



## NOTICE OF MEETING

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# Special Licensing Committee

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MONDAY, 16TH MAY, 2011 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Demirci (Chair), Browne (Vice-Chair), Adamou, Basu, Brabazon, Ejiofor, Erskine, Jenks, Reid, Scott and Strang

### 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. Please note that, it being a special meeting of the Committee, under the Council's Constitution, Part 4, section B, Paragraph 17, no other business shall be considered.

#### 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 under the Licensing Act 2003. A copy of the procedure is attached.

**5. THE TOTTENHAM COMMUNITY FESTIVAL AND CARNIVAL, BRUCE CASTLE PARK, OFF LORDSHIP LANE, LONDON N17 8NU ON THE 18TH JUNE 2011 (PAGES 3 - 88)**

To consider an application to allow Provision of Regulated Entertainment and Supply of Alcohol at the Event.

**Please note that, it being a special meeting of the Committee, under the Council's Constitution, Part 4, section B, Paragraph 17, no other business shall be considered.**

David McNulty  
Head of Local Democracy and Member Services  
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Friday, 06 May 2011

<b>LICENSING SUB-COMMITTEE HEARINGS PROCEDURE SUMMARY</b>	
<b>INTRODUCTION</b>	
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.
<b>NON-ATTENDANCE BY PARTY OR PARTIES</b>	
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.
<b>TOPIC HEADINGS</b>	
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:
	<b>Whether the extensions of hours etc. applied for would conflict with the four licensing objectives i.e.</b>
	(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.
<b>WITNESSES</b>	
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.
<b>DOCUMENTARY EVIDENCE</b>	
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?	
<b>THE LICENSING OFFICER'S INTRODUCTION</b>		
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.	
<b>THE HEARING</b>		
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	
<b>CLOSING ADRESSES</b>		
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.	
<b>THE DECISION</b>		
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 16<sup>TH</sup> May 2011**

**Report title: Application for a new Premises Licence for The Tottenham Community Festival and Carnival, Bruce Castle Park, off Lordship Lane, Tottenham, London N17 8NU on the 18<sup>th</sup> June 2011**

**Report of: The Lead Officer Licensing**

**Ward(s) affected Bruce Grove**

**1. Purpose**

**To consider an application by The Tottenham Community Festival and Carnival / Nick Price to allow Provision of Regulated Entertainment and Supply of Alcohol at the event.**

**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**

*Robin Payne*  
**Head of Enforcement Services**

**Contact Officer: Ms Daliah Barrett -Williams**

**Telephone: 020 8489 8232**

**3. Executive summary**

**For consideration by Full Committee under Licensing Act 2003 for a new 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: THE TOTTENHAM COMMUNITY FESTIVAL AND CARNIVAL**

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

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## 5. REPORT

### Background

5.1 An application for a new Premises Licence, by The Tottenham Community Festival and Carnival/Nick Price in respect of The Tottenham Community Festival and Carnival on the 18<sup>th</sup> June 2011 under the Licensing Act 2003.

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

**Provision of regulated entertainment, Live Music, Recorded Music, Performance of dance, anything of a similar description to that falling within (e), (f) or (g)**

**Saturday 18<sup>th</sup> June 2011                      1200 to 1900 hours**

**Provision of entertainment facilities for dancing and entertainment of a similar description to that falling within (i) or (j)**

**Saturday 18<sup>th</sup> June 2011                      1200 to 1900 hours**

**Supply of Alcohol**

**Saturday 18<sup>th</sup> June 2011                      1200 to 1900 hours**

**Opening Hours**

**Saturday 18<sup>th</sup> June 2011                      1200 to 1900 hours**

5.3 **General-all four licensing objectives**

The organisers work with key partners involved in the event on a year round basis to deal with pre planning, after event brief and forward planning. The site is designed to ensure maximum security and safety in the main areas, which include, Main Stage, Children's Youth and Elders area. The free event programme, which is distributed at all entrances to the site and at all information points, gives the public information regarding evacuation procedures, location of Main Control Point, Help points, First Aid, Lost Children information and guidelines. The event employs a security team who liaise throughout the event with organisers and the Metropolitan Police and employs an Exit Strategy to aid crowd dispersal after the event has finished.

5.4 **Crime and Disorder**

50 SIA security personnel will be employed for the event—the team also attend pre planning security meetings with the organisers and the Met, the last meeting being on site the day before the event. The Met attend planning meetings with organisers for many months before the event and deploy teams of officers on the day. A control unit is located in the centre of the park, equipped with CCTV. A police unit is also located at Risley School for surveillance purposes. A briefing is held on the morning of the event and

additional meetings are called throughout the day as required. Decision making power to close or evacuate the site lies with the Metropolitan Police.

## **5.5 Public Safety**

Entrance to the site is restricted to two controlled entry points (Gate 2 and Gate 5). Both entry points employ Knife Arches, operated by Security Personnel. All exit points are clearly marked and accessible to the public. No vehicles movement is permitted on site (except emergency vehicles). A highly visible Control Point, equipped with CCTV is located in a central position to assist the public. Stewards and security personnel are easily identifiable to assist the public. First Aid and Fire Safety teams are on site for the duration of the event. All stages employ crowd control barriers and visitor numbers entering and exiting the park are monitored by dedicated personnel using a clicker system, the figures are relayed at regular intervals to security control to ensure the capacity figures remain at under 8000 at any one time.

## **5.6 Public Nuisance**

The event employs a 'no dogs except guide dogs' entry policy. Motorcycles or bicycles are not permitted. Public Address Systems are located on designated stages only; no sound systems are permitted at any other location in the park. All stall holders or organisations attending the event have agreed to abide by Haringey Council's Equal Opportunities Policy in relation to products sold or information being distributed. The Metropolitan Police monitor the festival site and surrounding areas throughout the day and oversee crowd dispersal at the end of the event. Organisers will monitor PA system throughout the day and will deal with any local resident issues should they arise on the day.

## **5.7 Child Protection**

The Children Centre Haringey, provide CRB checked personnel to staff the Lost Children's Area for the duration of the event. Children's activities are located in one area which is serviced by an existing playground; both areas are closely monitored throughout the day by security personnel and staff. The event programme clearly details the actions to take in the event of a member of the public becoming separated from a child. All performers are made aware that the event is a family occasion and creative material must reflect this.

## **6. RELEVANT REPRESENTATIONS (CONSULTATION)**

### **Responsible authorities:**

### **6.1 Comments of Metropolitan Police**

There is a letter of explanation to the applicants and the Licensing Authority. There is also a letter of representation **APP 2**



**6.2 Comments of Enforcement Services:**

**Environmental Health Officer**

Have made representations. APP 3

**Building Control**

Have made representations. APP 4

**6.3 Fire Officer**

Have made representations against the application, but this has now been withdrawn subject to the applicants making amendments to the EMP. APP 5

**6.4 Planning Officer**

Have no objections to this application

**6.5 Comments of Child Protection Agency or Nominee**

Have no objections to this application

**7.0 Interested Parties**

No letters of representation have been received against this application.

**8.0 Financial Comments**

The fee which would be applicable for this application was **£1100.00**

**9.0 Licensing Officers Comments**

The Metropolitan Police have submitted a letter that outlines their involvement in policing this event. The letter is notifying the applicants that they need to fully take on board and show how they intend to manage the crowd control in terms of security and stewarding.

A statutory meeting has taken place to enable the organisers to explain their event and show that they are able to operate an event with regard to the licensing objectives. There are a number of issues that have not been agreed upon including the security arrangements.

These were submitted on the last day of the consultation period and the RAs will need to consider the document and inform the panel if they are satisfied with the proposals put forward.

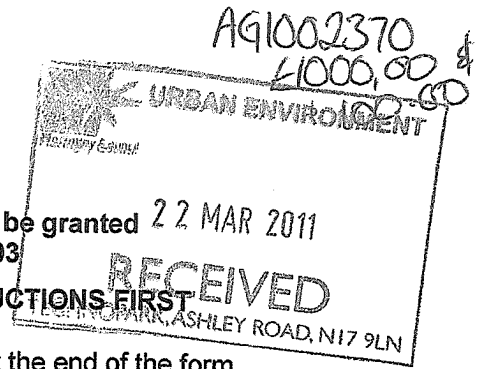
It is fair to say that the main concern is relating to public safety. Last year the event was affected by gang members accessing the event and then causing fear for those in attendance as they pursued each other across the event space. The minutes of last year's debrief meeting are attached at APP 6.

The minutes of the last statutory meeting are attached at APP 7.

The Applicants response to the representations by Responsible Authorities is attached at **APP 8**.

APPENDIX 1

APPLICATION



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

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.

I/We The Tottenham Community Festival and Carnival  
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, Ordnance Survey map reference or description Bruce Castle Park Off Lordship Lane Tottenham London			
Post town		Post code	N17

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)
- 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:

- Please tick yes
- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
  - 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)**

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input checked="" type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	

<b>Current postal address if different from premises address</b>			
<b>Post Town</b>		<b>Postcode</b>	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			

**(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.

<b>Name</b> The Tottenham Community Festival and Carnival / Nick Price
<b>Address</b> Charity - PO Box 51420 Tottenham London N17 6ZE  Nick Price - Chair The Studio 667 High Road London N17 8AD
<b>Registered number (where applicable)</b> 1124324
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> Registered Charity - No 1124324
<b>Telephone number (if any)</b> 07932 668 277
<b>E-mail address (optional)</b> nicky@tottenhamcarnival.co.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
1	8	06
2	0	11

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

Day	Month	Year
1	8	06
2	0	11

Please give a general description of the premises (please read guidance note1)  
Bruce Castle Park , located on Lordship Lane ,N17 is a public park , housing Bruce Castle Museum . The location has hosted the festival since 1997 , 2010 being the 13<sup>th</sup> year of the event.

Proposed activities on the day ;

- 1 Main Music Stage
2. Youth Stage and Youth Activities area
3. Latin / World music stage and Dance Area
4. Childrens's area , including indoor stage , childrens entertainers.
5. Elders Area , including music stage and performances.
6. Inclusion Zone , hosting activties , music stage and activities for disabled members of the community.
7. Registered Hot Food Vendors x 12- details will be submitted to Env Health on confirmation of attendance.
9. Community Organisations and Information Stalls.
10. A business Village - marquees x 12 ( 3M X 3M)
11. Royal Navy and Army activity areas.
12. Funfair - managed by Mannings fun fair
13. Sports activities on existing courts in park( subject to agreement with space manager)
14. Table Top Stalls , including bric -a-brac , arts and crafts ,local organisations.
15. Bar area

#### Site Information

1. The event employs a non fee paying entry policy.
2. A 'no dogs' except guide dogs policy is employed on the day
3. The Public are not permitted to take glass /bottles/cans onto the site - facilities for confiscation of any items found will be located at the 2 main entry points.
4. There are two designated entry points onto the site - GATE 2 and GATE 5 both are controlled areas and employ Knife Arches , operated by Professional security teams.
5. St Johns Ambulance personnel x 10 with 2 mobile units , 2 treatment locations on site , 1 Ambulance on Site
- 6 WC provision for event - 16 portaloos 3 x disabled portaloos on site
6. Bruce Castle Museum also provides wc facilities - 1 x disabled toilet , 2 x female wc's , 2 x Male Wc's.
7. The event employs Brace Security x 50 SIA personnel for security provision.  
In Addition , a further 30 stewards will be on site on the day.
8. Capacity for event - under 8000
- 9 . The Met have been notified about the date of the event- a number or pre event op's meeting will take place , with a final meet on Site with Organisers and security teams in the week prior to the event ( unless otherwise notified)
10. Provision of additional Marquees will be provided in case of increment weather.
11. All generators on site will be diesel based and earthed.
- 12 . Risk Assessments for the Carnival Parde and Bruce Castle park site attached

13. Phoenix Fire Event Services ( 2 personnel) will be on site from 10.00am to 19.30hrs to ensure fire safety regulations are adhered to pre , during and after event

**BRUCE CASTLE MUSEUM**

Bruce Castle Museum is open to the public from Wed - Sunday from 1pm - 5pm - on the day of the event the museum will open at 100pm as standard and will host activities on the front lawn outside the museum.

The UPPER FLOORS of the museum will be closed to the public for the duration of the event and the floor plans for evacuation of the building are attached.

**FOOD VENDORS**

All hot food vendors will need to be Corgi Registered if using Gas and LPG cylinders will be stored in a desinated secure caged area

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

7999

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

Please 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:**

- 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

<b>Plays</b> Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (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								
Tue								
Wed						State any seasonal variations for performing plays (please read guidance note 4)		
Thur								
Fri								
Sat						Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun								

## B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3) Flat screens powered by laptops located in marquees screening promotional style short educational/marketing dvds made by local organisations.		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

C

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

D

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

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3) Amplified music on stages and in Food Area Amplified music on stages in marquees - Childrens Area /Pensioners Area / Inclusion Zone/Latin Dance Tent/Youth and Main Stage Areas	Both	<input checked="" type="checkbox"/>
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	12pm	1900			
Sun					

F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3) Recorded music will be played throughout the duration of the licence application.		
Mon					
Tue			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat	1200	1900			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3) Latin Dance tent School / Youth /Adult performers on stages	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	1200	1900			
Sun					



H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><b>Please give a description of the type of entertainment you will be providing</b> Circus Style performances on grass</p>		
Day	Start	Finish	<p><b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input checked="" type="checkbox"/>
Tue			<p><b>Please give further details here</b> (please read guidance note 3)</p>		
Wed					
Thur			<p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)</p>		
Fri					
Sat	1200	1900	<p><b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 5)</p>		
Sun					

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

J

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b><u>Will the facilities for dancing be indoors or outdoors or both – please tick</u></b> (see guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give a description of the facilities for dancing you will be providing</u></b> Latin Dance Marquee located beside the Latin Stage		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	1200	1900			
Sun					

K

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>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 to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

L

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

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for <u>consumption (Please tick box)</u> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	1200	1900			
Sun			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

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

<b>Name</b> Nicky Price	
<b>Address</b> The Studio 667 High Rd Tottenham London N17 8AD	
<b>Postcode</b>	N17 8AD
<b>Personal Licence number (if known)</b> LN 00001548	
<b>Issuing licensing authority (if known)</b> London Borough of Haringey.	

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)**  
 N/A

O

<b>Hours premises are open to the public Standard days and timings (please read guidance note 6)</b>			<b><u>State any seasonal variations</u></b> (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			
Sat	1200	1900	
Sun			

**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)**

The organisers work with key partners involved in the event on a year round basis to deal with pre planning , after event brief and forward planning. The site is designed to ensure maximum security and safety in the main areas which include , Main Stage ,Children's Youth and Elders area. The free event programme , which is distributed at all entrances to the site and at all information points gives the public information regarding evacuation procedures , location of Main Control point, Help points,First Aid , Lost children information and guidelines . The event employs a security team who liaise throughout the event with organisers and the Metropolitan police and employs a Exit Strategy to aid crowd dispersal after the event has finished

**b) The prevention of crime and disorder**

50 SIA security personnel are employed for the event - the team also attend pre planning security meetings with organisers and the Met , the last meeting being on site the day before the event.The Met attend planning meetings with organisers for many months before the event and deploy teams of officers on the day.A control unit is located in the centre of the park , equipped with CCTV . A police unit is also located at Risley School for surveillance purposes . A briefing is held on the morning of the event and additional meetings are called throughout the day is required. Decision making power to close or evacuate the site lies with the Metroploitan Police.

**c) Public safety**

Entrance To the site is restricted to two controlled entry points ( Gate 2 and Gate 5) . Both entry points employ Knife Arches , operated by Security Personnel . All exit points are clearly marked and accessible to the public. No vehicles movement is permitted on site ( except emergency vehicles) . A highly visible Control point , equipped with CCTV is located in a central position to assist the public . Stewards and security personnel are easily identified to assist the public. First Aid and Fire Safety teams ae on site for the duration of the event. All stages employ crowd control barriers and visitor numbers entering and exiting the park are monitored by dedicated personnel using a clicker system, the figures are relayed at regular interavals to security control to ensure the capacity figures remains at under 8000 at any one time.

**d) The prevention of public nuisance**

The event employs a 'no dogs except guide dogs' entry policy . Motorcycles or bicycles are not permitted . Public Address systems are located on designated stages only , no sound systems are permitted at any other location in the park.All stall holders or organisations attending the event have agreed to abide by Haringey Council's Equal Opportunities Policy in relation to products sold or information being distributed.The Metropolitan Police monitor the festival site and surrounding areas throughout the day and oversee crowd dispersal at the end of the event. Organisers will monitor PA system throughout the day and will deal any local resident issues should they arise on the day.

**e) The protection of children from harm**

The Childrens Centre Haringey, provide CRB checked personnel to staff the Lost Childrens Area for the duration of the event. Childrens activities are located in one area which is serviced by an existing playground, both areas are closely monitored throughout the day by security personnel and staff. The event programme clearly details the actions to take in the event of a member of the public becoming separated from a child. All performers are made aware that the event is a family occasion and creative material must reflect this




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 (See guidance note 11). If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	March 18 <sup>th</sup> 2011
Capacity	Applicant

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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	

<b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)</b>			
Post town		Post code	
Telephone number (if any)	07940 254 202		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) annie@tottenhamcarnival.co.uk- Event Manager			

**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, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. 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.

# Tottenham Carnival

## Tottenham Community Festival And Carnival

PO.Box 51420 London N17 6ZE

Web: www.tottenhamcarnival.co.uk

e-mail: info@tottenhamcarnival.co.uk

### The Tottenham Community Festival and Carnival 2011

Please find enclosed Premises License Application for the **Tottenham Community Festival and Carnival** which is scheduled to take place on:

**Saturday June 18<sup>TH</sup> 2011 at Bruce Castle Park , N17 from 12noon – 19.00hrs**

**Capacity under 8000**

**The festival is preceded by a street Carnival procession, taking the following route;**

Assembly point Eade Road ( off Seven Sisters Rd ) from 9.00am

Departure Time 11.00am

Arrival at Bruce Grove 13.00hrs ( approx)

Route Seven Sisters Road , High Rd Tottenham , Bruce Grove .

The floats disperse on arrival at the junction of Bruce Grove and Lordship Lane and do not enter the festival site in Bruce Castle Park .

#### ENCLOSED

1. Premises Licence Application
2. Consent of Individual to being specified as Premises Supervisor
3. Risk Assessments
4. Site Plan

The Public Notice will be published in the Tottenham and Wood Green Journal 24th/03/2011 edition.

Notices will be sited at Bruce Castle Park for a period of 28 days , the closing date for submissions of any objections being April 15<sup>th</sup> 2010.

**Should you require any further information at this point , please contact :**

Nicky Price – Chair /Applicant - 07932 668 277

Annie Whyte – Event Manager – 07940 254 202

Community Festival and Carnival – Registered Charity no 1124324.

On behalf of the Tottenham

\* Paymet recieved by hand 18/03/2011

**Consent of individual to being specified as premises supervisor**

Nick Price

I .....  
*[full name of prospective premises supervisor]*

of

The Studio  
667 High Road  
Tottenham  
London  
N17 8AD

.....  
*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises Licence for one day community Festival Event - The Tottenham Community Festival and Carnival

.....  
*[type of application]*

by

Nick Price

.....  
*[name of applicant]*

relating to a premises licence

n/a  
.....  
*[number of existing licence, if any]*

for

Bruce Castle Park  
Lordship Lane  
Tottenham  
London  
N17

.....  
*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

Nick Price

-----  
*[name of applicant]*

concerning the supply of alcohol at

The Tottenham Community Festival 2009  
Bruce Castle Park  
Saturday June 19<sup>th</sup> 2011  
from 1200 - 1900

-----  
*[name and address of premises to which application relates]*

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

LN 00001548


-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

London Borough of Haringey

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed



Name (please print)

Nick Price

Date

18th March 2011



## HEALTH & SAFETY NOTICE FOR ROOM HIRE

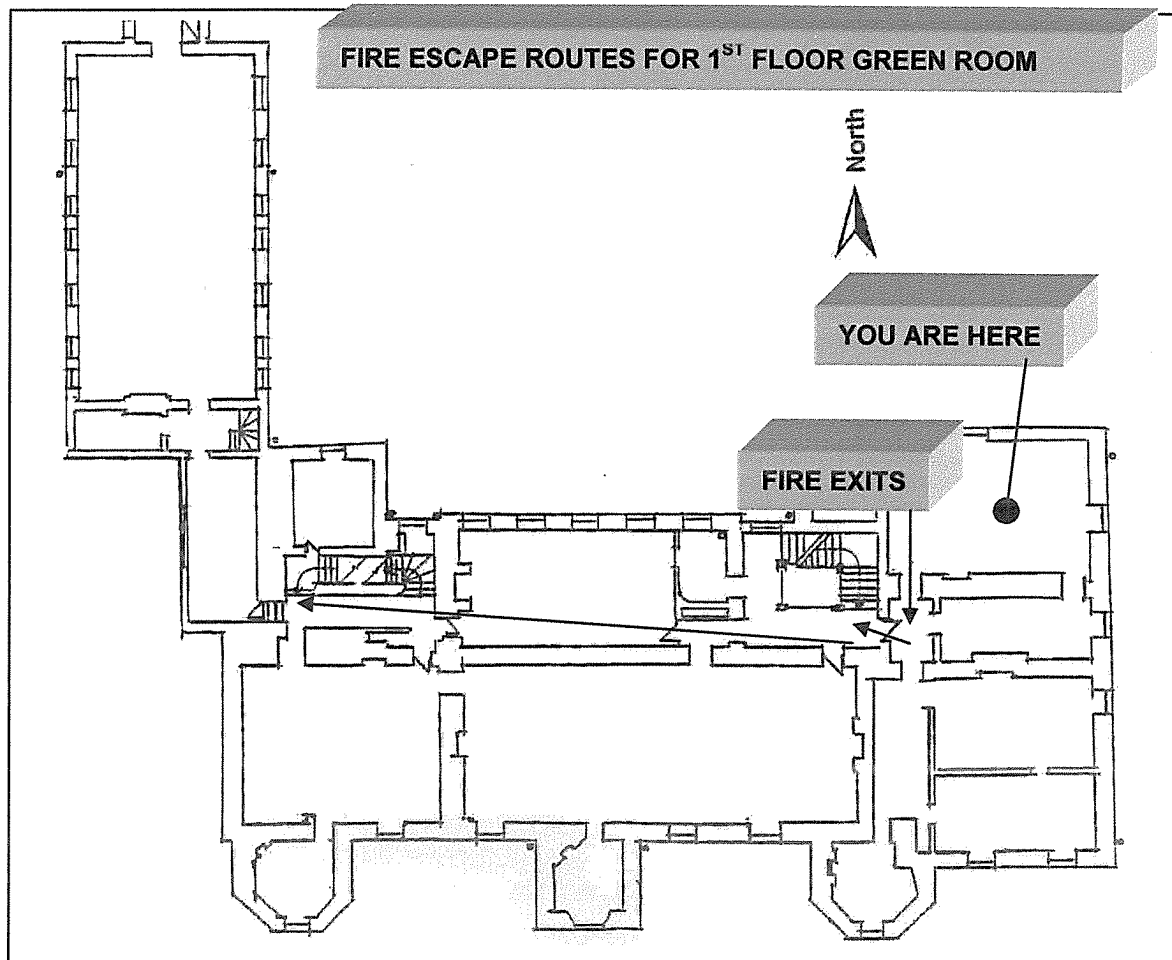
The Hirer shall comply in all respects with the requirements of all statutory authorities including the directions issued by the Council and the provisions of the Management of Health & Safety at Work Regulations 1999 and all other statutory instruments or regulations made which affect or govern the type of function being held at the premises.

**It shall be the responsibility of the Hirer to familiarise himself/herself with the location of all entrances and exits to and from the premises including all fire and emergency exits and the location of any fire fighting equipment. The Hirer shall ensure that all entrances and exists are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.**

**The final fire exits are at the front and side entrances to the Museum. The meeting point is in the Park to the South East of the Museum, in front of the Parks Hut/Holocaust Memorial Garden.**

The Hirer shall not admit or permit to the premises any articles or substances of an inflammable, explosive, dangerous, noxious or offensive nature. No unauthorised heating or lighting appliances shall be used on the premises without the previous written consent of the Council.

**The Hirer must provide a list of attendees to the Fire Officer in Charge** (please see notice board near activity room or ask one of the attendants).





## HEALTH & SAFETY NOTICE FOR ROOM HIRE

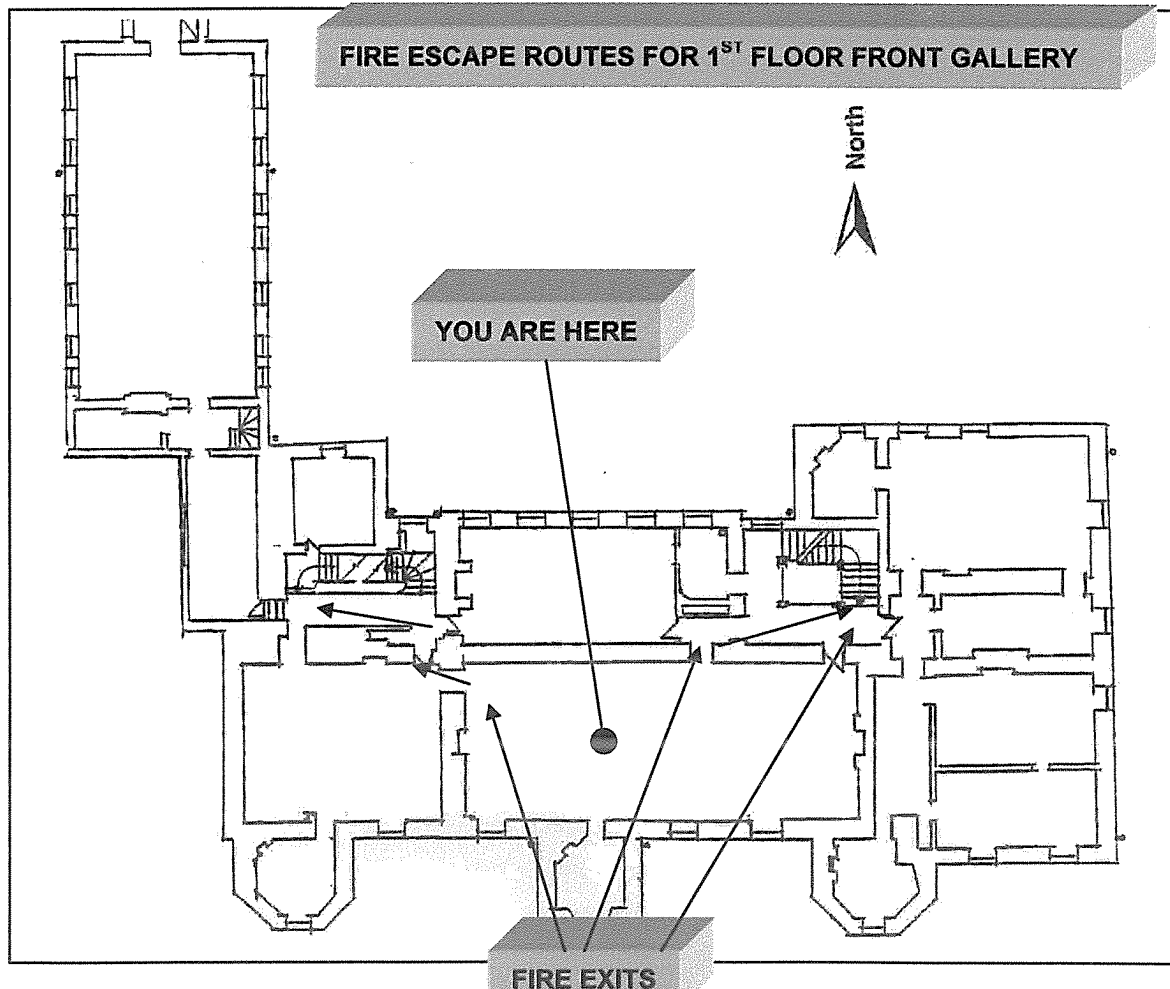
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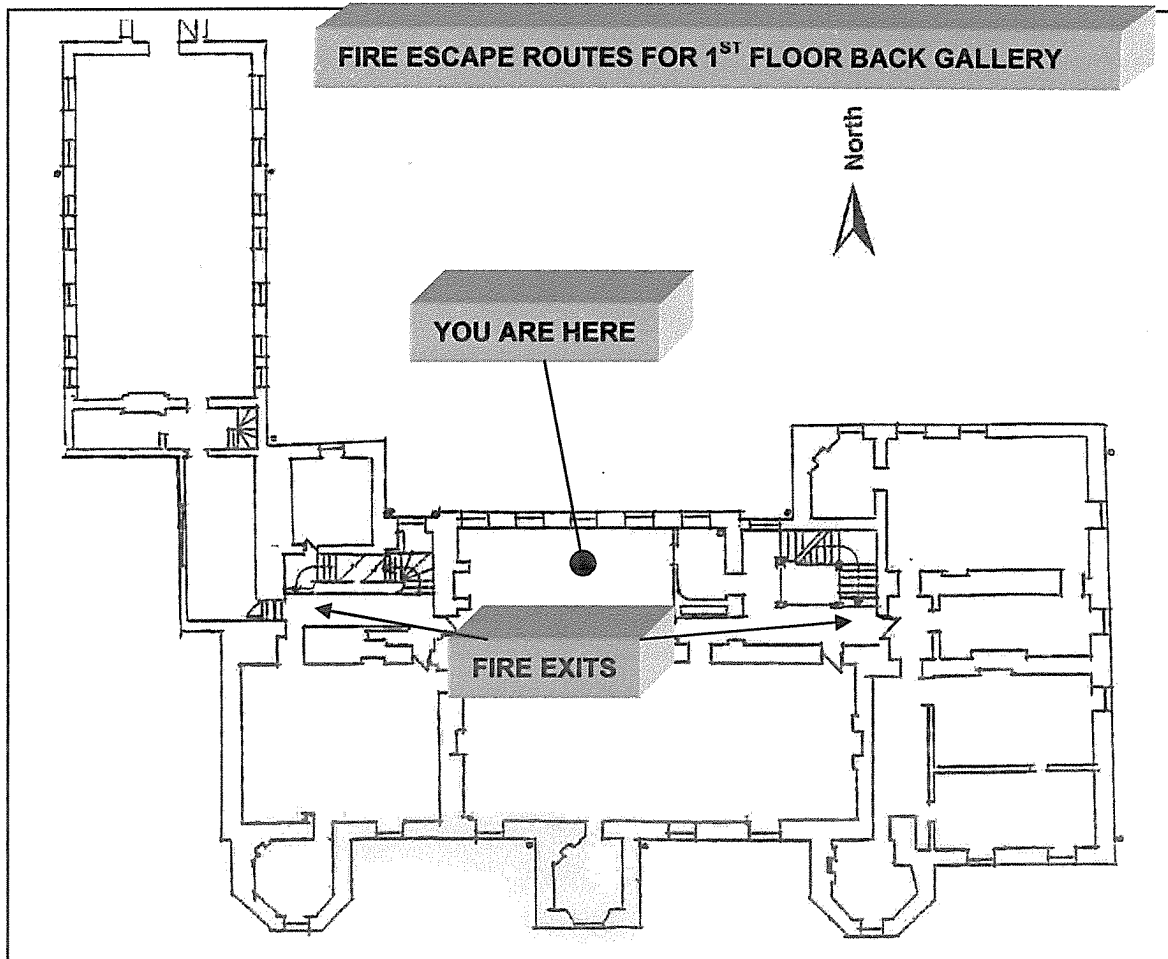
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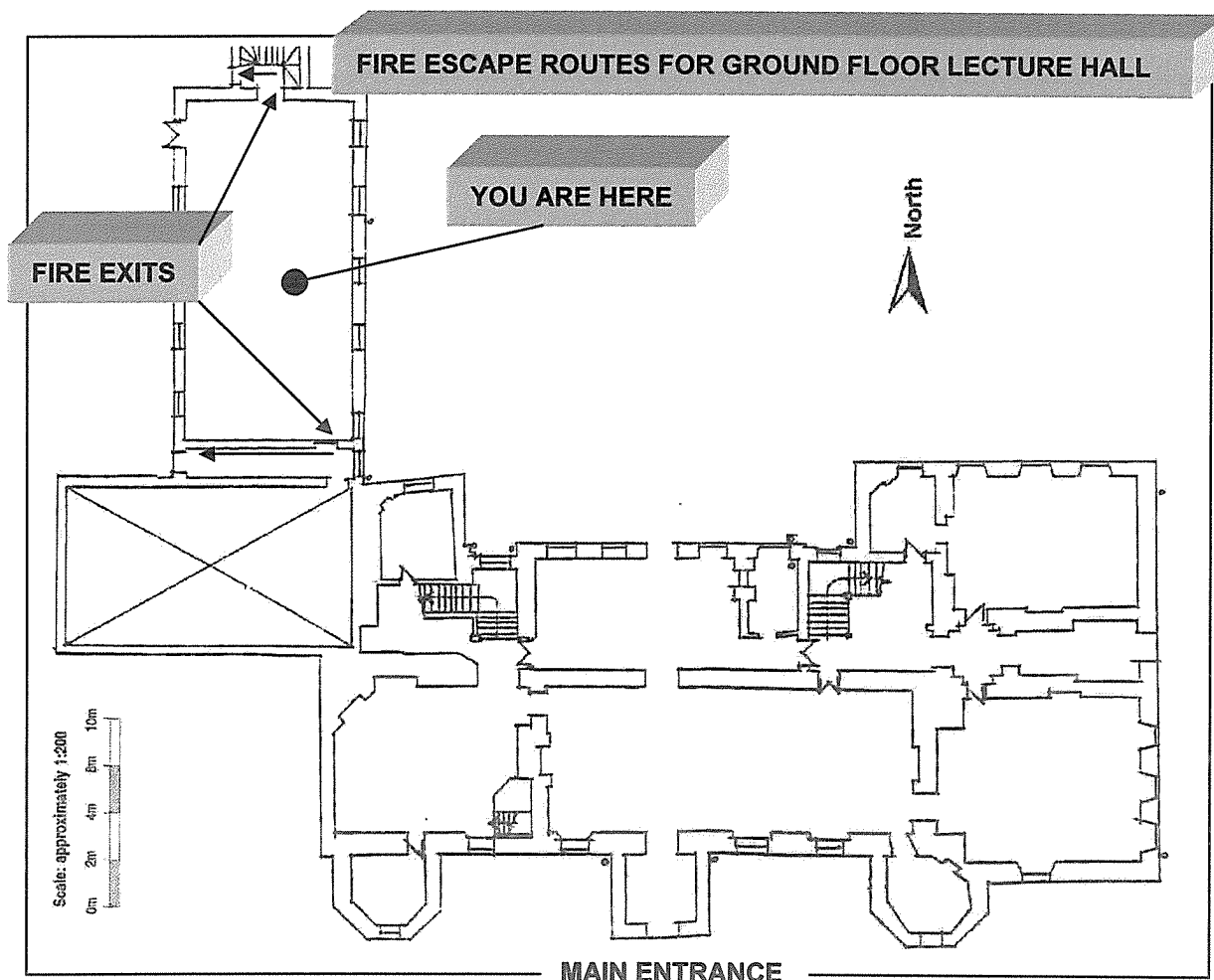
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The Hirer must provide a list of attendees to the Fire Officer in Charge (please see notice board near activity room or ask one of the attendants).



**RISK ASSESSMENT FOR TOTTENHAM CARNIVAL ROUTE FROM EADE ROAD TO BRUCE CASTLE PARK, TOTTENHAM N17**

<b>Risk/Hazard</b>	<b>Risk factor</b>	<b>Who affected?</b>	<b>Proposals</b>	<b>Risk factor</b>
<b><u>AT EADE ROAD</u></b>				
<b>RTA</b>	Medium	Public/participants	One way traffic in Eade Road Numbered slots for lorries to park before beginning Stewards to guide lorries to allocated number slots Those in charge of performing units to be briefed to control people in their care All participants to remain on pavement until ready to start parade	Low
<b>FUMES/FIRE</b>	Medium	Public/participants	Stewards to instruct drivers to switch off engines when parked in Eade Road	Low
<b><u>EN ROUTE</u></b>				
<b>ONCOMING TRAFFIC</b>	High	Public/participants	Ensure that all participating Units have stewards walking on the far right hand side of participants wearing bright highly visible colours or arm bands	Medium
<b>RTA</b> Proximity of vehicles to Participants (Wheels etc)	High	Public/participants	Ensure that stewards are well briefed to make sure that participants remain behind and not beside vehicles	Medium
<b>FUMES/FIRE</b> Vehicles/ sound Equipment/generators	High	Public/participants/ Driver/Operators on vehicles	All vehicles to carry CO2 canisters and driver or operator instructed on how to use it generators must be diesel and must never be covered Ensure driver or operator has carried out H & S check And know about emergency procedures	Medium
<b>ACCIDENTS/FALLS</b>	High	Public/participants	First Aid Ambulance to follow route Recommend that all performing units have first aid Kits and named qualified First Aider	Low

RISK ASSESSMENT FOR BRUCE CASTLE PARK FESTIVAL EVENT -SAT JUNE 18<sup>TH</sup> 2011

HAZARD	WHO IS AFFECTED	PRE CONTROL ASSESSMENT	CONTROL MEASURE	POST CONTROL MEASURES
<b>STAGING AREAS</b> Trips and Falls	Public, Staff Performers	High	All cabling protected by cable ramps/cable ties by crews Build / Get out carried out by competent personnel Security in place to monitor/control crowd activity Crush Barriers at front of stages	Low
Crushing	Public	High		Low
<b>YOUTH AREA</b>				
Crushing	Public	High	Security in place at all times	Low
Crowd Violence	Public, Staff	High	Extensive Police Presence CCTV	Low
<b>KIDS AREA</b> Abduc /Lost Accidents / falls	Children	Medium Medium	Competent Staff and security in place at all times Area Controlled by Children's Centre / HELP POINT in place For Parents / Carers/	Low Low
<b>PENSIONERS AREA</b>				
Theft / trips / falls	Elderly	Medium	Security at all times in place All cabling secured	Low
<b>FOOD VENDORS</b>				
Illness Fire	Public, Staff Public ,staff	High Medium	LBH pre informed of vendors on site All vendors to be checked for compliance with Food Safety'Regs./Fire Regs. Registered vendors only permitted Separate WC facilities and Water source available	Low
<b>MAJOR EMERGENCY/ EVAC</b>				
	Public, Staff, children Elderly, performers	Medium	High Level of security Met Police will head up Evac Plan and hold full decision making power action. All staff and organisers in contact via walkie Talkie at all times / Evac plan in place	Low
<b>THEFT/ ROBBERY</b>				
	Public , Traders site equipment	High High	CCTV on site Police presence Security presence in areas of high risk Help point for incident report	Low Low
<b>FIRE / ACCIDENTS</b>				
	Public, staff, elderly Children	Medium	First Aid on Site Fire Marshalls On site / All stages equipped with CO2 units Evac procedure in place Stewards / Security in place at all times to direct public to exits	Low
<b>PERSONAL SAFETY</b>				
	Staff /performers .	Medium	Controlled Entrance Points / security escorts	Low

## **TOTTENHAM COMMUNITY FESTIVAL AND CARNIVAL 2011**

### **Additional Information for Fire Officer.**

#### **1. VENDORS**

All vendors attending the event have been informed about adherence to current legislation regarding equipment.

The units will be checked on the morning of the event by Phoenix Fire Services.

Any additional cylinders will be sited in a safe place as documented in Premises Licence Application.

All bar-b – q units will be fronted by barriers.

Diesel generators only permitted on site

#### **2. SPECIAL EFFECTS**

There are no special effects, fireworks / pyro's taking place at the event.

#### **3. SAFETY OFFICER/MEASURES**

The License Holder, site co-ordinator and fire officers all ensure that safety measures are adhered to on build, duration of event and get out. A qualified electrician installs all generators (diesel only and earthed) and power sources (RCD protected)

#### **4. PUBLIC ACCESS**

The park has 8 points of entry / exit as standard on the premises.

Gate 2 and Gate 5 are used as the only entry points on the day. Gates are manned by security teams and employing knife arches and hand held security wands. The public are directed to these gates should they try and gain entry by any other gate in the park.

Gate 1, 3,4,6,7 are manned and act as EXIT points only.

Clickers are used by security teams on all exit and entry points to monitor crowd numbers. The details are communicated via radio at regular intervals by the gate crews to the security controller located in the main Control Unit in the park.

If the capacity number of 7999 is reached the public will not be permitted entry to the site until the numbers have decreased.

#### **Bruce Castle Museum**

The gallery and first floor areas are closed to the public for the duration of the event.

Staff will monitor numbers on entry to the museum.

Full information attached.

#### **5. EMERGENCY VEHICLE ACCESS**

Emergency vehicles access via GATE 5 and will be escorted by security crews onto and around the site to ensure public safety is not endangered.

No traffic congestion at GATE 5 as the approaching road (Church Lane) is closed to traffic for the duration of the event to allow ease of access to Fire and Emergency Services vehicles.

**6. DISABLED ACCESS**

There are no steps situated on any part of the site.

Bruce Castle Museum is fully accessible to wheelchair users.

The Inclusion Zone will include special matting for ease of access to wheelchair users.

The Inclusion Zone area is located near to GATE 2 and GATE 3 in the event of evacuation.

A specialist team is employed to manage the zone and will lead evacuation process.

Security teams will assist with evacuation on any other areas of the site.

**7. SIGN OFF'S**

All electrical installations will be signed off by a qualified electrician who will remain on site for the duration of the event.

**8. SIGNAGE**

Both designated entry and all exit points will be clearly identified on site.

In the event of an emergency security teams and the Metropolitan Police will employ the emergency plan as documented.

All escape routes will be kept clear for the duration of the event.

**9. SKIPS**

There are 2 skips on site located in the Food Vendors area (secured) and in the Park Rangers depot yard (staffed)

## LICENSING ACT 2003 NOTICE OF APPLICATION FOR A PREMISES LICENCE

Notice is hereby given that Nicky Price 667 High Rd Tottenham London N17, has applied to the Licensing Authority of London Borough of Haringey for a Premises Licence to permit: Live Music, Recorded Music, Performance of Dance, Provision for facilities for dancing and supply of alcohol for consumption on the premises, between the hours of 12.00pm – 19.00hrs on Saturday June 18th 2011 for the premises Bruce Castle Park, situated at Lordship Lane, Tottenham London N17.

A register of licensing applications can be inspected at Licensing Team, Enforcement Service, Technopark, Ashley Road, Tottenham, N17 9LN.

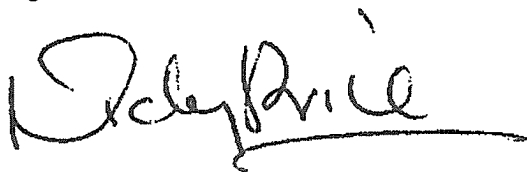
Any person wishing to submit relevant representations concerning this application must give notice in writing to the London Borough of Haringey, Licensing team at the above address, giving in detail the grounds of the representation no later than 15th April 2011. The Council will not entertain representations where the writer requests that his identify remains anonymous. Copies of all representations will be included in the papers presented to the Licensing Authorities Sub Committee and will therefore pass into the public domain.

**Representations must relate to one or more of the four Licensing Objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.**

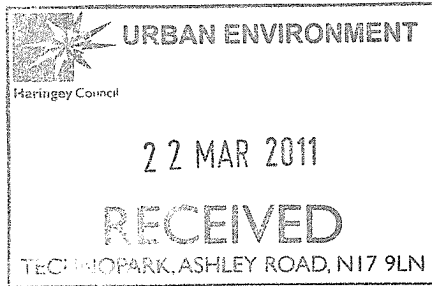
It is an offence liable on conviction to a fine up to £5000 under section 158 of the Licensing Act 2003 knowingly or recklessly to make a false statement in connection with an application.

Dated this 18<sup>th</sup> day of March 2011.

Signed

A handwritten signature in black ink, appearing to read 'Nicky Price', with a horizontal line underneath the name.

Nicky Price.



**Tottenham Community Festival and Carnival**  
PO BOX 51420, London, N17 6ZE  
Tel: 0208 808 9160 Mobile: 07967 336 234  
**HOT LINE 0208 801 4824**  
Web: [www.tottenhamcarnival.co.uk](http://www.tottenhamcarnival.co.uk)  
e-mail: [info@tottenhamcarnival.co.uk](mailto:info@tottenhamcarnival.co.uk)  
Charity Number: 1124324

Daliah Barrett  
Licensing Team  
Enforcement Service  
Haringey Council  
Technopark  
Ashley Road  
London N17 9LN

Dear Daliah Barrett,

Please find a cheque to the amount of £1000.00 enclosed with this letter for Tottenham Community Festival and Carnival Premises Application for Saturday June 18th 2011 - Bruce Castle Park - Capacity (at any on time) under 8000

Thank you for kind support.

Yours sincerely

A handwritten signature in black ink, appearing to be 'AS' followed by a large, sweeping flourish.

Alan Strachan  
Treasury Executive





## APPENDIX 2

# COMMENTS OF METROPOLITAN POLICE

**Olson Kendra**

---

**From:** Simon.J.Willmott@met.pnn.police.uk  
**Sent:** 29 March 2011 09:49  
**To:** Barrett Daliah  
**Subject:** Tottenham Carnival 2011

Daliah Barrett

We look forward to working with the Organisers again for the 2011 Carnival & Procession and have the following comments to make with regards to changes required. As I am sure everyone is aware the Metropolitan Police (MPS) are having to review all its deployments at events to see if they are appropriate and necessary. With regards to organised events it is the responsibility of the Organisers to put in a safe and structured plan. The MPS will only become involved if it is necessary to Police any threat of crime and disorder.

Therefore, with this in mind, and looking back at the 2010 Carnival, we request the Local Authority to note the following with regards to the Licence Application for the event. These are changes, and additions, to previous years and are expected to work alongside the plans used in 2010.

- There should be sufficient Stewards to control the Procession. Police will assist the Procession to cross major junctions but not to take responsibility for it.
- The Control of the two entrance gates are to be the sole responsibility of the Event Security. This includes searching of persons, as appropriate, entering via the Gates.
- Herras fencing should be placed against the Park fencing in the following locations:-
  - Lordship Lane, from Church Lane to the brick wall
  - Church Lane, from the Museum car park to Gate 5
- The Funfair to be closed by 6.30pm

The LA should note that we do not intend Policing the inside of the Park and so expect the Event Security to have sole responsibility inside the Park. Police will enter if requested by Security to assist with an incident, investigate a crime, or if it is necessary to monitor groups.

Police Officers will patrol the Park environs to reassure the public attending the Carnival and to work with our partners in interacting with any groups attending the event.

Regards

**Simon Willmott**

Sergeant | Football & Events | Haringey Borough

**MetPhone** 710155 | **Telephone** 020 3276 0155 | **Mobile** 07785 370793 | **Fax** 020 3276 0140

**Email** simon.willmott@met.pnn.police.uk

**Address** Quicksilver Place, Western Road, Wood Green, London N22 6UH



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**The Metropolitan Police Service is here for London - on the streets and in your community, working**

05/05/2011

**Olson Kendra**

---

**From:** Simon.J.Willmott@met.pnn.police.uk  
**Sent:** 20 April 2011 08:52  
**To:** Olson Kendra  
**Cc:** Barrett Daliah; Betts Keith; Building Control; Chris.Barclay@met.police.uk; Ade.Adelekan@met.police.uk  
**Subject:** RE: Tottenham Carnival

**METSEC CODE: PROTECTED**

Kendra

With regards to the application by the Organisers for this event we have the following representations to make.

At the Statutory Meeting on the 8th April the Organisers failed to satisfy ourselves with regards to the overall Safety & Security of the event. We had advised them at the Debrief of the event in 2010 and again at a one-to-one meeting, on the 1st March, of our Policing plans for the event and the areas of responsibility that they should be focused on.

The Organisers have failed to submit a satisfactory EMP and without a detailed Security plan and, given the deadline of midnight tonight, we will not now have time to fully read and digest any EMP that might arrive later in the day. The fact that no proper EMP was prepared on the date of the Stat meeting or up until the deadline date of today gives us serious concerns about the ability of the Organisers.

The Security Plan, in particular, is a vital component of the EMP which should address the area of crime & disorder and without this we cannot support the event going ahead.

For your attention.

Regards

**Simon Willmott**

Sergeant | Football & Events | Haringey Borough

**MetPhone** 710155 | **Telephone** 020 3276 0155 | **Mobile** 07785 370793 | **Fax** 020 3276 0140

**Email** simon.willmott@met.pnn.police.uk

**Address** Quicksilver Place, Western Road, Wood Green, London N22 6UH



Please consider the environment before printing this e-mail

This email is intended for the use of the individual or entity to which it is addressed, and may contain information, which is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering this communication to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited.

---

**From:** Olson Kendra [mailto:Kendra.Olson@haringey.gov.uk]  
**Sent:** 18 April 2011 11:54  
**To:** Olson Kendra; Food Haringey; Malcolm Eubert; Osinaike Charley; Thorpe Christopher S - YR; Pearce Derek; 'firesafetyregulationNW@london-fire.gov.uk'; Planning Enforcement; Building Control; Parker Geoff C - YR; Boeuf Paul; Pearce Derek; Enforcement Response; Willmott Simon J - YR; Barnett Gavin - YR; Blumsom Diane - YR  
**Cc:** Barrett Daliah; Smith Paul; Cheshire Rebecca; Anderson Chanel  
**Subject:** FW: Tottenham Carnival  
**Importance:** High

20/04/2011

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APPENDIX 3

COMMENTS OF ENVIRONMENTAL  
HEALTH OFFICER

Memo

Page 1 of 3

**Olson Kendra**

---

**From:** Nicolaou George (Enforcement)  
**Sent:** 18 April 2011 17:05  
**To:** Olson Kendra; Barrett Daliah  
**Cc:** Pearce Derek; Malcolm Eubert  
**Subject:** NS70.DOC  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Representation for Tottenham Carnival

---

**Licensing Consultation - Internal Memo**

**To:** Licensing Officer

**From:** Enforcement Response Officer (Noise)

**Name of Officer preparing representation:**

**cc:** Team Leader Enforcement Response, Derek Pearce

**Our Reference:** WK/000186755

**Date:** 13th April 2011

**Premises:** Bruce Castle Park Lordship Lane, Tottenham, London, N17 0NS

**Type of application:** New

---

I would like to confirm that I have considered the above proposal with regard to the prevention of public nuisance and public safety on behalf of the Enforcement Response (Noise) Team & would like to make representations to the Application.

**Prevention of public safety.**

The event management plan does not show how the security will perform the duties that the police use to perform within the park.

**SIA supervisors**

Sufficient SIA supervisors will be employed to ensure public safety for patrons within the park and the surrounding area.

This is to stop the recurrence of the situation which happened last year when approx 40 youths jumped over the fence and intimidated the public within the park and caused damage to neighbouring gardens.

When the event finishes, licensed SIA supervisors shall supervise patrons and ensure they leave in a prompt and courteous manner, respecting their neighbours.

Licensed SIA supervisors will be positioned on the exits to ensure, as far as reasonably practical, that patrons do not leave with alcoholic drinks.

Licensed door supervisors will patrol the cartilage of the park to prevent patrons urinating in public areas in the vicinity of the park. The SIA supervisors shall also ensure that patrons do not enter resident's gardens causing damage to property as happened last year

### **Public nuisance**

The event management plan does not address the prevention of public nuisance from:

- airborne entertainment noise
- Structure borne noise or vibrations from entertainment
- Noise generated from patrons queuing to enter
- Noise from patrons exiting the premises
- Prevention of public nuisance and public safety

The noise caused by patrons exiting the premises and locating suitable transport home is likely to be detrimental to the residential amenity.

### **Sound limits**

The licensee shall ensure that music played in the licensed area will not cause a nuisance to nearby residence.

### **Plant and machinery**

All plant and machinery is correctly maintained and serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from noise

### **Dealing with complaints**

A complaints book will be held on the premises to record details of any complaints received from neighbours. The information is to include, where disclosed, the complainant's name, location, date time and subsequent remedial action undertaken. This record must be made available at all times for inspection by council officers.

### **Patrons entering/exiting premises.**

Where people queue to enter the park licensed door supervisors shall supervise and ensure the potential patrons behave in an acceptable manner.

Signs should be displayed requesting patrons to respect the neighbours and behave in a courteous manner

### Prevention of nuisance from litter

Adequate receptacles for use by patrons will be provided in the local vicinity. The positioning of the receptacles will be agreed with the licensing officer

### Food Vendors

If the committee is minded to grant this application provided the following conditions are adhered to on the grounds of Public Safety.

All participants must comply with the requirements of Food Safety and Health and Safety Legislation: Regulation (EC) No 852/2004; The Food Hygiene England Regulations 2006; and The Health and Safety at Work Etc Act 1974.

The application refers to 12 registered food business operators providing food during the event.

The following provisions must be made and information provided prior to the event:

- Contact name and telephone numbers (including mobile) for catering co-ordinator/manager
- Contact name & address for all caterers/traders
- Type and scale of catering proposed e.g. hot food mobile units, temporary kitchens within within marquees, barbecues, tea/cake stalls, sale of alcoholic refreshments, ice-cream kiosks
- Written details of how food safety will be managed throughout the event
- Site map showing location of catering units and services referred to below
- Details of water supply – permanent/temporary mains, number and location of water points
- Details of waste water disposal facilities/drainage points
- Details of trade waste disposal facilities
- Details/arrangements for disposal and collection of waste oil
- Details of LPG gas provision for caterers
- Details of electricity provision for caterers e.g. mains, diesel generators.
- Details of any contingency for interruption of supply of water, power, etc.

Food Vendors will not be permitted on site during the event without prior approval from the the council's Food Safety Department.



---

**From:** Nicolaou George (Enforcement)  
**Sent:** 27 April 2011 10:50  
**To:** Malcolm Eubert  
**Cc:** Barrett Daliah  
**Subject:** RE: Tottenham Carnival, FAO Nicky Price

My concerns are that 20 proactive security staff within the park is insufficient for a number of 7999.

There is no clear mention on how the stewards will be deployed and what training they have had.

The organisers also still seem to be relying on the support of the police.

1.7 Evacuation of the park should be a decision of the organiser.  
Event shut down should be a decision of the organiser.

**George Nicolaou**  
**Enforcement Response**  
**Unit 271-272**  
**Technopark**  
**Ashley Road**  
**Tottenham**  
**London N17 9LN**

**Phone 0208 489 5539**  
**e-mail [George.Nicolaou@haringey.gov.uk](mailto:George.Nicolaou@haringey.gov.uk)**

**THE MJ**  
**2010**  
**ACHIEVEMENT AWARDS**  
**WINNER**

---

**From:** Betts Keith  
**Sent:** 20 April 2011 09:02  
**To:** Olson Kendra; Barrett Daliah  
**Cc:** Villalobos Jamie; McIver Bob; Chenier Pierre  
**Subject:** FW: Tottenham Carnival  
**Importance:** High

Kendra/Daliah,

Further to your e-mail in respect of an application for a License for the above named event, Commercial Environmental Health in liaison with Building Control , in the capacity as a Responsible Authority wish to make representation under the protection of public safety licensing objective. We have considered the application and attended a statutory meeting and have noted the following matters which are required to be completed to uphold the public safety objective:

1. Full details of the proposed event to be submitted for approval..

Given the deadline for the submission of information it is unlikely that I will have any time to give any further information submitted the attention it deserves.

Best Regards

Rebecca Whitehouse  
Team Leader – Commercial Environmental Health  
Enforcement Service  
T: 0208 489 5142

Jamie Villalobos  
Building Control Surveyor  
Building Control  
T: 020 8489 5139

APPENDIX 4

COMMENTS OF BUILDING CONTROL  
OFFICER

---

**From:** Villalobos Jamie  
**Sent:** 19 April 2011 16:39  
**To:** Olson Kendra; Barrett Daliah  
**Cc:** Chenier Pierre; McIver Bob  
**Subject:** RE: Tottenham Carnival

Kendra/Daliah,

Further to your e-mail in respect of an application for a License for the above named event, Building Control in the capacity as a Responsible Authority wish to make representation under the protection of public safety objective. We have considered the application and attended a statutory meeting and have noted the following matters which are required to be completed to uphold the public safety objective:

1. Full details of the proposed event to be submitted for approval..

Given the deadline for the submission of information it is unlikely that I will have any time to give any further information submitted the attention it deserves.

Best Regards

Jamie Villalobos  
Building Control Surveyor  
Building Control

T: 020 8489 5139  
M: 07870 157 862  
F: 020 8489 5229

## APPENDIX 5

### COMMENTS OF FIRE OFFICER

**Olson Kendra**

---

**From:** KEVIN.CLOSE@london-fire.gov.uk  
**Sent:** 11 April 2011 09:27  
**To:** anniewhyte@mail.com  
**Cc:** Barrett Daliah  
**Subject:** RE: Tottenham Carnival 2011

Hi Annie,

Just to update you with regard to the exit, gate 1, the local station advise that although this is very tight, together with the dip in the road surface they should be able to get through okay.

I will pass on your contact details and community initiatives offer to the Station Commander of Tottenham Fire Station.

Just thinking about the statutory meeting the other day; Nick stated that the entrance gate 5 is the emergency access route but also doubles up with the public entrance with knife arches etc. Some concern about getting all of that equipment out of the way in the event of an emergency was evident; therefore this should be explained in the event management and emergency plan exactly how this will be accomplished.

Regards

Kevin Close  
Inspecting Officer  
Barnet, Enfield and Haringey Borough Team  
Fire Safety Regulation:North West Area 1  
London Fire Brigade  
020 8555 1200. ext; 38256  
Fax 020 8807 7196  
E-mail:- [firesafetyregulationNW@london-fire.gov.uk](mailto:firesafetyregulationNW@london-fire.gov.uk)

---

**From:** anniewhyte@mail.com [mailto:anniewhyte@mail.com]  
**Sent:** 08 April 2011 14:15  
**To:** CLOSE, KEVIN  
**Subject:** Re: Tottenham Carnival 2011

Thanks Kevin -please give my details to the officer at presumably St Loys - there may be some community initiatives around fire safety in the home etc that LFB may wish to promote on the day ? Happy to discuss any opportunities the event may hold for marketing etc?Thanks for your help to date and have a nice weekend

Regards

Annie

-----

---

**From:** <KEVIN.CLOSE@london-fire.gov.uk>  
**Date:** Fri, 8 Apr 2011 14:06:45 +0100

**To:** <anniewhyte@mail.com>  
**Cc:** <Daliah.Barrett@haringey.gov.uk>  
**Subject:** RE: Tottenham Carnival 2011

Hi Annie,

Just to update you, I have arranged for the local station to access Exit gate 1, so hopefully they will forward their findings and I shall advise accordingly.

Thanks.

Kevin Close  
Inspecting Officer  
Barnet, Enfield and Haringey Borough Team  
Fire Safety Regulation:North West Area 1  
London Fire Brigade  
020 8555 1200. ext; 38256  
Fax 020 8807 7196  
E-mail:- [firesafetyregulationNW@london-fire.gov.uk](mailto:firesafetyregulationNW@london-fire.gov.uk)

---

**From:** anniewhyte@mail.com [mailto:anniewhyte@mail.com]  
**Sent:** 06 April 2011 14:01  
**To:** CLOSE, KEVIN; nicky@tottenhamcarnival.co.uk  
**Subject:** Tottenham Carnival 2011

Hello Kevin

Thank you for your email earlier today - the works in the park are associated with the improvements on the Tennis Courts area. I have of course enquired as to the time scale for completion and have been informed by Haringey that , subject to weather conditions , the works should be completed by May 27th .

Please see the email below from Parks Dept.

I have been informed that the project does not include plans to change any aspect of the entrance/exit point we refer to as GATE 1 for the purpose of the event - it will still remain as a vehicular access/exit point for parks vehicles only on a daily basis, and has a collapsible metal bollard in situ to prevent non permitted vehicles access. We are permitted to hold a key for removing/reinstating the bollard on the day of the event.

For the duration of the event , this gate will be staffed as standard to direct the public to the official public access points ( GATE 3 / 5)

On this basis and working on the information received, the use of GATE 1 remains as the ingress/egress point for Emergency vehicles for the duration of the event.

With reference to the Main Double gates on Church Lane , LBH are currently in the midst of an insurance claim with contractors who carried out works on the playground area in 2010 and allegedly damaged the gates / pillars at some point - I am pursuing the status of the issue and will inform you of any developments.

Please contact me if you need information and I will see you on Friday morning at the Stats meeting.

Regards

Annie

**EMAIL FROM PARKS DEPT**

Reply |Badoe McQuick Bridget to me  
show details Mar 15  
from Badoe McQuick Bridget <Bridget.BadoeMcQuick@haringey.gov.uk>  
to Annie Whyte <[annieevents@googlemail.com](mailto:annieevents@googlemail.com)>

dateTue, Mar 15, 2011 at 2:54 PM  
subjectRE: Event Application Pack - Tottenham Carnival  
hide details Mar 15

Hi Annie

The community rate for this year is £110.00 and the bond site is £543.40. I've re-attached the email I sent to your other email address with all the events forms.

I've been informed that subject to weather conditions the works should finish on 27 May 2011.

Thanks  
Bridget  
020 8489 1418

Annie Whyte Events  
07940 254 202  
020 8801 2847

[anniewhyte@mail.com](mailto:anniewhyte@mail.com)

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**Olson Kendra**

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**From:** KEVIN.CLOSE@london-fire.gov.uk  
**Sent:** 19 April 2011 10:30  
**To:** Barrett Daliah  
**Cc:** Olson Kendra  
**Subject:** Tottenham Carnival 2011  
**Follow Up Flag:** Follow up  
**Flag Status:** Red  
**Attachments:** Representation to Licensing Authority Tottenham Carnival.doc

Hi Dale,

I am making a representation about the licence application as we have not received all the required information, as discussed in the recent statutory licence meeting. Annie has advised that this information will be received by the 20<sup>th</sup> but this leaves little room for any questions.

I have enclosed an undated copy of the letter that has been issued to our admin today, but you should receive the original, duly dated shortly.

The applicant has been informed via standard letter.

Thanks

Kevin Close  
Inspecting Officer  
Barnet, Enfield and Haringey Borough Team  
Fire Safety Regulation:North West Area 1  
London Fire Brigade  
020 8555 1200. ext; 38256  
Fax 020 8807 7196  
E-mail:- [firesafetyregulationNW@london-fire.gov.uk](mailto:firesafetyregulationNW@london-fire.gov.uk)

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For fire safety advice please go to <http://www.london-fire.gov.uk/YourSafety.asp>

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LONDON FIRE  
AND EMERGENCY  
PLANNING AUTHORITY

Fire Safety Regulation: North West Area 1  
169 Union Street London SE1 0LL  
T 020 8555 1200 x38795  
F 020 8536 5930  
Minicom 020 7960 3629  
www.london-fire.gov.uk

Ms D Barrett  
Lead Licensing Officer  
Haringey Council Licensing Authority  
techno Park  
Ashley Road  
London  
N17 9LN

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date **DRAFT**  
Our Ref FS/31/10723

Dear Madam

**LICENSING ACT 2003**

**Premises: Tottenham Carnival, Bruce Castle, Lordship Lane, London. N17 8NU**

With reference to the application dated 18<sup>th</sup> March 2011, as shown on your plan, the application has been examined and **the Fire Authority want to make a representation** to the Licensing Authority in relation to this application.

The applicant has been informed that the Fire Authority will be making a representation to the Licensing Authority.

The Fire Authority has not received the information in sufficient time and has not therefore, been able to form a judgement as to whether the public safety objective of the Licensing Act has been adequately addressed.

Please advise me, at your earliest convenience, of the date and time of the Licensing Committee Hearing.

Should these matters be resolved to the satisfaction of this Authority at least 2 days prior to the Licensing Committee Hearing the representation will be withdrawn.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

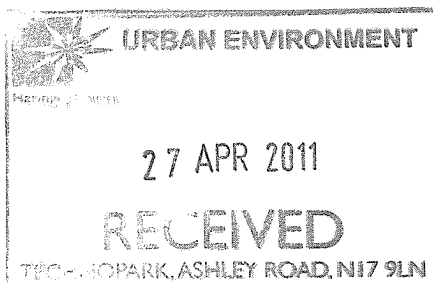
Fire and Community Safety Directorate  
firesafetyregulationNW@london-fire.gov.uk

Reply to K.Close  
Direct T 020 8555 1200 Ext. 53252



LONDON FIRE  
AND EMERGENCY  
PLANNING AUTHORITY

Fire Safety Regulation: North West Area 1  
169 Union Street London SE1 0LL  
T 020 8555 1200 x38795  
F 020 8536 5930  
Minicom 020 7960 3629  
www.london-fire.gov.uk



London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 26<sup>th</sup> April 2011  
Our Ref FS/31/10723

Ms D Barrett,  
Lead Licensing Officer,  
Haringey Council Licensing Authority  
Techno Park  
Ashley Road  
London  
N17 9LN

Dear Daliah,

**LICENSING ACT 2003**

**Premises:** Tottenham Carnival, Bruce Castle Park, Lordship Lane, London. N17 8NU

I confirm that the matters detailed in this Authority's resent letter and schedule, about which this authority intended to make a representation to the Licensing Authority, have now been addressed to this Authority's satisfaction.

Accordingly, this Authority is withdrawing its representation.

This letter is without prejudice to the powers of the licensing authority and to any requirements or recommendations that may be made by enforcing authorities under other legislation. It is also without prejudice to any requirements or recommendations that may be made by this Authority under the Regulatory Reform (Fire Safety) Order 2005 or the Petroleum (Consolidation) Act 1928. All alterations should comply with the appropriate provisions of the current Building Regulations.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours sincerely,

*K. Orland*

**for Assistant Commissioner (Fire Safety Regulation)**

Fire and Community Safety Directorate  
firesafetyregulationNW@london-fire.gov.uk

c.c.: The Tottenham Community Festival & Carnival, Charity - PO Box 51420, London. N17 6ZE

Reply to K.Close  
Direct T 020 8555 1200 Ext. 53252  
Direct F 020 8807 7196

## APPENDIX 6

### MINUTES OF LAST YEAR'S DEBRIEF MEETING

**TOTTENHAM CARNIVAL – BRUCE CASTLS PARK  
DEBRIEFING MEETING ON TUESDAY 7<sup>TH</sup> JULY 2010**

**ACTUAL EVENT : SATURDAY 19<sup>TH</sup> JUNE 2010**

**ORGANISORS:**

Nicky Price, Carnival Committee  
Joseph Manning, Mannings Amusements  
Annie Whyte, Tottenham Carnival  
Alan Strachen, Youth Sound System

**PRESENT**

George Nicolaou - Chair – Enforcement Services LBH.  
Simon Wilmot - Police  
Kevin Close - Fire Officer  
Jamie Villalobos – Building Control LBH  
Tim Pyall, LBH – Recreations

Pat Derrick – Minute taker LBH - Enforcement

Simon Willmot	A total of 144 Police Officers were in attendance. This event now seems to attracted gang elements. More officers will be needed next year if the event goes ahead. We don't wish to have this happening again next year. 4 knives were found the hidden in the bushes. It seems like gangs are now attracted to this event. The gangs included people from Edmonton and Hackney as well as Wood Green and Tottenham.
Nicky	We are aware there had been more attraction this year.
Simon	A group of 40-50 youths forced their way through gate 4 and stumbled over stalls and children's play area.
Nicky	I did not know this. There were more attractions this year and that's why the gangs turned up.
Simon	Your security should have informed you.
Nicky	There were groups going over the fence. They were followed by others in the park. We did not approach them. Less then 20 people. We need to do approach these youths earlier and get them out of the park. The culprits were mainly from Thomas Moore's school. Blue uniformed kids.
George N	The gang of youths that turned up were not there for the attractions of the Carnival they just wanted to cause havoc within the park..
Nicky	Yes the 40 or so youths came to disrupt. We need to take out the rouge leaders.
George N	The only way of preventing large groups of entering or surging the gates is to put steel shielding around the perimeter of the park. If there were a surge the gates could

	be shut. This will cost a lot.
Nicky	We have been organising this event for 13 years with no major incidents. We are doing a good job. We are not going to be blackmailed by these groups. We will STOP them. Look at changing the culture and try to educate them. Security to be more aware.
Alan	Young people are getting more brazen. We need to ensure we work closely with the Police.
Nicky	Change our plan. Look at the strategy again. I should have got security to take the youths out of the park.
Annie	This is a London wide problem. We need better strategy.
Simon	This was not the first time we had an incident. Last time we had to clear the High Road using riot shields after the carnival. This time youths were ransacking people's gardens. This frightened residents.
Nicky	I did approach you Simon at the time.
Simon	When you approach me, nothing major had happened.
Nicky	How do we control this? Going into schools before hand and make them aware of the situation. - Stop scaring people. - Stop kids following gangs. We observed this year and were glad the Police marched them out.
Simon	We should not have to do this. Get the strategy in place.
Nicky	I disagree "it was not a safe event". It was intimidating.
Simon	The youths fought later.
Annie	Where was the trouble?
Simon	On the Farm.
Nicky	I knew exactly why they were there just to intimidate people.
Simon	2 men were also attacked.
Nicky	I was not informed. Now I have read the report. Police escorted them out and put them into the cab. Police did not advise me on the ratio etc.
Kevin	I have no feedback on the carnival.
Joe	We had security on the gates to the funfair and stopped the youths from entering. Put fence strategy up. A draw bridge will be put in place for next event.
George N	There were cars driving after 11:30. There were 2 or 3 cars. They should have been stopped.

Nicky	We took the keys away from one of the drivers.
George N	The Bear Tents had glass bottles on display on tables. These were moved to the rear of the tent. Plastic bottles should only be used.
Nicky	Never been told about plastic bottles. Hand water jugs were made of Glass. You also had concerns with some exposed generators. These were fenced off.
Nicky	We will need to review next years carnival. This is expected each year. We need to curtail this before it gets out of hand. We should have removed the youths from the park earlier. It was sad as visiting families were intimidated.
Alan	The numbers attending were very low this year.
Nicky	Not advertised enough was the reason for low numbers. The youths that led the gang through the park were excluded from St. Thomas Moore school. Edmonton – no message from the,
George N	The problem that happened in the park during the Carnival cannot be solved today. You will have to look at your strategy plans/risk assessment etc. and try and come up with a solution that will illiminate problems like this.

MEETING CLOSED : 14:30

APPENDIX 7

MINUTES OF THE LAST STATUTORY  
MEETING



08/04/2011 - Licensing Stat meeting Minutes – Tottenham carnival,  
amended on 27/04/11

Attendance	DB Daliah Barrett NP Nicky Price SW Simon Wilmot GB - Alf AM- Anne Morgan AW Annie GN George Nicolau A -Alan P- Pierre Chenier KC Kevin Close Tanzil Ahmad Minute taker
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Name	Comments
NP	New area not marked on the map (Lordship lane side) Deal with trouble immediately (after last years "Rushing") Similar to previous events
DB	Raised concerns about previous events Concerned about no police within the event this year and asked how organisers would deal with any matters
NP	Zero tolerance (last years group would not be allowed in) Group from previous event "cocky" This time to prevent group immediately Strong security team 50 SIA (plus stewards) 100 in total – needs to be more active Without that one incident, event was successful Additional security (such as harris fencing between gate 4 & 5)
GN	Fencing can be pushed easily
AW	Other option – outer layer and gaps
NP	Takes large crowd to push fence over
GN	Disagreed
AW	Fence reason is based on last years event
GN	Double fence? Inside and outside
AW	Mindful of area such as bushes
GN	Anyone can jump fences
AW	Budget issues if trying to install boundary fence

- NP Able to control event from 14 years experience
- SW 40 people came over the fence
- NP Unaware 40 people came over fence in one go who were previously thrown out.  
Shocked and upset
- SW Concerns about event becoming public disorder issue  
2<sup>nd</sup> part of day groups gathering and getting larger  
Event organisers responsible for security  
Previous events means police required  
Community event – police staying outside this year  
Gangs of youths - two knives found from last years event  
Police intervened but no help from security on site.  
No security strategy suggested – no plans provided  
No searching by police – event organisers responsibility  
will 50 SIA be enough? Needs to be documented  
Fencing needs to be sufficient – whole length of open areas and gate 5-4 plus car park
- NP Security representative not here – sends apologies  
Security will take over the gate searching plus 2 instant response team.  
When police present – they take back seat  
50 SIA minimum – they will have a structured plan
- DB Event management plan required to show how crime and disorder objective will be upheld
- AW Shift in working – they have worked in partnership with police.  
Government cuts affects community such as police not working closely as before  
New ways of working  
No plan provided today as no security person available
- DB Police letter forwarded to NP. What police can and cant do
- AW Letter not received. Maybe lost in communication
- DB Some police service not provided
- NP Aware of fencing, security increased etc.
- DB How is crime and disorder managed
- NP Unaware of providing security plan

- AW Concern on not receiving letter
- NP Unaware
- SW Outlines concerns such as area not being policed
- NP Security team aware of security changes
- DB Security plan required by closing date of consultation
- NP Last year event was eventful until rushing
- DB Last years incidents appeared on debrief. NP should have known.  
This year requires more security and more defined roles performed by security.
- NP Does not want this blown out of proportion
- DB Women injured and scared. Nothing being blown out
- SW Frightening at previous events. People feeling in danger  
Event starting to attract bad youths.
- NP Family event. Do the Police look at the gang element
- SW We deal with gang culture every day
- NP How do we not attract them?
- DB The event is attracting them
- AW Community event including all stakeholders  
Tottenham is difficult area  
Trying to address all issues  
Previous years incident being resolved with new changes  
Partnership not being there
- SW What is partnership being dissolved? Not being inside park?
- AW Government cuts and partnership changing  
Gang issues exist in area  
Need to work together
- SW Events attracting gangs, wants no one injured or property damage
- NP Groups will arrive, we can deal with issues inside the park  
New police guidelines means they are outside

- DB Prevention of crime and disorder is the event managements responsibility.
- DB New territory for organisers of event, even though the licensing objectives have not changed the onus is upon the applicant to demonstrate how they will uphold crime and disorder for the event.
- NP We will provide plan  
20<sup>th</sup> April is deadline
- SW Stewards trained? Proof? Extra responsibility
- NP Increased stewards, 50 trained stewards out of 100 security staffs
- SW They will need professional training (SIA)
- AW/NP Security to move people around
- GN Police inside being replaced by SIA trained staffs
- NP Two incident response team (10 in each)  
They are not trained in "kettling"
- PC Can we look to improve food cooking areas?  
Jamie spends too much of his time dealing with the issue of protective barriers and extinguishers.
- NP We have a Fire Officer on site who deals with this.
- PC Despite this we are still spending far too much time on this matter. Do you send out the requirements to the traders?
- NP We send them all the information in advance.
- PC They don't seem to understand the information and it should be reviewed/updated. Are there any changes from the previous events regarding the stages, barriers & power?
- NP Everything is as per previous years.
- PC No issues to raise. With regard to the proposed Heras fencing adjacent the children's play area, buttressing poles can be used for extra strength.
- KC Issues covered in documentation  
Gate not wide enough for fire truck but wide enough for

- ambulance. Space is too tight and not sufficient
- NP Difficult to clear people in an emergency at gate
- KC Not convince as gate needs to be wider
- AW Gate will be fixed by Haringey insurance- in time for event
- PC Where do Fairground vehicles enter?
- NP Entrance via gate 5
- DB What times is the music stopping?
- AW Music stopping at 6:30 (7 for the main stage)
- AL Remove fencing and improve gates, providing more control  
For the fairground area
- NP Gate control – separate lane for family entrance to be operated
- KC Local fire team to visit site
- GN Not sell glass bottles?
- NP Agreed, no glass bottles
- GN Spare gas cylinders need to be locked away.  
They need crimped connectors to the rubber tubes, no jubilee  
connections
- SW When will we have the list of acts?
- AL Less acts this year
- SW 10<sup>th</sup> June deadline agreed for acts that are appearing
- AW No headline acts (due to budget?)
- AW Determine to raise money
- NP Borrowing money / Sponsor money
- SW Olympic 2012 may affect policing for 2012 event
- NP Is aware  
2012 will be Haringey event as oppose to individual
- AW Capacity is 7999

DB Large capacity event is Max: 7999

NP Wants to challenge

DB The Act does not use that wording for large events, the max including all staff and food sellers etc is 7,999. the organiser must ensure that the capacity is maintained throughout the event.

Concerned about no.'s given to newspaper such as 20,000 +

Closing date for representation is 20<sup>th</sup> April

## APPENDIX 8

# APPLICANTS RESPONSE TO REPRESENTATIONS BY RESPONSIBLE AUTHORITIES

# The Tottenham Community Festival and Carnival 2011

## RESPONSES TO REPRESENTATIONSSUBMITTED TO LBH

Response to Enforcement / Ref; WK/000186755/Derek Pearce –LBH
Response to Simon Willmott – Sergeant Football and Events – Met Police
Response to Jamie Villalobos /Pierre Chenier – Building Control Surveyor LBH
Response to Rebecca Whitehouse – Team Leader Commercial Environmental Health LBH
Response to Kevin Close – London Fire Brigade

### PREVENTION OF PUBLIC NUSIANCE

1. Airborne entertainment noise
2. Structure borne noise or vibrations from entertainment
3. Noise generated from Patrons queuing to enter
4. Noise from patrons exiting the premises and locating suitable transport home is likely to be detrimental to the residential amenity.

#### . 1. Airborne entertainment noise

#### PA SYSTEMS/STAGE PROGRAMME

- The site plan pays particular attention to the location of pa systems /stages – the siting of speakers on PA wings is directed away from residential areas ( namely Bruce Castle Road )
- The MAIN STAGE systems are sited to direct sound into the park and away from residential areas ( Church Lane from Lordship Lane to the Gate 5 is largely non residential ( aside from All Hallows Road )
- The nearest pa to All hallow Rd is sited in a marquee in the children's area – the marquee offering a sound barrier.
- All pa systems are located either on stages or in marquees and controlled by a qualified sound engineers - the event does not permit any 'free standing sound systems' on site.

***Many London Borough's advise of the acceptable DCB level at outdoor events – the applicant requests this information from LBH to ensure the levels are not exceeded.***

#### DEALING WITH COMPLAINTS

- A complaints book will be held in the CONTROL POINT to document any complaints received from residents. TWO contact numbers for the organisers on site will be made available to LBH should a complaint be received by them at any point- Complaints are taken very seriously and organisers will work to resolve any complaints received.
- The event is a one day community festival and attracts a large number of children and families – over the 13 year history of the festival residents have been encouraged to come along to support and enjoy the event and organisers ensure that the event is publicised well in advance to inform the public that the event is taking place.



## 2. STRUCTURE BOURNE NOISE OR VIBRATIONS FROM ENTERTAINMENT

- All generators used on site and enclosed , super silent units
- Noise levels are controlled from front of house on all stages by qualified personnel.
- No heavy vehicles are operational during the event ( excepting emergency vehicles)
- The site primarily consists of table top stall holders and marquees housing organisations who supply literature and information ( no sound systems/audio omissions as standard)

## 3. NOISE GENERATED FROM PATRONS QUEING TO ENTER

- The main ENTRY POINTS located on Church Lane and all exit points will display a sign asking Patrons to be considerate to local residents and behave in a courteous manner whilst queuing and on leaving the premises at the event close point.
- The 2 main entry gates are located on CHURCH LANE – the road is closed to traffic and the area directly affected by patrons queuing is non residential (apart from All Hallows Road) All other entrances to the park normally utilised by park users will serve as Exit Points only on the day and will be staffed to direct visitors to the official entry points.
- As is customary , all local residents will be informed about the event at least one week prior to the scheduled date and any issues of access required /special circumstances will be addressed by organisers when they are contacted by residents – a contact number is available on all marketing material circulated before the event.
- The event takes place during daytime/daylight hours and visitors are permitted to enter the venue from 12noon. The event close time of 19.00hrs is strictly adhered to and the following announcement made from the MAIN STAGE ‘

***‘The event has now closed we hope that you have enjoyed your day – . We ask that you please be mindful of local residents when leaving the park and please make your way to the nearest exit points in an orderly fashion as directed by event staff ‘***

Site clearance is effected immediately by organisers, security and steward teams.

## 4 NOISE FROM PATRONS[EXITING THE PREMISES AND LOCATING SUITABLE TRANSPORT HOME IS LIKELY TO BE DETRIMENTAL TO THE RESIDENTIAL AMENITY

- The hours of opening for this event are from 12 noon – 19.00hrs
- The audience is made up of local residents in the main who have travelled on foot to the event as there are no parking facilities in the area as such the majority do not require the use of public transport.
- The event employs an **‘EXIT STRATEGY’** \* and works in partnership with the Met , key local community and youth leaders and the business community to ensure the get out and dispersal of all visitors ( primarily local youth) is executed to minimise any disruption to local residents / business outlets.
- 50 SIA security personnel plus 50 Trained stewards will be employed to secure the event on site. Signs will be clearly displayed at all entry points to inform visitors that a search policy is employed for the event as a **‘Condition Of Entry**

- On entry to the event all I Patrons will be requested to :

Walk through the Knife Arches  
Move to the table areas for bag searches

Security Teams (**8 SIA PERSONNEL PER TEAM**) on the gates will conduct the searches (utilising Knife Arches and hand held wands). The Metropolitan Police will be on duty outside the designated site area only and will work with the event control point to relay any intelligence pertaining to a potential risk to visitors by any individual/persons/groups that are seen in the vicinity or in the queue to gain access. The Met will also assist security teams on site should their intervention be required and;

- *The risk is of a significant nature as in a potential major public disorder issue which poses a threat to the safety of visitors and staff and requires the event to close down or requires a temporary or total shut down of entry to the event.*
- *In the event of any person/persons who endanger the safety of visitors/staff on site, they will be escorted off site by the designated security teams on site – The Met will be informed via radio that the person/persons are being ejected from the site, which gate/exit point they are being taken to and if an arrest or other action is required.*
- *The Main entry points ( GATE 2 AND 5) will not be used for the purposes of removing individuals from the site ( unless a hazard is reduced if this is the most effective course of action)*

- **MORE ABOUT EXIT STRATEGY\***

The **EXIT STRATEGY** was developed by organisers and key local community figures working with the Met, in response to issues which arose after/during the dispersal of visitors, in the main local and non borough based youth, after the 2008 event. The Strategy involves the strategic placement of local youth leaders/workers at specific locations on key exit points from Bruce Castle Park to High Rd Tottenham, towards Wood Green, Broad water Farm and surrounding areas.

The Strategy has been very successful and is now employed on a National level by the police. The development of the strategy clearly demonstrates that the event organisers strive to find solutions to problems commonly associated with this area of London and to ensure that the more commonly held view, that this long standing event is a welcome addition to events in Haringey, is upheld.

## **ADDITIONAL INFORMATION EVENT MANAGEMENT PLAN**

### **Fire Officer Concerns.**

#### **EMERGENCY VEHICLES INGRESS/EGRESS.**

**Gate 1 is the designated entry/exit point for Emergency Vehicles.**

There was an issue pertaining to the adequacy of the width of the gates and the dip in the road just before entry to the park – the Fire officer is now satisfied that this gate id fit for purpose.

**FOOD VENDORS**

All vendors are contacted in writing detailing LBH rules / regulations regarding mobile trading at the event. In addition to the details already submitted in the EM, the following rules apply;

- The Vendor must be registered with a council
- No Jubilee Clips are used
- Extinguishers/Fire fighting equipment has been checked in the calendar year to the event.
- All units will be inspected by the FIRE MARSHALLS on the day prior to event opening time
- Diesel Generators Only
- Food Hygiene Certificates must be submitted before any confirmation of attendance can be given

**ALCOHOL SALE**

All vendors are strictly forbidden to sell or attempt to sell alcohol from their trading posts. Should any trader be found to be in possession of or attempting to sell alcohol, they will be required to;

- Cease trading immediately
- Close and pack up their unit
- Banned from the event and their details given to LBH Officers / and the Met police.

They will not be ejected from the site as no vehicle movement is permitted for the duration of the event.

**Simon Willmott – MET POLICE CONCERNS**

**SECURITY PLAN –TOTTENHAM CARNIVAL**

**OVERVIEW**

Number of Personnel	50
Personnel	
Stewards (Trained)	50

**LOCATIONS AND TEAM STRUCTURES**

<u>Location</u>	<u>Number of SIA</u>	<u>Number of Stewards</u>
<b>20 Instant Response Pro-actives</b>	20	0
<b>Main Stage</b>	2	2
<b>Latin Stage</b>	1	2

<b>Youth Stage</b>	3	0
<b>Gate 4</b>	1	1
<b>Gate 2</b>	1	1
<b>Gate 1</b>	1	1
<b>Gate 3</b>	8	4
<b>Gate 5</b>	8	4
<b>Gate 8</b>	2	0
<b>Gate 6/7</b>	1	1
<b>Pensioners</b>	0	1
<b>Control Room</b>	2	0

### INSTANT REPOSE PROACTIVES

- IRP's TEAMS will actively patrol the entire site throughout the duration of the event.
- The Teams will be available to deal with any issues of site public safety on site and will consist of ;
- 4 Proactives + I supervisor per team.
- The Teams will operate using the standard code signs and protocols as submitted with the EMP for Fire / Fights/Bomb/ Medical Emergency situations.
- Supervisors will lead on communication with CONTROL ROOM and Event Organisers in the event of an on site incident
- Should the incident require the assistance of the MET – the LICENCE HOLDER will activate the request directly to the assigned MET contact via radio.
- Teams will respond to any potential threat to site/ public safety by monitoring/observing crowd behaviour and/or attempts by local Youth to assemble in large groups around the site.
- Individuals/persons will be removed from the site should their behaviour pose any threat to visitors/staff on site.

### ENTRANCES /SEARCH POLICY

As the MET can no longer staff Knife Arches at the event and the responsibility now lies solely with the organisers, the gate policy is as follows;

- Signage on all gates informing Patrons that a search Policy is employed and is a '*CONDITION OF ENTRY*'
- A two lane system of entry, one being made available for buggies, facilitated by pedestrian barriers, will be in place outside the entrance to the venue. This will ensure that only two people can enter the venue at any one time .Two SIA

Security personnel( left and right of the gates) will be on duty at the point of entry

- *All patrons will be required to walk through the knife arches*  
The Arches will be staffed by 4 SIA personnel

Should the alarm be activated the individual will be taken to the one side and a more thorough search will be conducted by security teams

- After passing through the Arches , patrons with bags will be directed a to table top point for a bag search ( 2 SIA Personnel )
- Non permitted items; Glass Bottles /Alcohol - will be confiscated in bins for this purpose only
- The Met Police will be alerted immediately by the security team supervisor if an individual is found in possession of a weapon or item deemed a threat to the public and/or safety of the event/staff/ public.
- A weapons sweep by the security/stewards will be conducted throughout the day ( tic)
- The Met will communicate an intelligence on the day via the CONTROL ROOM and LICENCE HOLDER –

## BARRIERS AND FENCING

The Met have requested that additional Heras fencing be provided at the following locations;

- In front of Bruce Castle Museum ( inside perimeter fence ) from the end of existing wall , by EXIT 2 , to higher fenced area.
- By Exit 4 ( entrance to Children's playground ) to Main Entry GATE 5
- Exit 4 will be staffed by SIA crew and stewards and heras fencing to the left and right of the gate will be erected

*The existing fence is just under 6ft high and at some points the drop below into the playground is nearer seven foot - organisers have contacted the Met to review this in terms of and effective a safety measure*

SECURITY RISK ASSESSMENT
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**RISK ASSESSMENT FOR EVENT  
BY BRACE SECURITY LTD.  
For  
Tottenham Carnival 2011**

**1.0 NATURE OF EVENT**

A festival event, incorporating, Live Music performances, known artist performances, Hot Food Vendors, Licensed Bar area, Marquees and Information points.

**1.1 VENUE**

Open air event in Public Park area which houses. Temporary structures Marquees/Staging/Stalls.

**1.2 AUDIENCE PROFILE**

<b>PREDICTED AUDIENCE</b>	<b>RISK LEVEL</b>
<b>Family Groups</b>	<b>Low</b>
Young Adults	High
Children	Low
Teenagers	High

### **1.3 PAST HISTORY**

Obviously security will play a key role in the attitude toward future applications for such an event. Brace Security will keep the security strictly regimented and follow the security plan to the letter.

Assumed Risks of event:

RISK FACTOR (High) IN PLACE	Young Teenagers / Gangs / Restricted entry to event
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### **1.4 HEALTH AND SAFETY**

*(First aid cover)*

**St Johns Ambulance:**

- 2 mobile Units
- 12 trained Personnel
- Accident Log Book for recording incidents
- public incidents dealt with at main security control point

### **1.5 HEALTH AND SAFETY**

*(First aid cover)*

**St Johns Ambulance minimum suggested Requirements for the 7999:**

- 2 mobile Units
- 12 trained Personnel
- Accident Log Book for recording incidents
- public incidents dealt with at main security control point

### **1.6 SECURITY / CROWD CONTROL**

- *Security Control Point:*
- *Control Vehicle on Site situated in centre of **MAIN** Area preferably with CCTV capability*
- POLICE control vehicle situated in Park
- 50 security guards

*As a provider of professional security our knowledge of that specific area is essential. We are an extremely experienced North London firm which has countless events under our belt, all of which have been trouble and incident free. We will provide trained personnel. Including full time security operatives (team leaders), stewards and patrolling, drug and specialist dog handlers to dissuade and actively prevent the development of trouble spots. (All of which are first aiders)*

*The area will be separated into zones and each zone will have a team leader who will be responsible for their own specific area of the event. Teams of Security will be allocated to high-risk areas for the duration of the event with a significant number of high visibility floating security staff.*

Brace security would highly recommend that at the earliest available opportunity a meeting should be arranged between the promotion company, the local authority and the metropolitan police so that areas of concern or contention can be tackled at the earliest available opportunity.

## **1.7 PROCEDURES MUST BE IN PLACE FOR:**

- Lost Children
- Control Point / secure area
- Evacuation of Park Decision to be taken by senior Police Officer
- Event Shut Down; Decision to be taken by a senior Police Officer
- The event employs a 'STRICTLY NO DOGS' entry policy, with the exception of guide dogs AND SECURITY k9'S. Staff on gates will STRICLY reinforces this policy.
- Confiscated drug deposits and procedures
- Confiscated weapon disposal and procedures
- Lost property procedures
- Emergency access points
- Emergency medical scenarios

## **1.8 FIRE MARSHALL**



**A Fire Marshall must be on site at all times this is the responsibility of the organiser to both source and acquire unless we are other wise instructed:**

**Start until finish (but including a pre-event tour for regulation requirement list)**

Providing all stages with:

- CO2
- H2O Extinguisher and Fire Blankets.

## **1.9 STAGING**

All event staging must be provided and built by professional companies, who have a long association with event and have a good history in the industry. Please specify that a high level of RISK ASSESSMENT is required from each company.

## **RISKS:**

- Crowd Control at front of stage areas
- Equipment
- cabling posing risks
- Back stage access
- Performer access

## **SOLUTIONS:**

- All stages will be allocated crowd control barriers at front of stage- public will not have access to back stage areas.
- All stages will have security/steward crews in place to ensure public are not at risk.
- All cabling will be enclosed via crush barriers or matting and not be strewn across public access spaces.
- Access area passes will be allocated to the appropriate personnel

