5 unisex toilets.. He said that this would be adequate as places along the High Road also have toilet facilities and listed them: Burger King, B.H.S, Shopping City etc.

Jamie Villalobos queried how the children would know about the toilets. Would there be signage?

Steve Cross said that as all the teachers would have the briefing papers that signage would be unnecessary. He said the general public would ask the stewards.

Simon Willmott asked whether these premises had given permission for their toilets to be used for the event?

Steve Cross needed to have asked them before presenting this to the Council.

Simon Willmott What happens if they refuse?

Steve Cross replied saying that the Shopping City had given permission but that he had not asked the others.

Simon Willmott queried who would deal with all those children who need to use the toilet if the shops refuse. This would mean that as there is only 1 portaloo at each station, this is effectively 1 toilet for 200 people.

Steve Cross said that he did not think it would be a problem as he did not think there would be very many more people attending the event.

Jamie Villalobos reminded him that there was a possibility of 5,000 people attending the event.

Steve Cross said that in the Shopping City alone there were a number of toilets which Daliah Barrett suggested they would need for the event. She suggested at least 8 male and 11 female toilets plus handicapped facilities.

Steve Cross will phone up to make sure that it is okay to use these.

Jamie Villalobos asked about any road works that were due to take place at the time?

Simon Willmott said they would need to find out and that he would need to be happy about the traffic plan. The organisers of the event would need to be aware and to make their sponsors aware that this could delay emergency services in some way.

The organisers are to give the police telephone contact numbers for all of the main players at the event including security.

Steve cross agreed that this would be done.

Steve Cross said that they would be using the Safer Neighbourhoods office as a lost children point.

Simon Willmott noted that it already has a number of uses and suggested that they put up a marquee instead, perhaps at Lymington Avenue.

Jonathan Petherbridge said that they had looked into this but were worried because of the procession.

An ambulance will not be brought to the event.

Simon Willmott said that the coaches would need to be marked at the front so that the police would know them.

Jonathan Petherbridge said children will be arriving at 09:30 am. There will be security to look after the coaches. The organisers will be having a site meeting very soon. Steve Cross will get in touch with AP today or tomorrow.

Simon Willmott reiterated his worries about the toilet situation and children getting lost. He said that signage needed to be put up.

Steve Cross has contacted the shops by letter in May and will write them an additional letter.

Simon Willmott Said no shops will be able to receive deliveries during the event.

Sandra Thompson asked what kind of noise was expected. Would they have stages and would there be a P.A, system?

Jonathan Petherbridge noted that each creature would have a PA system and that there would be live percussion. However, there would not be any stages and the event was not expected to produce very much noise as it was meant to be light touch and should be background noise.

Millie Williams asked about the toilets and how many people were expected to attend?

Steve Cross said that there would not be any advertisements for the event, that he is unsure how many people would come and that additional schools had been invited but that he did not know if they were coming.

Millie Williams reiterated that the shops were under no obligation to allow anyone to use their toilets. In fact McDonalds actually had a security system on their toilets which are only for customers. The Shopping City toilets are located on the first floor, how would the children be supervised?

Steve Cross said that as the schools will all have more than adequate parents, teachers etc this will be more than enough to supervise the children.

Millie Williams said that she needed a more cohesive statement on toilet facilities and that she would need a written confirmation on how the children would be supervised. Jonathan Petherbridge said that the schools have their own procedure for this sort of thing and asked who this would be for?

Millie Williams stated that this was needed from the point of view of Health and Safety and Building Control.

The organisers said that Mahmoud was working on the road closure notice and that he would pass on any comments they might have to Licensing and Health and Safety.

Steve Cross stated that in the event that they do not receive a road closure the event will not go ahead.

George Nicolaou asked how big the animals would be.

Jonathan Petherbridge stated that the longest would be 3½ to 4 metres and the widest would be 2½ to 3 metres. They would go down the main part of the road similar to a bus.

Millie Williams expressed concern that normal pedestrians would be mixing with the schoolchildren.

Jonathan Petherbridge replied that the event was meant to be for pedestrians, who would be allowed to pass behind the event. 4 stewards would follow the procession of children.

Millie Williams said that it would have been easier if they had just hired a park.

Steve Cross said that this was not the point of the event. The point of the event was to intervene in the public streets, to break down the barriers between the schools and the general public.

The creatures would be manned by two people each: one of which would be one of their creators and one whose main job was to act the creature.

Millie Williams expressed worries about the event as there do not seem to be concrete plans.

The organisers said that they had been in close contact with Carol Kennedy. However, as was noted, she is only in charge of the Shopping City and not the High Road.

Millie Williams expressed concern about evacuation procedure and their emergency strategy? She asked how many police would be present.

Steve Cross said that this was detailed in the Event Management plan which they should have received.

Simon Willmott noted that there would be two rendezvous points and 6 police at the event. If emergency vehicles needed to be brought in then this would be done with care. All stewards will be radio controlled.

Simon Willmott said that there would need to be advance signage for road diversions.

George Nicolaou said that as soon as they receive any information on road closures, British Transport, shops or toilets to get this information to the Licensing department as soon as possible.

Millie Williams said that in the event of any urgent Health and Safety concerns they should contact her directly.

ACTIONS:

1. . In the event that the organisers decide to use a confetti bomb they will let Building Control know about it.
2. Sandra Thompson to ask Kumud for assistance with extra stewards for the event.
3. Steve Cross to phone the stores in the High Road with toilet facilities to ask permission to use these for the event.
4. The organisers are to find out if there are any road works due to take place at the time of the event. .
5. The organisers are to give the police telephone contact numbers for all of the main players at the event including security
6. All coaches to the event will be marked at the front so that the police will know them.
7. Steve Cross will get in touch with AP today or tomorrow.
8. All stewards will be radio controlled.
9. . There will be advance signage for road diversions.

Meeting Closed 11:45am.

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