



NOTICE OF MEETING

Special Licensing Committee

MONDAY, 7TH SEPTEMBER, 2009 at 19:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Patel (Chair), Beacham, Demirci, Dodds, Edge, Lister (Vice-Chair), Newton, Reid, Scott and Thompson

AGENDA

1. APOLOGIES FOR ABSENCE

2. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. Late items will be considered under the agenda item where they appear. It being a special meeting of the Committee, under Part Four, Section B, Paragraph 17 of the Council's Constitution, no other business shall be considered at the meeting.

3. 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 **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. SUMMARY OF PROCEDURE (PAGES 1 - 2)

The Chair will explain the procedure that the Committee will follow for the hearing considered under the Licensing Act 2003. A copy of the procedure is attached.

5. ALEXANDRA PALACE, ALEXANDRA PALACE WAY, WOOD GREEN, LONDON N22 7AY (PAGES 3 - 56)

To consider an application by Alexandra Palace Charitable Trust and Alexandra Palace Trading Ltd to change the capacity of the great hall from 7,250 to 10,400.

It being a special meeting of the Committee, under Part Four, Section B, Paragraph 17 of the Council's Constitution, no other business shall be considered at the meeting.

Yuniea Semambo
Head of Local Democracy and Member Services
5th Floor
River Park House
225 High Road
Wood Green
London N22 8HQ

Helen Jones
Principal Committee Coordinator
(Non Cabinet Committees)
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Thursday, 27 August 2009

LICENSING SUB-COMMITTEE HEARINGS PROCEDURE SUMMARY	
INTRODUCTION	
1.	The Chair introduces himself and invites other Members, Council officers, Police, Applicant and Objectors to do the same.
2.	The Chair invites Members to disclose any prior contacts (before the hearing) with the parties or representations received by them
3.	The Chair explains the procedure to be followed by reference to this summary which will be distributed.
NON-ATTENDANCE BY PARTY OR PARTIES	
4.	If one or both of the parties fails to attend, the Chair decides whether to:
	(i) grant an adjournment to another date, or
	(ii) proceed in the absence of the non-attending party.
	Normally, an absent party will be given one further chance to attend.
TOPIC HEADINGS	
5.	The Chair suggests the "topic headings" for the hearing. In the case of the majority of applications for variation of hours, or other terms and conditions, the main topic is:
	Whether the extensions of hours etc. applied for would conflict with the four licensing objectives i.e.
	(i) the prevention of crime and disorder,
	(ii) public safety,
	(iii) the prevention of public nuisance, and
	(iv) the protection of children from harm.
6.	The Chair invites comments from the parties on the suggested topic headings and decides whether to confirm or vary them.
WITNESSES	
7.	The Chair asks whether there are any requests by a party to call a witness and decides any such request.
8.	Only if a witness is to be called, the Chair then asks if there is a request by an opposing party to "cross-examine" the witness. The Chair then decides any such request.
DOCUMENTARY EVIDENCE	
9.	The Chair asks whether there are any requests by any party to introduce late documentary evidence.
10.	If so, the Chair will ask the other party if they object to the admission of the late documents.
11.	If the other party do object to the admission of documents which have only been produced by the first party at the hearing, then the documents shall not be admitted.

12.	If the other party object to documents produced late but before the hearing, the following criteria shall be taken into account when the Chair decides whether or not to admit the late documents:	
(i)	What is the reason for the documents being late?	
(ii)	Will the other party be unfairly taken by surprise by the late documents?	
(iii)	Will the party seeking to admit late documents be put at a major disadvantage if admission of the documents is refused?	
(iv)	Is the late evidence really important?	
(v)	Would it be better and fairer to adjourn to a later date?	
THE LICENSING OFFICER'S INTRODUCTION		
13.	The Licensing Officer introduces the report explaining, for example, the existing hours, the hours applied for and the comments of the other Council Services or outside official bodies. This should be as "neutral" as possible between the parties.	
14.	The Licensing Officer can be questioned by Members and then by the parties.	
THE HEARING		
15.	This takes the form of a discussion led by the Chair. The Chair can vary the order as appropriate but it should include:	
(i)	an introduction by the Objectors' main representative	
(ii)	an introduction by the Applicant or representative	
(iii)	questions put by Members to the Objectors	
(iv)	questions put by Members to the Applicant	
(v)	questions put by the Objectors to the Applicant	
(vi)	questions put by the Applicant to the Objectors	
CLOSING ADRESSES		
16.	The Chair asks each party how much time is needed for their closing address, if they need to make one.	
17.	Generally, the Objectors make their closing address before the Applicant who has the right to the final closing address.	
THE DECISION		
18.	Members retire with the Committee Clerk and legal representative to consider their decision including the imposition of conditions.	
19.	The decision is put in writing and read out in public by the Committee Clerk once Members have returned to the meeting.	

Licensing Act 2003 Sub-Committee on 7th September 2009

Report title: Application for a Premises Licence Variation at ALEXANDRA PALACE, ALEXANDRA PALACE WAY, WOOD GREEN, LONDON N22 7AY

Report of: The Lead Officer Licensing

Ward(s) affected Alexandra

1. Purpose

To consider an application by Alexandra Palace Charitable Trust and Alexandra Palace Trading Limited to change the capacity of the great hall from 7,250 to 10,400.

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 -Williams

Telephone: 020 8489 8232

3. Executive summary

For consideration by Sub Committee under Licensing Act 2003 for a Premises licence with variation to the existing conditions

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: ALEXANDRA PALACE

The Background Papers are located at Enforcement Service, Technopark, Ashley Road, Tottenham N17

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5. REPORT

Background

5.1 An application for a Premises Licence Variation, by Alexandra Palace Charitable Trust and Alexandra Palace Trading Limited in respect of Alexandra Palace, Alexandra Palace Way, Wood Green, London N22 7AY under the Licensing Act 2003.

5.2 **Details of the application being sought under the Premises Licence Variation**
APP1

To change the capacity of the great hall from 7,250 to 10,400.

General-all four licensing objectives

Courtesy buses to be laid on to assist in crowd dispersal after event.

Operate events in line with Operating Schedule and Event Management Plan.

5.3 Crime and Disorder

Employ a security company to ensure any crime and/or disorder is kept to a minimum.

Operate CCTV throughout the building in conjunction with security company.

5.4 Public Safety

Employ security/stewarding company to provide effective crowd management at the events.

Operate the building in line with operating schedule and event management plan.

5.5 Public Nuisance

Employ Noise Pollution Consultants to monitor noise levels during events.

5.6 Child Protection

Under 16s not permitted to attend such events without an adult present.

6. RELEVANT REPRESENTATIONS (CONSULTATION)

Responsible authorities:

6.1 Comments of Metropolitan Police

Have no objections to this application.

6.2 Comments of Enforcement Services:

Have no objections to this application.

Food Team

Have no objections to this application.

Health and Safety

Have no objections to this application

Trading Standards

Have no objections to this application

Building Control

Have made comments on this application. **APP 2**

This is primarily concerning the increase in the number of toilet facility that will be required for the increased capacity, the Alexandra Palace are dealing with this matter

6.3 Fire Officer

Have no objections to this application

6.4 Planning Officer

Have no objections to this application

6.5 Comments of Child Protection Agency or Nominee

No representation made on this matter

7.0 Interested Parties – App 3

2 letters of representation have been received against this application.

8.0 Financial Comments

The fee which would be applicable for this application was **£635.00.**

APPENDIX 1

APPLICATION FORM
AND SUPPORTING DOCUMENTS

Haringey Council
AG9930694 E350
16 JUL 2009
RECEIVED
TECHNOPARK, ASHLEY ROAD, N17 9LN
Reference number:

Application to vary a premises licence under the Licensing Act 2003

(1) LONDON BOROUGH OF HARINGEY

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) We ALEXANDRA PALACE CHARITABLE TRUST & ALEXANDRA PALACE TRADING LTD

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

Part 1 - Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description
ALEXANDRA PALACE
ALEXANDRA PALACE WAY
WOOD GREEN
LONDON N22 7AY

Post town Postcode

Telephone number at premises (if any)

Non-domestic rateable value of premises

Part 2 - Applicant details

Daytime contact telephone number

E-mail address (optional)

Current postal address if different from premises address

Post town Postcode

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

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day	Month	Year

Please describe briefly the nature of the proposed variation (Please read guidance note 1)

ALEXANDRA PALACE WISHES TO CHANGE THE CAPACITY OF THE GREAT HALL (M+D) FROM 7,250 TO 10,400.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

10,400

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

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)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays			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"/>
Standard days and timings (please read guidance note 6)			
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			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"/>
Standard days and timings (please read guidance note 6)			
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			Please give further details here (please read guidance note 3)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			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)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments			Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
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 boxing or wrestling entertainment (please read guidance note 4)
Thur			
Fri			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)
Sat			
Sun			

E

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 checked="" 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) POP CONCERTS IN GREAT HALL
Mon	08.00	23.00	
Tue	08.00	23.00	State any seasonal variations for the performance of live music (please read guidance note 4)
Wed	08.00	23.00	
Thur	08.00	23.00	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)
Fri	08.00	23.00	
Sat	08.00	23.00	
Sun	08.00	23.00	

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	Please give further details here (please read guidance note 3)
Mon			
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 4)
Wed			
Thur			Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

G

Performances of dance			Will the performance of dance 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			
			State any seasonal variations for the performance of dance (please read guidance note 4)
Tue			
			Non-standard timings. Where you intend to use the premises for the performance of dance at different times from those listed in the column on the left, please list (please read guidance note 5)
Wed			
Thur			
Fri			
Sat			
Sun			

H

Anything of a similar description to that falling within (e), (f) or (g)			Please give a description of the type of entertainment you will be providing
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	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"/>
Mon			
			Please give further details here (please read guidance note 3)
Tue			
			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)
Wed			
			Non-standard timings. Where you intend to use the premises for entertainment of a 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)
Thur			
Fri			
Sat			
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 entertainment 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 at different times from those listed in the column on 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 Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing
			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)
Mon			
			State any seasonal variations for the provision of the facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)
Tue			
			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)
Wed			
Thur			
Fri			
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			
			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)
Tue			
			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)
Wed			
Thur			
Fri			
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			
			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)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

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)

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 variation (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)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

CONDITION 1 - PUBLIC SAFETY
CURRENT CAPACITY OF 7250 TO BE REMOVED
AND REPLACED WITH 10,400.

Please tick yes

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of the premises licence

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

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

COURTESY BUSSES LAID ON TO ASSIST IN CROWD DISPERSAL AFTER EVENT
OPERATE EVENTS IN LINE WITH OPERATING SCHEDULE & EVENT MANAGEMENT PLAN (SEE ATTACHED)

b) The prevention of crime and disorder

EMPLOY SECURITY COMPANY TO ENSURE ANY CRIME OR DISORDER IS KEPT TO A MINIMUM.
OPERATE CCTV THROUGHOUT THE BUILDING IN CONJUNCTION WITH SECURITY COMPANY.

c) Public safety

EMPLOY SECURITY/STEWARDED COMPANY TO PROVIDE EFFECTIVE CROWD MANAGEMENT AT THE EVENT. OPERATE THE BUILDING IN LINE WITH OPERATING SCHEDULE & EVENT MANAGEMENT PLAN.

d) The prevention of public nuisance

EMPLOY NOISE POLLUTION CONSULTANTS TO MONITOR NOISE LEVELS DURING EVENT

e) The protection of children from harm

U/16 NOT PERMITTED TO ATTEND SUCH EVENTS WITHOUT ADULT PRESENT.

Please tick yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- 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 5 - Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) 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

 A.P. GILL

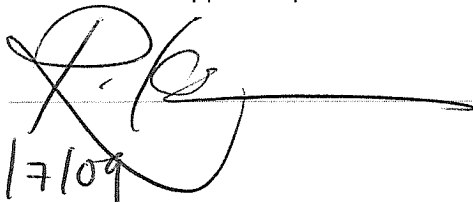
Date 08/07/09

Capacity INTERIM GENERAL MANAGER

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 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 8/7/09

Capacity MANAGING DIRECTOR, AP TRADING LIMITED

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

Contact name (where not previously given) and 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)	

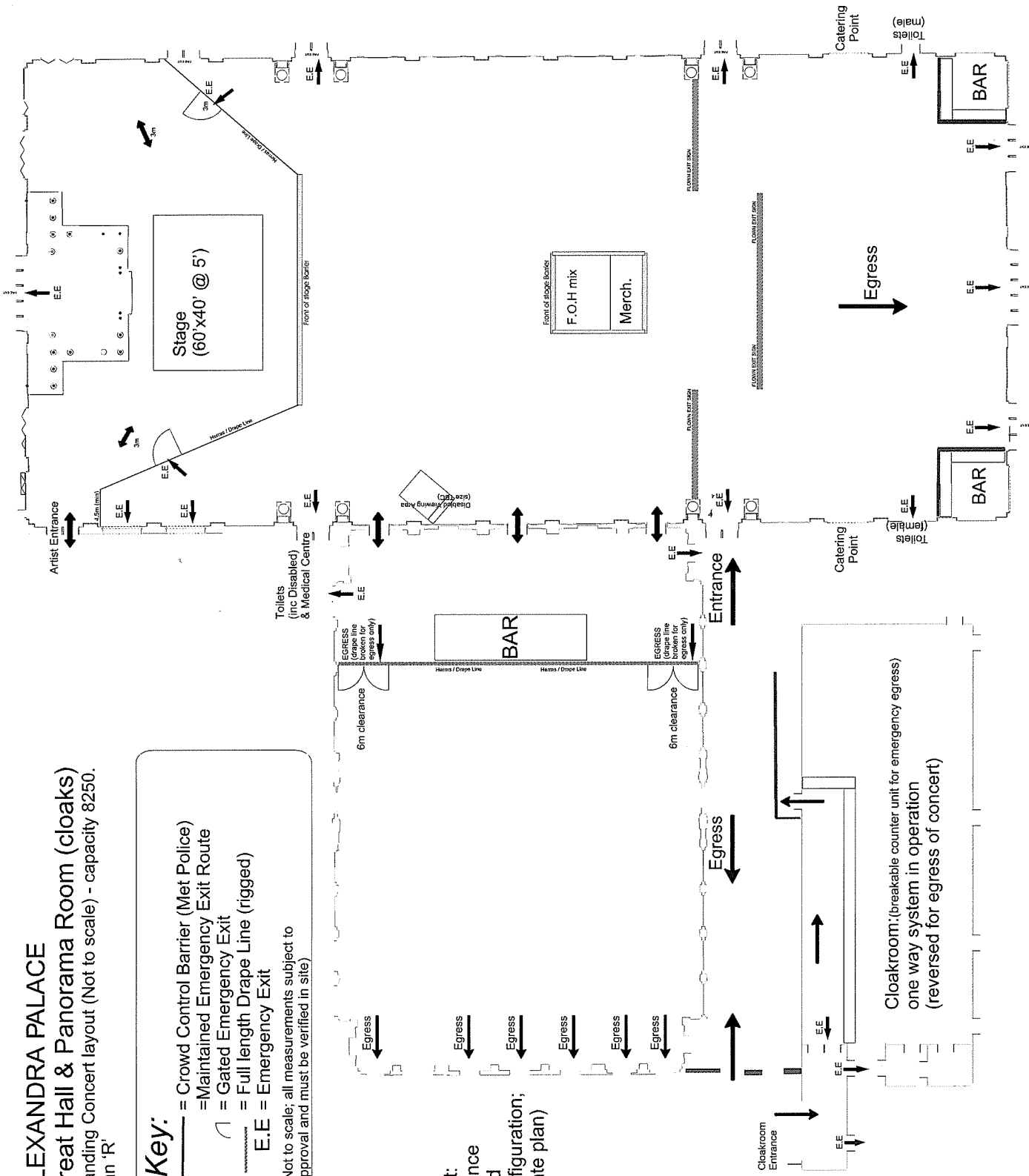
ALEXANDRA PALACE
Great Hall & Panorama Room (cloaks)
 Standing Concert layout (Not to scale) - capacity 8250.
 Plan 'R'

Key:

- = Crowd Control Barrier (Met Police)
- = Maintained Emergency Exit Route
- = Gated Emergency Exit
- = Full length Drape Line (rigged)
- E.E = Emergency Exit

(Not to scale; all measurements subject to approval and must be verified in site)

Palm Court:
 Main Entrance
 (Set up and barrier configuration; see separate plan)




Cloakroom: (breakable counter unit for emergency egress)
 one way system in operation
 (reversed for egress of concert)

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licencing Act.

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 state 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 i.e 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.

Alexandra Palace Trading Limited 	<u>OPERATIONAL PROCEDURES</u> <u>DRAFT</u>	SECTION PAGE ISSUE DATE	AP..... Page 1 of 21 TWO 1/04/09
TITLE: OPERATING SCHEDULE & EVENT MANAGEMENT PLAN		APPROVED BY:	

1. Changes from Last Issue

- 1.1 Added list of Internal/External Reference Documents.
- 1.2 Updated Operating Schedule to take into consideration Capacity Increase in Great Hall.
- 1.3 Event/Duty Management Responsibilities.

2. Objectives & Scope

This Operating Schedule is a key and comprehensive document which forms the basis upon which Alexandra Palace operates to ensure it complies with all licensing conditions detailed as part of the Premise License issued as a result of the Licensing Act 2003 and those areas required under the Regulatory Reform (Fire Safety) Order 2005

It addresses the areas in which Alexandra Palace intends to deal with the licensing objectives as well as the areas of safety for the building, staff, contractors, suppliers, event organisers and members of the public alike.

3. Reference Documents

Internal

Accident Report Form APO1
 Smoking Policy
 Fire Risk Assessment
 Routine Cleaning Programme
 Fire Log Book
 Daily Facility Check sheet
 Event Questionnaire
 Principle Regulations

External

Premise/Exhibition Licence Issue 2008
 Health Act 2006
 Capita Symonds Capacity Report
 FSO 2005
 Certificates of Safety
 Event Management Plan
 Crowd Management Plan
 Event Safety Guide

Service Level Agreements
 Rules of Admission
 Evacuation Procedure

4. Procedure Detail

4.1 Operating Schedule

4.1.1 Areas of Use

Alexandra Palace is an extensive facility with numerous areas of use. This document covers the day to day use of the following operational facilities.

Great Hall	West Hall
Panorama Room	Palace Suite
Londesborough Room	Roman Bar
Palm Court Suites	Great/West Hall Offices
Star Suites	Palm Court
Phoenix Bar	Ice Rink

This schedule currently does not include the Theatre or Theatre Foyer.

4.1.2 Operational Hours

The majority of the above facilities are generally only open during times when events are taking place in one or more of the halls. However Alexandra Palace is a 24 hour operation with no set opening and closing times of the facilities and is entirely dependant upon the building and customer requirements.

4.1.3 Capacity of Venue

The capacity is under review however the current figures are as follows;-

	<u>Live Events</u>	<u>Exhibitions</u>
GREAT HALL	7,250*	4250
WEST HALL	2,500	1850
ICE RINK	1,750	Subject to assessment
LONDESBOROUGH ROOM	300	300
PHOENIX BAR	200	
PALACE SUITE/RESTAURANT ICE	400	400
RINK CAFÉ (Ground floor)	400	400
ICE RINK BAR (Mezzanine Level)	70	
ICE RINK CLUB ROOM	150	
PALM COURT SUITE 1	20	20

PALM COURT SUITE 2 & 3	55	55
PALM COURT SUITE 4	40	40
PALM COURT SUITE 5	85	85
STAR SUITS	50	50
PANORAMA ROOM	1000	
THEATRE FOYER	280	

* Currently under review. Projected new figure to be 10,400 inc all staff on live music events in the Great Hall only i.e. standing Concerts.

4.2. Policy & Strategy

4.2.1 Mission Statement

Alexandra Palace understands it has a general duty of care for all who attend the venue and intends to operate a safe and secure facility for visitors, contractors, exhibitors, and staff at all times.

4.2.2 Management Structure/Responsibilities

The day to day management of Alexandra Palace will be the responsibility of the Head of Events & Operations in conjunction with the Senior Management Team. At all times when visitors are permitted into the facility there will be a Duty Manager who is deemed competent and responsible for making key decisions. A member of the Senior Management Team will be on call at all times to support the Duty Management Team on any situation that may need further consultation or involvement. Details of contact numbers are available from the Control Room.

4.2.3 Chain Of Command

The Duty/Events Manager will take the responsibility for the day to day running of the event. A member of the Senior Management Team will always be on call to assist with any key decisions that may arise during an event. Any ultimate decisions to be made will be undertaken by the Managing Director.

In an emergency situation and when an event is in progress the hirer will take instruction and direction from the Event/Duty Manager. Likewise the Security and Stewarding Contractor will again undertake direction from the Event/Duty Manger and his supporting staff.

4.2.3 Training

AP continues to ensure all relevant staff are aware and trained in the duties and responsibilities in respect to public safety within the building. All Duty

Managers are trained to a competent standard and will have a minimum of an IOSH Managing Safely or equivalent qualification.

4.3 Fire Safety

4.3.1 Personnel

Alexandra Palace employs one full time Fire Officer to manage and oversee all fire prevention systems plus additional Fire Officers to assist with Public and Fire Safety on events in accordance with the following schedule.

These are minimum requirements based upon Risk Assessment.

Events < 1000	No Fire Officers Required
Events > 1000 but < 2500	One Fire Officer Required
Events > 2500 and all Exhibitions.	Two Fire Officers Required

Further Fire Officers may be required should the RA deem necessary.

The role of the full time Fire Officer is to ensure all fire systems and equipment is maintained and in good working order. The supplementary Fire Officers brought in for events are there to assist the Event/Duty Manager in the general fire precautions/safety of the building as well as assessing the element of risk to the building as a result of the events and its activities. In addition the Fire Officer will undertake a number of public safety checks to include signage, escape routes, gangways, fire door operation and supplementary FFE as well as undertaking the fire safety/stewards briefing on all public events held at the venue.

4.3.2 Smoking Policy

Under the new Health Act 2006 smoking in all public buildings/premises is prohibited. Alexandra Palace with the assistance of the Event Organiser will be responsible for ensuring this is adhered to throughout the tenancy period.

Alexandra Palace has designated areas where smoking may be permitted. Anyone found to be disregarding this facility and subsequent signage may be asked to leave the site. These areas are detailed in the site rules and regulations and Company Smoking Policy.

Event Organisers have a responsibility to ensure all their staff, contractors and suppliers adhere to the AP Smoking Policy and sufficiently brief these people of the smoking areas available to them.

4.3.3 Fire Fighting Equipment

A variety of fire fighting equipment, extinguishers, hose reels, blankets are situated prominently around the building. This equipment is regularly maintained and supplemented on events dependant upon the risk involved. A schedule of equipment is attached.

The maintenance of this equipment is undertaken by an approved supplier via the on site Maintenance Contractor on a regular basis in conjunction with the Senior Fire Officer and detailed in the Fire Log. All certificates are held with the Senior Fire Officer.

4.3.4 Means of Escape/Exit Routes

When any of the rooms at Alexandra Palace are in use the appropriate exit route(s) will be maintained at all times. The responsibility for unlocking all exit doors is undertaken by the Venue Security personnel. These routes will be checked by the Duty Manager and/or the Fire Officer prior to public entering the building. A Key Board is situated in Palm Court Security Office that shows what doors are currently locked and /or available as means of escape.

All Exit Doors are checked and maintained on a regular basis to ensure their operability. Any faults are reported in the Corrective Action Log situated with the Site Maintenance Contractor and addressed within the appropriate timescale.

4.3.5 Signage

Alexandra Palace provides adequate and suitable signage on all escape routes and doors. Additional temporary/alternative signage must be installed where deemed appropriate or necessary. This signage will comply and be in accordance with the most recent Health & Safety Legislation and BS Standard.

4.3.6 LPG

Alexandra Palace has a responsibility for the Reduction of Risks from Dangerous Substances and therefore the use of LPG is reduced as far as reasonably practicable within the buildings of Alexandra Palace and surrounding areas. Where LPG is in use a suitable and sufficient risk assessment will be undertaken to ensure a safe working practice is in place. Alexandra Palace does not allow Propane Gas (Orange Cylinder) within the building, but may consider Butane (Blue Cylinder) as an alternative if accompanied with the relevant safety documentation.

4.3.7 Fire Drills

Fire Drills for the BBC Tower are recorded by the Fire Officer in the Fire Log book and undertaken on a regular basis.

For reasons of safety and due to the complexity of running a fire drill during the event it is not practicable to operate a fire drill for the remainder of the building whilst an event is in progress.

A fire briefing is carried out and recorded for all permanent, temporary staff by the responsible Manager on their first day of work at Alexandra Palace.

4.3.8 Fire Log Book

Alexandra Palace Fire Log Book is maintained by Alexandra Palace Charitable Trust detailing all statutory test certificates for fire alarms, detection and emergency alarm systems.

4.3.9 Fire Risk Assessment

Alexandra Palace has a Fire Risk Assessment for the operation of the building. The Fire Risk Assessment is reviewed on a regular basis. This Risk Assessment does not take into consideration the use of facilities for events. Event Fire Risk Assessments must be written by Event Organisers and be based upon the activities and risks related to that event. A summary of which can be obtained from the Sales or Event Manager.

In line with the new Regulatory Reform (Fire Safety) Order and for those who are not fully aware of their responsibilities Alexandra Palace will assist the Event Organiser with the generation of their own RA by supplying a generic Fire Risk Assessment that can be modified to suit their activity.

The Risk Assessment must be completed by the Event Organiser and will be reviewed by Alexandra Palace.

4.4 Facility Management

4.4.1 Maintenance

Maintenance of Alexandra Palace is undertaken by Alexandra Palace Charitable Trust with the support of an appointed contractor. This Contractor has the responsibility for the day to day maintenance of all systems under a detailed Planned Preventative Maintenance Scheme to ensure the building operates efficiently at all times.

4.4.2 Security

Alexandra Palace has an appointed Security Company that undertakes the day to day building security. Two Officers are present within the Control Room on a permanent basis. Part of their duties is to monitor the emergency alarm systems and CCTV and support the Duty Manager/Fire Officer in their operational duties. In particular assist with emergency situations that involve an evacuation of the building. This would be through contacting the emergency services and making announcements to clear the building.

4.4.3 Cleaning

Cleaning of the facility is undertaken in house by the operations team under the supervision of the Operations Manager. As well as maintaining Alexandra Palace as a clean and pleasant environment their duties also include responsibility for ensuring all areas are kept clean and clear of all litter and rubbish that may cause a hazard either by way of blocking exit routes, build up of combustibles or hazards to health.

4.4.5 Facility Inspections

To assist and ensure both room and cleaning standards are maintained Alexandra Palace operates a Facility Inspection scheme. This is undertaken at least once per day by the Operations Manager/Supervisor where all areas are assessed for cleanliness, presentation and safety.

Any issues found are to be detailed in the Service Improvement Strategy for the relevant department to deal with within the timescales required.

4.4.6 Catering

The catering at Alexandra Palace is an in house team responsible for the operation all outlets and bars, including the Phoenix Bar. The range of provision is extremely wide encompassing small public operation to banquets of up to 5000 if necessary.

Alexandra Palace has the flexibility to provide service outlets from all parts of the building as well as the designated kitchen and bar areas. In addition, on special occasions Alexandra Palace may allow outside caterers to operate within the building subject to, and the passing of an appropriate audit.

4.4.7 Event Management

Alexandra Palace has an experienced team of Event Managers responsible for the co ordination of all Event Organisers requirements. They are responsible for the collation of all documentation required to be presented to Alexandra Palace by the Event Organiser and liaison with the Responsible Authorities to ensure this information meets the standards set within the License Conditions and the relevant legislation within which Alexandra Palace has to operate.

4.4.8 Principal Regulations

The Principal Regulations are to assist Event Organisers with the Rules and Regulations under which Alexandra Palace manages its facility.

4.4.9 Service Delivery

In order for Alexandra Palace to maintain itself within the Event Venue Market it is key to provide a good, efficient service delivery to all its customers, clients and their visitors. It is essential for Alexandra Palace to monitor and review the service it provides to ensure standards that have been set are maintained. This can be achieved in several ways:-

4.4.10 Customer Feedback

Customer feedback is essential to benchmark the level of success and the delivery of the service provided by Alexandra Palace. Questionnaires will be undertaken by both Event Organisers and APTL, post event and periodically with their visitors, to provide feedback and measure the current level of service being provided.

4.4.11 Dealing with Problems

Alexandra Palace identifies that it needs to have a comprehensive system of dealing with problems as they arise, either those generated by the building or customers and visitors alike. These issues will be addressed by the Corrective Action Log, Incident/Accident Reporting or the Customer Complaints Procedure. This will ensure any problems that arise are dealt with promptly and efficiently, providing an audit trail should further action be necessary.

4.4.12 Internal Service Audits

In order to deliver a quality service and facility Alexandra Palace undertakes an audit on the service it delivers in a number of ways. Audits will be undertaken both internally and externally by professional bodies within the areas of Health

& Safety, Catering and Maintenance on a yearly basis and as a result action plans put in place to maintain and uplift the current service being delivered.

4.5 Event Management Plan

This plan details how Alexandra Palace manages Event Organisers and their events being held at the venue. It is essential for the safety of all involved this is a controlled and coordinated approach. Alexandra Palace provides a set of rules and regulations by which an Event Organiser and its servants, contractors and suppliers must adhere.

It is required that each Event Organiser appoints a competent and responsible person as Health & Safety Representative for their event. This person will take responsibility for Health & Safety within the hired areas during the tenancy of the event.

4.5.1 Equipment

Alexandra Palace will endeavour where possible to recommend contractors and suppliers with whom they work with on a regular basis. This will assist in maintaining safety, control and ensure the necessary documentation is available to the relevant Responsible Authorities at the time required. A list of the key services and processes of management are detailed below.

4.5.2 Structures

All structures such as staging, seating, exhibition stands, marquees and where a loading is present i.e. rigging, or Front of Stage Barrier is involved will need to have a certificate of installation/safety in accordance with the method statement supplied, completed by either the contractor who supplied the structure or an independent structural engineer. These documents must be available to Local Authority Building Control prior to the opening of the event.

4.5.3 Electrics

The provision of all power will be the responsibility of Alexandra Palace via its appointed contractor RNE. RNE will deliver power based upon the submitted requirements of the Event Organiser. The Event Organiser may then distribute power to meet their needs. RNE will be responsible on behalf of Alexandra Palace in ensuring the installation is safe and correct and will provide certification of safety for Building Control prior to the event opening.

4.5.6 Seating

Where seating is concerned this can be in either of two forms i.e. flat floor chairs or tiered structures. Individual chairs may be laid out in the hall in accordance with Model Technical Regulations for Places of Public Entertainment. A plan will need to be submitted within a predetermined timescale, but not less than 28 days for both Alexandra Palace and the relevant Responsible Authorities to approve.

If tiered seating is to be used, once again the plan must be approved as detailed above and will need a certificate of completion/safety from either the contractor or independent structural engineer before the event is permitted to open.

4.5.7 Safety Certificates

An event may have numerous contractors and suppliers bringing equipment on to site. Alexandra Palace along with the Event Organiser has a Duty of Care to all those working on site and will request Certificates of Safety together with methods of installation and the company Risk Assessment from all contractors working within Alexandra Palace on the event. These must be supplied where possible at least 28 days in advance of the event and as well as those areas already mentioned specifically above, the same information will be required for the following areas:-

Lighting Installation
Drapes/Carpet/Decoration
Special Effects
Screens/AV Equipment

Other areas where the above information will be required will be:-

Fairground Rides
Motorised Vehicles
Televised Events and other filmed events

4.5.8 Special Effects

The use of special effects is increasingly common in all kinds of regulated entertainment. Alexandra Palace are aware of the risks involved and will take the relevant precautions in advising its clients of the issues and actions required to minimize the risk to the audience, performers and staff.

Where deemed necessary APTL will advise the Licensing and/or Fire Authority of when and where certain special effects intend to be used. ie Pyro, Lasers,

flame etc. No special effects will be permitted within Alexandra Palace without first seeking approval of APTL and the Responsible Authorities.

4.6 Admissions

It is essential to control the type and number of persons attending an event at Alexandra Palace in order to maintain public safety. This carried out in a number of ways:-

4.6.1 License Capacity

Alexandra Palace has a predetermined capacity based upon the exit routes/doors from the building. These figures are detailed in the conditions of the License and The Principle Regulations. It is the duty and responsibility of the Event Organiser together with the Venue Management to ensure this figures are adhered to and not exceeded in any circumstances.

In April 2009 following a re calculation of the Great Hall Capacity the total capacity for Great Hall for Concerts and other such music events has now been extended to 10,400 inclusive of all staff. The use of this capacity will be subject to the approval of the appropriate Event/Fire Risk Assessment and Crowd Management Plan by the Licensing Authority.

Any Live Event where this capacity is required must show on their Fire Risk Assessment and layout plan a minimum of THREE METRES between any Fire risk and the closest means of escape.

4.6.2 Ticketing

It is essential that ticketing for all events is controlled. Tickets must be bonded and numerically numbered to ensure copies/forges cannot be made. A sample ticket must be provided to Alexandra Palace for approval before printing and must contain conditions of entry on the reverse of the ticket.

A copy of the ticket manifest must be supplied in advance of the event. Any surplus tickets in relation to the capacity must be handed to Alexandra Palace prior the event opening.

4.6.3 Rules of Admission

Alexandra Palace has a set of Rules of Admission for events. These are given to Event Organisers to place on the reverse of all tickets printed. A copy of these rules of admission are situated at the Palm Court Entrance.

These rules detail Alexandra Palace's policy on Searching and Eviction plus detail on admission to the Building by unaccompanied children and children U/16.

Alexandra Palace has a duty of care for all persons attending site, children u/16 in particular.

4.6.4 Security/Stewarding

The provision of the correct level of security and stewarding is essential in hosting a successful and safe event. Alexandra Palace has a number of recommended and competent suppliers for this service with which the Responsible Authorities have worked with and are happy to accept. ALL these companies will supply sufficient and suitably qualified staff in relation to the event and activity taking place. Alexandra Palace will not accept a new supplier without first receiving their Method Statement, Risk Assessment, Training Records as well as references from similar previous events they have been involved with.

All Alexandra Palace recommended suppliers have a detailed knowledge of the building, the positions and numbers required for a safe event as well as the emergency procedures in relation to events taking place here at Alexandra Palace. The crowd management company will undertake where necessary the control of numbers in the halls in line with the capacities detailed within the license. The required resource to undertake this role will be the responsibility of the Organiser.

No event will take place without receipt of a crowd management plan, risk assessment and the approval by Alexandra Palace and the Responsible Authorities. This documentation must be submitted at least 28 days prior to the event.

4.6.5 Search Procedure

The level of search that may be required in relation to the event will be determined by a number of factors. These will include:-

- Event Profile
- Event Risk Assessment
- Police Threat Assessment
- Crowd Management Plan

The level of resource required for the event will be in line with the documents detailed above and will be the responsibility of the Event Organiser via their Event Manager.

4.6.7 Drugs Policy

Alexandra Palace in conjunction with the local Met Police operates a zero tolerance drugs policy. Any one caught either using such substances or attempting to bring drugs on site will have all drugs confiscated and will be ejected from the premises or may be detained whilst the Police are requested to site.

4.6.8 Signage

All signage will only be produced and sited with the approval of the Marketing and/or Event Manager.

4.6.9 Event Stop Procedure

It is essential that a “show/event stop procedure” is clearly agreed and detailed for any event. The majority of events taking place will operate under Alexandra Palace Emergency Procedure, where an announcement over the internal voice evacuation system will be made.

Where it is not possible to follow this procedure in its entirety, mainly where live music events are concerned, then a separate procedure will be agreed by all parties concerned prior to the event. This procedure must be detailed within the EMP and Risk Assessment then submitted along with all other documentation 28 days prior to the event.

4.6.10 CCTV

Alexandra Palace has a comprehensive CCTV system that operates throughout the building and surrounding external areas. This system is controlled by two full time suitably qualified Security Guards on a 24hour basis and has the ability to record in all areas. For specific events where deemed necessary by the Event Manager and/or The Responsible Authorities there may be a requirement to operate the Event Control Room with the relevant representation of the ELT. The Organiser must provide a representative for this operation and be responsible for any further representatives as a result of the services engaged for their event.

4.7 Emergency Services

Alexandra Palace works closely with all the emergency services in relation to the events held. All emergency services are advised of the events taking place at Alexandra Palace. Where necessary Statutory Meetings are hosted by Alexandra Palace in conjunction with the Event Organiser to discuss the issues/concerns of the following:-

4.7.1 Police

Issues that may need to be discussed will include.

Security/Stewarding

Provision of Alcohol

Attendance of VIP's, Guests & Dignitaries that may need protection.

Anticipated protests as result of the political nature of the event.

Events that may make Alexandra Palace a target for terrorists.

Only where events have a direct involvement with the Police will they have a presence within the building. Unless detailed otherwise or at the paid request of the Event Organiser the Police presence will be based externally outside of the building.

4.7.2 Fire

The Fire Brigade will not attend events held at Alexandra Palace unless an emergency situation is place.

However in line with the New Regulatory Reform (Fire Safety) Order, Venues and the Event Organisers are required to provide an Event Management Plan that contains all the details of their event. In addition an event specific Fire Risk Assessment will be required. This will need to include any or all fire risks bought into the building in relation to their event .This must be completed and submitted to Alexandra Palace at least 28 days in advance of the event.

4.7.3 LAS

The LAS will not attend events held at Alexandra Palace unless an emergency situation is in place or the risk is sufficient to send a control vehicle to the event. i.e. the number of people in attendance.

4.7.4 Medical Provision

Alexandra Palace has an appointed contractor to provide medical services to all events. The level of provision will be determined by the event Risk Assessment and the guidance detailed in the relevant event colored safety guides.

4.7.5 Emergency Procedure

Alexandra Palace has a well worked emergency procedure.

Each event will have a nominated ELT (Emergency Liaison Team)

The Alexandra Palace Duty Manager together with consultation with the Event Organiser and other nominated members of the team will determine how each emergency situation will be dealt with and what further action will be required.

4.7.6 Event Control

When deemed necessary Alexandra Palace will set up an event control room to monitor the event. This will act as a base for the ELT and where any emergency actions in relation to the event will be carried out.

The Organiser must provide a representative for this operation and be responsible for any further representatives as a result of the services engaged for their event.

4.7.7 Event Duty Manager

APTL will provide a Duty Manager responsible for the Event Management of each activity that takes place in the building. The Head of Events will, via delegated authority, will provide an Event Manager to all licensable events. This is to ensure both a responsible and coordinated approach for the safe and efficient running of events at Alexandra Palace.

The Event/Duty Manager will be ultimately responsible for the decision making process in the absence of a member of the Senior Management Team and Emergency Services. Where necessary the Event Duty Manager must liaise with the Event Organiser, his Safety Representative, Head of Security, Site Security and the Fire Officer in any decision making process that may affect the continuation of the event. Further consultation must be undertaken with the relevant Senior Management/Managing Director or Responsible Authorities before a partial/full evacuation may occur.

4.8 Communications

4.8.1 Landlines/Mobiles

The Event Manager together with the Event Organiser will collate and distribute contact details of the key persons involved with the event.

4.8.2 Radios

Due to the size and layout communication at Alexandra Palace by Radio can at times be very difficult. To assist with this and to ensure communication is at its most effective Alexandra Palace will co ordinate all the radio operation on site.

4.8.3 Emergency Communications

Please see copy of Emergency Procedure.

Should an emergency situation arise then any contact for the emergency services should be undertaken via Control/Event Control.

4.8.4 Key Personnel

The Event Organiser will be required to detail his key personnel showing a chain of command.

4.91 Transport

Every event must have a transport management plan. Alexandra Palace in liaison with the Event Organiser will address transport considerations in the following areas:-

4.9.2 Trains

Alexandra Palace provides good rail services via both First Capital Connect from London Kings Cross/Moorgate and Peterborough/Cambridge and from Transport for London on the Piccadilly Line to Wood Green.

4.9.3 Buses

TFL provides a frequent W3 service from Finsbury Park to Northumberland Park. This service runs every 5 minutes and stops at both Alexandra Palace and Wood Green train/tube stations.

4.9.4 Car Parking

Alexandra Palace has up to 1500 public car parking spaces, in a variety of locations and sizes to offer Event Organisers.

Alexandra Palace provides a Traffic Management Contractor to control all traffic movements on site during build up and breakdown. It is strongly recommended that this Contractor is used to provide Traffic Management throughout the open hours of the event to ensure maximum benefit of car parking areas as well as keeping the external roads clear.

4.9.5 Courtesy Buses

Alexandra Palace can provide a Courtesy Bus Service from both Wood Green Tube Station and Alexandra Palace Station to assist in ensuring visitors arrive and depart safely.

4.9.6 Taxi's

Alexandra Palace has access to numerous Taxi Company's to assist in ensuring visitors arrive and depart safely from events held here at Alexandra Palace.

4.10 Facility Management

4.10.1 Cleaning

Alexandra Palace will take responsibility for the cleaning of all public circulation areas during an event tenancy. An additional service is provided for all specialist areas such as catering and exhibition areas. Whilst events are taking place APTL will provide a team of operatives to ensure there is no build up of rubbish throughout the building. Post event cleaning will be completed within 24hours of the breakdown completion.

4.10.2 Waste Disposal

Alexandra Palace operates a 35yard compactor to assist in the disposal of rubbish. Additional skips, bins and compactors can be arranged to deal with the volume of rubbish to be generated. Specialist arrangements can be made for the disposal of food waste and recycling.

4.10.3 Toilets

Alexandra Palace has sufficient and suitable level of toilet provision to meet the capacity requirements of each of the halls. Additional toilets can be hired in to suite specific needs.

4.10.4 Noise

Alexandra Palace takes great care in managing noise pollution from live events. Where abnormal noise is to be generated and in particular outside the licensed hours as detailed in the Premise License sound consultants may be required to monitor and control noise propagation from the building. This will be the responsibility of the Event Organiser in conjunction with the Event Manager and Alexandra Palace's Sound Monitoring Consultants.

4.11 Catering

Alexandra Palace provides for a variety of events and activities requiring differing levels of service. The type and style of catering provision will be in line with the nature of the event and the audience/attendee profile.

4.11.1 Public

Public catering is generally carried out from predetermined fixed units throughout the building. In addition to these units Alexandra Palace operates the Phoenix Bar during normal licensing hours. The sale of alcohol throughout the premises is governed by the premise license and its attached conditions. The majority of the licensing objectives and subsequent control measures are covered within this document. Such as security/stewarding, CCTV and communication, capacity limits, prohibited substances, notices, litter and waste.

4.11.2 Functions/Banquets

Alexandra Palace has a large and extensive kitchen to provide for such events, however on occasions will set up satellite kitchens as a point of cooking/service point. These areas will be risk assessed and operated in line with the required food hygiene regulations. APTL does not permit outside caterers to operate within its facilities without first undertaking an audit of its operation and clearly showing its ability to operate within the facilities provided. Alexandra Palace operates a preferred list of suppliers to ensure the quality of service and food hygiene is maintained.

4.11.3 Crew/Organiser

Alexandra Palace will permit clients to bring in crew/production catering for its team of working staff should it be deemed necessary to meet the needs of the event. Again these contractors will need to forward the relevant food hygiene/safety information and complete a waiver form in respect of their operation.

4.11.4 Concessions

Alexandra Palace will on occasions engage in outside concession units to supplement the service it provides to its customers and clients customers. These concessions will operate under the guidance and control of APTL and will be from a preferred list of suppliers having undergone the relevant hygiene safety checks.

4.12.5 Water

Alexandra Palace has a provision of free drinking water throughout the building. Additional water supplies can be made available on request.

4.12.6 Merchandising

All merchandising has to receive the approval of Alexandra Palace before it can take place. Alexandra Palace can operate a merchandising outlet on behalf of an Event Organiser should they so wish. Any Event Organiser will need to provide full details in advance of the stand, its size, location, construction and the products they intend to sell up to 28 days in advance of the event.

4.13 Publicity & Promotion

Alexandra Palace has an active Marketing Dept. that will greatly assist with the publicity and promotion of events to be held here at Alexandra Palace.

4.13.1 Press

Alexandra Palace can assist with contacts for local, national and trade press. There are no specific Press facilities here at Alexandra Palace however there are rooms that can be set up and/or dedicated to members of the press where permanent phone line can be installed.

4.13.2 Radio

Again Alexandra Palace has contacts with both local and regional radio to support its event programme. On numerous occasions Alexandra Palace has been used and has the facilities to assist for both live and recorded broadcasts.

4.13.3 TV

On numerous occasions Alexandra Palace has been used for live and recorded TV Broadcasts. Alexandra Palace can support TV Production with respect to suitable location and adequate power and communication links.

Alexandra Palace will request full production schedule and risk assessment for the production operation. This will need to be submitted to Building Control up to 28 days in advance of the event.

4.14 Supporting Documentation

All the information detailed below will form part of the Event Organisers Event Management Plan that will need to be formulated and sent to Alexandra Palace for approval in consultation with the Responsible Authorities where necessary. This document should be completed and ready for review up to 28 days in advance of the event.

4.14.1 Event Risk Assessment

All Event Organisers will be required to provide an Event Risk Assessment of their event. This will need to be submitted to both Building Control and London Fire Brigade Fire Safety up to 28 days prior to the event. Alexandra Palace can provide assistance with this should it be deemed necessary.

4.14.2 Event Fire Risk Assessment

All Event Organisers will be required to provide an Event Risk Assessment of their event. This will need to be submitted to both Building Control and London Fire Brigade Fire Safety up to 28 days prior to the event. Once again Alexandra Palace can provide assistance with this should it be deemed necessary.

4.14.3 Crowd Management Plan

In order to control members of the public attending events at Alexandra Palace it may be required, due to numbers or determined within Risk Assessment, to engage an experienced, competent and suitable crowd management company to ensure the safety of visitors to the building. Alexandra Palace will provide a number of suitable organisations with the ability to undertake this role. They will be required to deliver a Crowd Management Plan together with schedule/layout of positions and relevant Risk Assessment based upon crowd profile.

4.13 4 Venue Layout Plan

The Event Organiser will be responsible for providing scaled floor plan of the halls at least 6 weeks in advance of the event. Any changes to be made after this date will need approval from the relevant Responsible Authorities. No changes will be permitted less than 14 days prior to event.

4.13.5 Contractor MS/RA's

All the Event Organisers' Contractors must provide their Method Statement and Risk Assessment prior to operation on site. These must be sent to the Event Manager for approval at least 28 days in advance of the event.

4.13.6 Production Schedule

The Event Organiser must provide a full and comprehensive production schedule in advance of the event. This must include Build Up and Breakdown and coincide with the tenancy hours detailed in the contract. Again this needs to be received at least 14 days prior to the event.

**ALEXANDRA PALACE
GREAT HALL**

CALCULATION OF CAPACITY FOR FIRE EXITING

References

Fire Safety Risk Assessment : Theatres, Cinemas and Similar Premises

Regulatory Reform (Fire Safety) Order 2005

BS 5588-6:1991 - Fire precautions in the design, construction and use of buildings —
Part 6: Code of practice for places of assembly

Fire Exiting Capacity Great Hall

The exiting capacity for the Great Hall set up for a standing only concert will be calculated based on exiting from the hall itself and from the venue as a whole.

For the purposes of calculation, the widths of all escape routes were measured on site and the clear opening of all doorways, corridors and stairs was recorded for use in the calculations.

The management of events in the Great Hall requires that the emergency exits will be stewarded during all periods of public occupation.

The Great Hall features high headroom which would allow dispersal of considerable volumes of smoke in the early stage of any fire evacuation.

Many of the exits flow directly onto external terrace and open areas outside the Hall.

The management of events also requires the strict checking of all fire escape routes to ensure that they are kept clear of combustible materials and are suitable for use prior to the public entering the building.

Based on these factors and the codes above the following assumptions will therefore be made:

Flow rate for emergency exit – 80 persons/minute/m width of opening

Flow rate on stairs – 60 persons/minute/m width of opening

Events in Great Hall are typically Low Risk – escape time of 3 minutes will be assumed.

Escape Routes

The following routes are available from the interior of the Great Hall. For locations see plan. Limiting conditions are shown in italic where there are several doors.

A – 5 double doors (1.58m clear each) onto lobby, 3 double doors (*1.8m clear each*) to outer stairs (3 at 2.7m clear each) onto gates to street (3 No gates at 3m clear each)

B1 and B2 – 3m clearways through backstage

C – 2 double doors (1.68m clear each) giving onto two stairs (*1.44m clear each*) joining route D with final escape to North Service Yard via 4 stairs (1.05m clear each) and further stair(1.6m clear)

D - 2 double doors (1.68m clear each) giving onto two stairs (*1.44m clear each*).
Note that fire exit from Ice Rink enters lobby also before stairs.

E – 1 double door (*1.58m clear*) into lobby and 3 doors (0.79m clear each)

F - 3 double doors (1.54m clear each) into external porch with two openings (*2.40m and 1.62m*) to South Terrace

G - 5 double doors (1.58m clear each) into external porch with three openings (*2.22m clear each*) to South Terrace

H - 3 double doors (1.54m clear each) into external porch with two openings (*2.40m and 1.62m*) to South Terrace

J – 1 double door (*1.58m clear*) into lobby and 3 doors (0.79m clear each)

K - 2 double doors (1.68m clear each) into main corridor

L - 3 double doors (1.8m clear each) into West Hall

M - 2 double doors (1.58m clear each) into First Aid Lobby area and onto 2 external double doors (*1.58m clear each*)

N1 and N2 – Roller shutter infill sections with 2 double doors (1.8m clear each) and one single door (0.8m clear) each opening onto West Service Yard

P – North Service Yard gate – 6.8m clear opening

R - 2 double doors (1.68m clear each) into First Aid Lobby area

S – Two 6m wide clear openings in drapes for egress

T - 6 double doors (1.68m clear each) into Palm Court

U – 1 double door (1.53m clear) into North Service Yard

V - 2 double doors (1.68m clear each) into Palm Court

W - 1 double door (1.6m clear) from Cloakroom onto South Terrace

X - 1 double door (1.26m clear) onto South Terrace

Y - 4 double doors (1.68m clear each) plus 1 auto double door(1.68m clear) into lobby and then 4 double doors (1.51m clear each) plus 1 auto double door(1.68m clear) into external porch with three openings to West Terrace (2.23m clear each)

Z - 2 double gates to North Service Yard (5.0m clear each)

From the widths above and the assumptions made earlier the capacity of the Hall may be calculated considering firstly escape from the hall itself and secondly from the overall building itself. Capacity is firstly calculated for all available exit routes and subsequently losing the widest exits, several instances are shown for comparative purposes. Discounted exit routes shown shaded in the tables below.

All Exits from Public Area of Great Hall

Great Hall Public Area		Immediate Width Using all exits for normal evacuation (m)			
Stage Right	B2	3.00	3.00	3.00	3.00
Roller Shutter 1	N1	4.00	4.00	4.00	0.00
Roller Shutter 2	N2	4.00	4.00	4.00	0.00
Door to First Aid	M	3.36	3.36	3.36	3.36
West Hall Doors	L	0	5.40	5.40	5.40
Corridor	K	3.36	3.36	3.36	3.36
Toilets	J	1.58	1.58	1.58	1.58
SW Doors	H	5.04	5.04	5.04	5.04
Rose Window	G	7.90	7.90	0	7.90
SE Door	F	5.04	5.04	5.04	5.04
Toilets	E	1.58	1.58	1.58	1.58
Stair 1	D	2.88	2.88	2.88	2.88
Stair 2	C	2.88	2.88	2.88	2.88
Stage Left	B1	3.00	3.00	3.00	3.00
Total Immediate Exit width	(metres)	47.62	53.02	45.12	45.02
width at 80/m/min	(m)	41.86	47.26	39.36	39.26
width at 60/m/min	(m)	5.76	5.76	5.76	5.76
Capacity for 3 min evac		11083	12379	10483	10459

Exits from Building

Final Exit to External Areas		Immediate Width Using all exits for normal evacuation (m)			
Backstage	A	5.4	5.4	5.4	5.4
Roller Shutters	N1/N2	8	0	8	8
First Aid Lobby	R	3.16	3.16	3.16	3.16
Palm Court Main	Y	6.69	6.69	0	6.69
Palm Court Side	X	1.26	1.26	1.26	1.26
Palm Court Side	U	1.53	1.53	1.53	1.53
Cloakroom	W	1.6	1.6	1.6	1.6
Toilets	J	2.37	2.37	2.37	2.37
SW Doors	H	4.02	4.02	4.02	4.02
Rose Window	G	6.66	6.66	6.66	0
SE Door	F	4.02	4.02	4.02	4.02
Toilets	E	2.37	2.37	2.37	2.37
Stairs to North Service Yard	C/D	5.76	5.76	5.76	5.76
Total Immediate Exit width	(metres)	52.84	44.84	46.15	46.18
width at 80/m/min	(m)	47.08	39.08	40.39	40.42
width at 60/m/min	(m)	5.76	5.76	5.76	5.76
Capacity for 3 min evac		12336	10416	10730	10738

In the event of a fire evacuation taking place with the maximum flow passing into the West Service Yard the totals entering here are based on a total exit width of 12.42m including the Palm Court side exit. The gate from the yard is 10.0m wide overall and the escape time through the gate is hence:

$$(12.42/10) \times 3 = 3.7 \text{ minutes}$$

The numbers exiting here is given by:

$$12.42 \times 3 \times 80 = 2,980 \text{ persons}$$

Given that this area is in excess of 1000 sq m and the overall number exiting the escape time is considered acceptable given the distance traveled and the space available for the escaping crowd which will not overwhelm the gates.

The exit route at D is a shared route with the Ice Rink. Whilst it is understood that the Ice Rink is not typically subject to significant occupancy when the Great Hall is in use for a concert, it is possible that there may need to be an adjustment on the overall exiting capacity when the Ice Rink is in use.

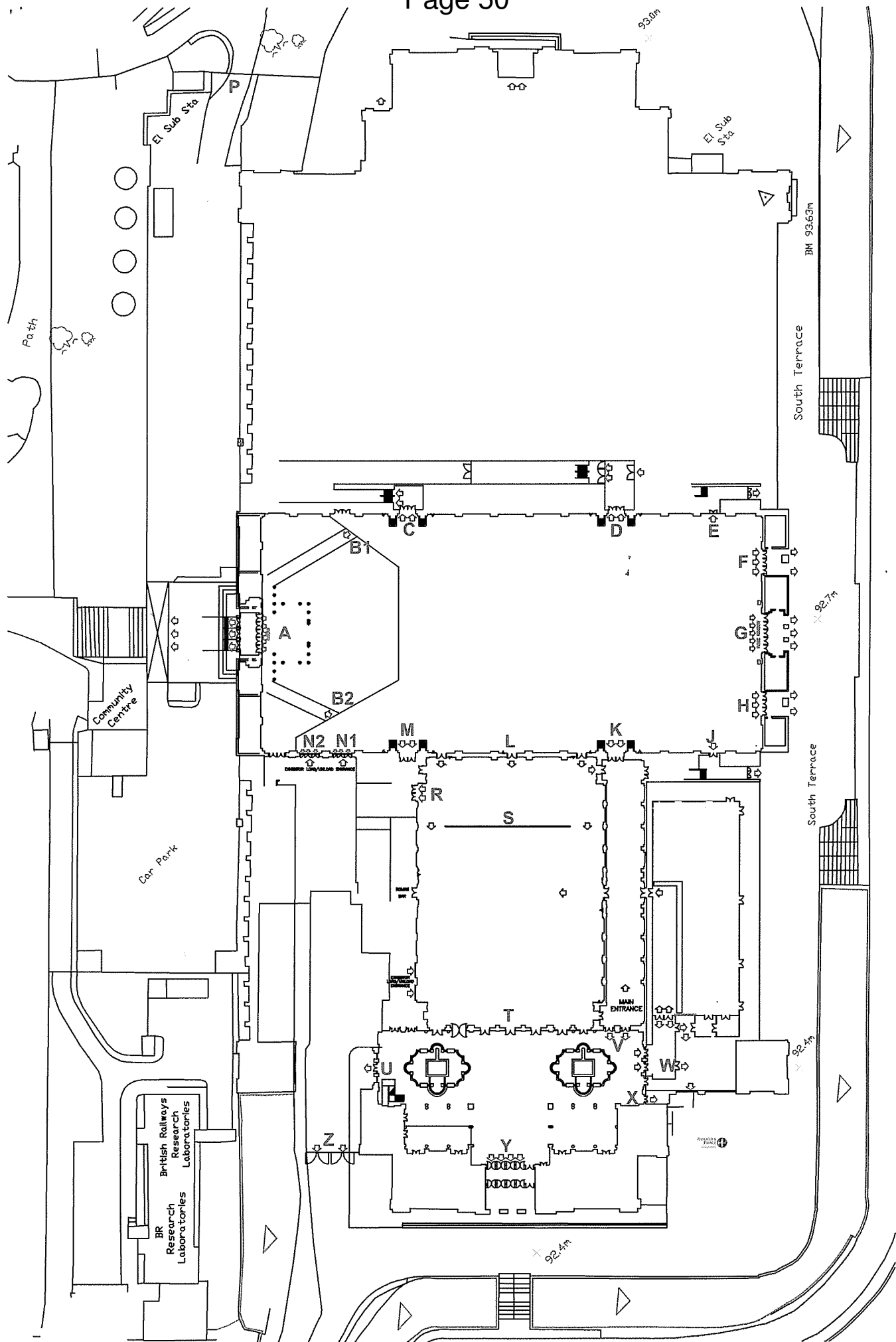
Conclusion

From the calculations above it can be seen that for a 3 minute evacuation of the Great Hall and ancillary areas a maximum safe capacity of **10,400** persons should be set.

This capacity is based on the strict imposition of safety management strategies including the use of stewarding and checking of fire escape routes prior to the public entering the building.

This capacity is also a total inclusive of staff.

The capacity may need to be reduced if there is a simultaneous event in the Ice Rink which may reduce the total numbers able to evacuate from Exit D.



14 July 2009

Daliah Barrett
Licensing Team
Enforcement Service
Lee Valley Technopark
Ashley Road
Tottenham
N17 9LN

Dear Daliah,

Enclosed is our application to vary a premises license and supporting documents for Alexandra Palace.

In order for us to place public notices within the required time, please confirm receipt of documents and that there are no content issues that could complicate the application at this stage.

Yours Sincerely

PP 

Mark De'ath
Senior Events Manager

CC:
Health & Safety
Police
Fire Department
Planning
Social Services Contact

Registered Office
Alexandra Palace, Alexandra Palace Way, Wood Green, London, N22 7AY
Telephone 020 8365 2121 Fax 020 8883 3999
www.alexandrapalace.com/info@alexandrapalace.com

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APPENDIX 2

COMMENTS FROM BUILDING CONTROL

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Olson Kendra

From: Barrett Daliah
Sent: 22 July 2009 11:07
To: 'Rebecca Kane'; 'Mark De'Ath'
Cc: Olson Kendra
Subject: FW: Alexandra palace. Application to increase capacity of Great Hall.
Follow Up Flag: Follow up
Flag Status: Red

Rebecca

Please see matters raised by Building Control regarding the increase in toilets that will be required for events at the revised number.

Dale

From: Chenier Pierre
Sent: 22 July 2009 10:56
To: Nicolaou George (Enforcement)
Subject: RE: Alexandra palace. Application to increase capacity of Great Hall.

Hi George,

With regard to Wcs for the revised number of 10500, the presumption is a 50/50 gender split, the minimum requirements are as follows;

Males : 105 Urinals, 28 Wcs 49 Wash Hand Basins

Females: 154 Sanitary Dressing Disposal Units, 154 Wcs, 154 Wash Hand Basins

They may need to augment their existing numbers for each event with temporary ones, but these numbers of WCs will be required to be stated on the License.

Yours,

Pierre Chénier
Senior Building Surveyor
Building Control
Tel : 020 8489 5136

From: Nicolaou George (Enforcement)
Sent: 22 July 2009 10:26
To: Chenier Pierre
Subject: Alexandra palace. Application to increase capacity of Great Hall.

Hi Pierre
Are there sufficient Toilets for the increase of capacity to 10500?

George Nicolaou
Enforcement Response
Unit 271-2 Technopark
Ashley Road
Tottenham

22/07/2009

APPENDIX 3

REPRESENTATIONS FROM INTERESTED PARTIES

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Mrs M. D. Myers
144 Dukes Avenue
London N10 2QB
Tel. 0181 444 8574
0208

4/08/09

Licensing Team Enforcement Service
Technopark
Ashley Rd
Tottenham London N17 9LN

Dear Sir/Madam

Proposed variation of the capacity at Alexandra Palace

I am writing on behalf of the Muswell Hill & Fortis Green Association. Many of our members live very close to the Palace and find the amplified sound of pop concerts in the Great Hall very disturbing – even before 11pm. The possibility of more frequent is of great concern.


In addition, those living close to the path that exits to Dukes Ave under the old railway bridge are disturbed by the noisy and excited young people that frequently hang about there long after 11pm. What look like drug dealers on motor bikes are sometimes also seen.

We would like 2 conditions applied to the licence if it is approved:-

1. Muffling curtains put up in the Great Hall to provide more sound insulation.
2. Security guards at the Dukes Ave exit to disperse the groups and look out for drug dealers and if necessary alert the Police.

However, we would like to congratulate you on the number and prominence of the notices both in the park and at the entrances advertising this application in contrast to some earlier public consultation notices related to the Palace and Park.

Yours faithfully,



Mrs MD Myers

Stephen & Suzanne Gainsley

116 Dukes Avenue,
Muswell Hill
London N10 2QB

Telephone: 020 8444 4020

e-mail: stephengainsley@blueyonder.co.uk

Licensing Team Enforcement Service
Technopark
Ashley Road
Tottenham
London N17 9LN



24th July 2009

Dear Sir/Madam,

Re: Proposed variation of hall capacity Alexandra Palace.

We strongly object to the above proposals which were posted on the gates of Alexandra Palace.

Previously when events of this nature were held, we were disturbed on a regular basis from noise emanating from the Palace and the surrounding grounds.

The Hall was not designed for loud amplified music and is acoustically transparent. In addition to this, we get very unpleasant vibrations in our home from this type of noise.

Notwithstanding the proposal to end the event at 11.00 pm, there will be further noise generated by people leaving the Palace. This happens every time there is a large event. Many people who attend these events drink excessive amounts of alcohol and hang around the area until the early hours of the morning shouting and creating a nuisance, particularly in the passage way connecting Dukes Avenue to the Palace.

We need to get up for work at 6.00 am and are very concerned that our sleep will be badly disturbed if these plans are approved.

Yours sincerely,

Stephen & Suzanne Gainsley.