

Appendix 1 – Application Form, Plan, and Accompanying Information

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name If your business is registered, use its registered name.

VAT number Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

* required information

Section 2 of 18**APPLICATION DETAILS**

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Non-domestic rateable value of premises (£)

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Section 3 of 18**VARIATION**

Do you want the proposed variation to have effect as soon as possible? Yes No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

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

Describe Briefly The Nature Of The Proposed Variation

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.

The variation has 3 key parts

1. To bring the Pavilion and East Car Parks under the Parks License
2. To remove any limits in occurrence to licensable activity with a capacity below 600 where music is NOT the primary purpose of licensable activity
3. To allow for 4 x event days at 70db (at closest premises) and an additional day at 65db (at closest premises) within the permitted 30 event days

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start
Start

End
End

Provide 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.

TUESDAY

Start
Start

End
End

WEDNESDAY

Start
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THURSDAY

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FRIDAY

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End
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SATURDAY

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End

SUNDAY

Start
Start

End
End

Will the performance of a play take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Continued from previous page...

Provide further details here.

State 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.

No variation is requested with regards to what is already permitted in the existing license relating to plays

State any seasonal variations for performing plays.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

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Start

End

FRIDAY

Start

End

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SATURDAY

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SUNDAY

Start

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End

Provide 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.

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Continued from previous page...

State 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.

No variation is requested with regards to what is already permitted in the existing license relating to films

State any seasonal variations for the exhibition of film.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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End

FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Continued from previous page...

State 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.

The details relating to how all live music activity is managed is found within the original 2017 operating schedule

Relating to point 3 of the 3 variations summarised in part 3 this variation requires that of the 30 days events currently permitted

- 4 additional days at 70dbA at closest premises are now permitted
- 1 additional day allowing 65dbA at closest premises are now permitted
-

These additional increase in sound threshold will be counted within the 30 event days and not in addition to this

Full details of this are shown below

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

* required information

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

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WEDNESDAY

Start

End

Start

End

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Provide 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.

Will the playing of recorded music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Continued from previous page...

State 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.

No variation is requested with regards to what is already permitted in the existing license relating to film

Relating to point 3 of the 3 variations summarised in section 3 this variation requires that of the 30 days events currently permitted

- 4 additional days at 70dbA at closest premises are now permitted
- 1 additional day allowing 65dbA at closest premises are now permitted
-

These additional increase in sound threshold will be counted within the 30 event days and not in addition to this

Full details of this are shown below

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

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Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Provide 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.

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Continued from previous page...

State 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.

No variation is requested with regards to what is already permitted in the existing license relating to dance

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes

No

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PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

No variation is requested with regards to what is already permitted in the existing license relating to Late Night Refreshment

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

* required information

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SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Continued from previous page...

Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

No variation is requested with regards to what is already permitted in the existing license relating to Late Night Refreshment

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

No adult entertainment will take place as part of this license

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The times above relate only to when licensable activity will take place. As per the existing license Alexandra Park is a public park open to the public at all times with no clear way to restrict access at any times. With Alexandra Palace Way, a highway used by both the general public and London Transport running through the Park, the noted premises will remain open to access at all times. Therefore the requirements of this license refer to the activity that may take place rather than when the park will be open. Hours stated within this license relate to licensable activity within an agreed licensable area shown within the ESMP.

Continued from previous page...

Each event will have a full event safety management plan which will show whether the site will have restricted or unrestricted access to the licensable activity. This event management plan will be specific to each

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

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

n/a

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

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

* required information

Section 16 of 18**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The full operating schedule for the original park license is reattached with the application.

1. To bring the Pavilion and East Car Parks under the Parks License

(A plan showing the proposed licensed site post variation is available on the appendices on the operating schedule)

2. To remove any limit of small licensable activity under 600 capacity where music is not the primary activity to occur

3. To allow for 4 x event days at 70db (at closest premises) and an additional day at 65db (at closest premises) within the permitted 30 event days

b) The prevention of crime and disorder

Variation Point 1: To bring the Pavilion and East Car Parks under the Parks License

Management Plan: All aspects of how this licensing condition will be managed is covered within the attached operating schedule and varying the license to include the new area requires no change within the operations schedule relating to the prevention of crime and disorder

Variation Point 2: To remove any limit of small licensable activity under 600 capacity to occur

Management Plan: All aspects of how this licensing condition will be managed is covered within the attached operating schedule. Varying the license to remove any limit of events under 600 capacity will not require any change to the already robust plans shown with the original operating schedule relating to the prevention of crime and disorder.

A risk assessment as part of the event safety management plan will be undertaken for all activity and the focus on activity that will take place under this variation will be very low risk i.e. Drive in Cinemas and Family Theatre. These events will not be noise sensitive and music will not be the primary part of the activity.

Variation point 3: To allow for 4 x event days at 70db (at closest premises) and an additional day at 65db (at closest premises) within the permitted 30 event days

Management Plan: All aspects of how this licensing condition will be managed is covered within the attached operating schedule. Varying the license to permit for these additional sound levels will not require any change to the already robust plans shown with the original operating schedule relating to the prevention of crime and disorder

c) Public safety

Variation Point 1: To bring the Pavilion and East Car Parks under the Parks License

Continued from previous page...

Management Plan: more details relating to the specific variation are shown as an appendices to the Operating Schedule

All aspects of how public safety will be managed are shown in detail within the original operating plan

In addition to this the area in question is primarily hard standing with no area notable trip hazards. The area has been used in previous years as an events space operating under the Venue (internal) license. The team therefore have suitable and in-depth experience of operating licensable activity in this area. To date there has been no known complaint or representation received relating to public safety for this specific area.

A full risk assessment will be undertaken prior to any proposed activity which will support the operating plan. The site itself has direct links to the main highway to unrestricted access to emergency vehicles as required

Variation Point 2: To remove any limit of small licensable activity under 600 capacity to occur

Management Plan: The pavilion and east car parks have historically been within the venue license with no limits of frequency so this would allow for this to continue due to the park license currently having a limit of 30 event days. This is specifically relevant to activities such as Drive In Cinema that can take place up to 100 times in a calendar year.

All events under this section of the license would be fully risk assessed and would operate within the guidelines set out within the operating schedule.

Activities that fall under this variation point would NOT be activity where music is the primary purpose i.e. these would not be concerts or DJ / live music events and would be for theatre or family-based activities that currently take place as part of the organisations wider program

Variation point 3: To allow for 4 x event days at 70db (at closest premises) and an additional day at 65db (at closest premises) within the permitted 30 event days

Management Plan: All aspects of how this licensing condition will be managed is covered within the attached operating schedule. Varying the license to permit for these additional sound levels will not require any change to the already robust plans shown with the original operating schedule relating to public safety

d) The prevention of public nuisance

Variation Point 1: To bring the Pavilion and East Car Parks under the Parks License

Management Plan :Activity taking place within this space would be planned and delivered in accordance with the general operating plan for all park licensable activity

Variation Point 2: To remove any limit of small licensable activity under 600 capacity

Management Plan: The Pavilion and East at parks have historically been within the venue license with no limits of frequency so this would allow for this to continue due to the park license currently having a limit of 30 event days. This is specifically relevant to activities such as Drive In Cinema that can take place up to 100 times in a calendar year.

All events under this section of the license would be fully risk assessed and would operate within the robust guidelines set out within the operating schedule.

Continued from previous page...

Activities that fall under this variation point would NOT be activity where music is the primary purpose i.e. these would not be concerts or DJ / live music events and would be for theatre or family-based activities that currently take place as part of the organisations wider program

A security and cleaning team would be in position at both ends of Alexandra Palace Way if this is required by the SAG

Variation point 3: To allow for 4 x event days at 70db (at closest premises) and an additional 1 day at 65db (at closest premises) within the permitted 30 event days

Management Plan: As laid out within the operating a plan a full noise management plan will be in place for all events where music is the primary purpose. In addition, for all these events an independent noise monitoring team will be available to support then experienced events team with working within the guidelines provided.

Alexandra Palace will also have a monitored and managed noise line should anyone want to give feedback on noise or any other event related issues when the event or any of its sound checks are in progress. Since adopting the license in 2018 a total of 24 complaints have been received relating to activity taking place under the Parks License, none of these complaints were found to have exceeded the agreed levels set within the license.

Though these are sound limits every effort will be made to ensure levels fall below these thresholds (as demonstrated at the 2018 Kaleidoscope Festival) and the top level can only be used for the headline artists which is already a condition within the 2017 Parks License.

Of the events permitted at or above 70dBA (total 7) these will happen across no more than 4 weekends per year to limit any impact.

Of the 4 x 70dbA requested for the site, 2 of these will be ringfenced exclusively for the Pavilion Car Park, therefore not permitted to be used on the South Slope or any other area within the Park.

As per operating schedule for all large events where it is deemed necessary by the SAG a security and cleaning team will be in place post event around Bedford Road.

A security team will be in place post event around the entrance to the allotment for all large events taking place on the south slope if required by The SAG

A security and cleaning team will be in place on the junction of Dukes Avenue and The Avenue for all the events taking place on the Pavilion or East Car Park if required by the SAG

More details relating to this can be found as an appendices to the Operating Schedule

e) The protection of children from harm

Variation Point 1: To bring the Pavilion and East Car Parks under the Parks License

Management Plan :Activity taking place within this space would be planned and delivered in accordance with the general operating plan for all park licensable activity

Variation Point 2: To remove any limit of small licensable activity under 600 capacity to occur

Management Plan : Activity taking place within this space would be planned and delivered in accordance with the general operating plan for all park licensable activity.

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Variation point 3: To allow for 4 x event days at 70db (at closest premises) and an additional day at 65db (at closest premises) within the permitted 30 event days

Management Plan : Activity taking place within this space would be planned and delivered in accordance with the general operating plan for all park licensable activity

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Haringey
Application to vary a premises licence
Licensing Act 2003

For help contact
licensing@haringey.gov.uk
Telephone: 020 8489 8232

*required information

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NOTES ON REGULATED ENTERTAINMENT

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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* required information

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

The following credit or debit cards are accepted in Haringey:

Maestro - Mastercard Debit - Mastercard Credit - Solo - Visa Credit - Visa Debit (formerly Delta) and Visa Electron

We cannot accept liability if payment is refused or declined by the card supplier.

Due to end of day processing, this service will not be available between 10pm and 11pm every weekday evening (Mon- Fri).

Users should note that any payments in process after the 10pm deadline need to be completed by 10.05pm

* Fee amount (£)

DECLARATION

* I/we understand 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.



Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Simon Fell

* Capacity

Director of Event Operations

* Date

09 / 04 / 2021
dd mm yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/haringey/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

1. INTRODUCTION

1.1 General Information

Included in this Operating Schedule is general information and event management detail relating to the application for a Premises License to be granted to Alexandra Palace Trading Limited. The Operating Schedule may include issues that are covered under legislation other than the Licensing Act 2003. These have been included to demonstrate responsible management of the Park as a whole. These are not issues that should be recorded as licence conditions as they are a duplication of other legislation and the licensing framework is quite specific in warning against imposing licence conditions that repeat what is enacted in other legislation.

It is intended that a variety of events would be held under this Premises License throughout each year. Each event will have individual requirements and will vary in size. For this reason, each event will be required to produce an Event Safety Management Plan (ESMP) which will contain specific information to each event. The ESMP will remain a work in progress document that may only be subject to changes which are not major variations to the granted Premise License and with the consent of the Licensing Authority up to 7 days before the commencement of each event or within a timeframe to be specified by the Licensing Authority. Any changes will not adversely impact on promoting the Licensing Objectives or the draft of suggested License Conditions that APTL have provided in Section 32 of this Operating Schedule for the consideration of the Licensing Authority.

1.3 Abbreviations

APPCT	Alexandra Park and Palace Charitable Trust
APTL	Alexandra Palace Trading Limited
CCTV	Close Circuit Television
DBS	Disclosure and Barring Service
DPS	Designated Premises Supervisor
ECR	Event Control Room
ECRM	Event Control Room Manager
EHO	Environmental Health Officer
ELT	Event Liaison Team
ESG	Event Safety Guide – A guide to health, safety & welfare at music and similar events
ESMP	Event Safety Management Plan
FOH	Front of House
LAS	London Ambulance Service
LBH	London Borough of Haringey
LBF	London Fire Brigade
LPG	Liquid Petroleum Gas
MIP	Major Incident Plan
NMP	Noise Management Plan
OS	Operating Schedule
PET	Polyethylene Terephtalate
PLH	Premises Licence Holder
PNC	Police National Computer
PSIA	Private Security Industry Association
TESS	The Event Safety Shop
TMP	Traffic Management Plan
TRO	Traffic Regulation Order
SAG	Safety Advisory Group

2. GENERAL INFORMATION

2.1 Background

This license application relates to the parkland of Alexandra Park and does not cover the areas of the site that are covered by the current Premises License for Alexandra Palace. However, Alexandra Park and Palace Charitable Trust (APPCT) through its trading subsidiary, Alexandra Palace Trading Limited, has a great deal of experience delivering a wide variety of events from exhibitions and sporting events to concerts and large outdoor events. Throughout these events, APTL has a proven track record of complying with the Licensing Objectives to ensure compliance.

Alexandra Park has a rich history of staging events and was home to a horse racing track, which until 1970 hosted some very large race meetings and as London's only race track. The Park has also hosted events such as the Capital Radio Jazz festival and consistently since its creation has hosted one of London premier fireworks displays. Since 2009 the events business at Alexandra Palace has developed strongly and become one of London's premier entertainment venues, welcoming over one million people each year. Although the Park has been used in part for events under specific licenses e.g. The Red Bull Soap Box Derby and annual Fireworks Display, it is an area that has not been utilised to its full potential.

Operationally APTL have delivered its events programme with little or no impact on the Park or local residents. Each event has been delivered within its own bespoke operational framework for delivering events within the Park has been a barrier to the development of events in the Park and is operationally inefficient. The reason that APTL is applying for a Premises License is to allow events to take place within the Park within an agreed framework.

APTL will work with preferred and experienced contractors to deliver each event, covering aspects such as crowd management, noise monitoring and management, traffic management, medical provision, staging and demonstrable structures, trading and waste removal. Each of these aspects will be required to have its own risk assessment and method statement and will form part of the Event Safety Management Plan for each event.

The impact of any event on local residents will be mitigated to a fair and reasonable level with considerations and policies in place to manage issues such as frequency of events, noise, crowd and transport impact. APTL commits to ensuring each event has a dedicated phone number & email address for residents to provide feedback pre, post and during each event which will be communicated to the residents through a variety of mediums.

2.2 Description of Premises

Alexandra Park consists of 196 acres of undulating and flat parkland with some tarmacked areas. The Park has 12 entrances and a private road running through it. It is serviced by a bus route and an over ground train station. As previously mentioned the Park has a long history of holding large scale public events; from the annual fireworks display attended by 50,000 to events such as the Red Bull Soap Box Derby attended by 15,000 people. In its distant history, the Park itself was home to the Alexandra Palace House Race Course.

3. OVERVIEW OF MANAGEMENT OF ALEXANDRA PARK

3.1 Strategic Management Team

Chief Executive Officer (CEO)

The Chief Executive of Alexandra Park and Palace Charitable Trust has overall responsibility for the work of the Trust and its trading company

Deputy Chief Executive

The DCEO is responsible for the operational and commercial management of Alexandra Park and Palace.

Director of Event Operations

The Director of Event Operations is responsible for activities relating to event planning and delivery

3.2 Operational Management Team

Park Management

Alexandra Park is managed by The Alexandra Park Manager on a day to day basis on behalf of Alexandra Palace and Park Charitable Trust. This role takes responsibility for the management, cultivation and safety of activities within the Park. A dedicated grounds team operated under contract is responsible for the upkeep of the park. Although a key stakeholder the Parks Manager and the grounds team are not responsible for the delivery of the licensing objectives

Event Day Management

Each event will have a nominated event manager who will take responsibility of the operational planning, coordination and delivery of each event. At times when the lead event manager is not on site a nominated duty manager will take on the role as the lead site manager.

When either party is operating in this role they will be responsible for all tactical and operational decisions across the site. (Classified internally as a Silver role)

The team responsible for this will be based within Alexandra Palace. During an event this role is likely to be based in a remote position within the park or sitting as the lead manager within the Event Liaison Team (ELT).

Event Liaison Team

The Event Liaison Team (ELT) is the key team responsible for ensuring operational decisions are carried out as required by the Event Manager (Venue 1). This team is detailed later within the licensing objectives.

3.3. Safety Advisory Group

Throughout the Operating Schedule, reference is made to the Safety Advisory Group. This group would normally comprise of representatives from London Borough of Haringey Licensing, London Borough of Haringey Environmental Health Services, London Borough of Haringey Health & Safety, London Borough of Haringey Trading Standards and Emergency Planning, Metropolitan Police Services, London Fire Brigade and London Ambulance Service. Detailed and regular pre-event meetings will be held with the London Borough of Haringey and other statutory agencies through the Safety Advisory Group (SAG) to ensure that all bodies are satisfied with the planning arrangements.

3.4 Contractors

For all events that take place within Alexandra Park competent contractors will be used. Unless approved by the Safety Advisory Group the traffic management, crowd management and medical provision will be delivered by the suppliers already contracted to Alexandra Palace. These teams have gone through robust checks and are regularly reviewed to ensure safe delivery, competence and good customer experience. All contractors have suitable experience of delivery within the site and are trained in Alexandra Palace emergency procedures.

Additional contractors for an event will be suitably vetted by APTL to ensure experience, adequate liability insurance and risk assessments.

3.5 Catering Management

For all events when alcohol is served a designated premises supervisor (DPS) will be the main point of contact for correspondence with licensing authority regarding any matters relating to the sale of Alcohol. Whenever alcohol is being served the bar operation will always ensure a suitable number of staff who hold a personal license.

The details of the catering operation will be included within the ESMP and will cover the following.

- Adequate supervision of alcohol sales
- Adoption of the Challenge 25 policy, including clear signage.
- That all refusals are noted and logged and made available to view on request by the appropriate persons
- That all staff serving alcohol will receive suitable training and that all training records will be kept for reference

4.0 THE LICENSE APPLICATION

4.1 Premises Capacity

The maximum capacity sought for this license is 50,000 limited to a fixed amount of times per annum. As previously mentioned the Park has hosted several large events in the past up to this capacity and is well equipped to manage events of varying sizes. Due to the history of larger capacity crowds attending the venue ingress and egress plans have been tried and tested successfully and APTL commit to ensuring that access to the premises will continue to be controlled and all areas monitored to ensure that safe crowd densities are not exceeded. On all ticketed events a suitable and sufficient means of counting visitors into the Premises will be put in place to ensure the maximum permitted capacity is not exceeded. The event specific ESMP will contain how the intended capacity will be reached and capacity for each event will be agreed via the SAG prior to the event being publicly announced. A specific risk assessment including an ingress and egress plan will be produced along with a detailed stewarding and security schedule.

4.2 Event Type, Capacity and Regularity

APTL commissioned The Event Safety Shop (TESS), one of the leading event safety consultants in the events industry, to produce a site survey. The findings of the report identified safe capacities within each area of the park and also the types of events that would be suitable in each space.

On further examination of the findings of the report and relation to the subsequent report provided by Vanguardia Acoustics to look at ways of limiting noise impact outside of the Park to mitigate impact of each event on local residents, Park users and relevant stakeholders. APTL would like to apply for a Premise License that encompasses two event types. The first type would be where the main Licensing Activity was live or recorded music and other subsequent Licensing Activities i.e. dancing is the prime purpose of the event. The second type would be where music is not the prime purpose of the activity.

4.2.1 Event Type 1.

The chart below shows the level of capacity for each size event (small, medium & large), the regularity this type event may occur. These events would be where music is the prime purpose of the event and the levels required to deliver those events;

EVENT TYPE	CAPACITY	REGULARITY
LARGE	15,000 - 30,000	4 times per year
MEDIUM	5,000 – 14,999	3 times per year
SMALL	0 – 4,999	9 times per year

4.2.2 Event Type 2.

The chart below shows the level of capacity for each size event (small, medium & large) the regularity. The events would be where music is not the prime purpose and the levels required to deliver these events;

EVENT TYPE	CAPACITY	REGULARITY
LARGE	20,000 - 50,000	3 times per year
MEDIUM	5,000 – 19,999	8 times per year
SMALL	0 – 4,999	15 times per year

APTL will commit to operating no events after 22:30 Monday to Saturday and 22:00 on a Sunday, the only exception to this is when showing a film where the license requirement is extended to 23:30.

On all events covered under this license where amplified live or recorded music is the primary source of entertainment an acoustic consultant will produce an event specific Noise Management Plan which will be presented to the SAG for their agreement and an onsite representative will ensure compliance with noise levels at each event. Please see Section 19.

APTL will also have a staffed noise complaint line. If complaints are received they will be passed on to the acoustic consultant to deal with in real time. Details of each complaint will be taken down onto an agreed format log sheet. When the complaint has been resolved, a copy shall be provided to the Licensing Authority.

It should be noted that ‘times’ in the tables above refers to number of event open days and not individual number of events.

4.3 Planned Licensable activity

As with the current operation within Alexandra Palace the intention is to be able to host a wide range of activities within Alexandra Park, catering to new audiences. The table below gives an overview of what the license is looking to incorporate and the house licensable activity could take place

Licensable Activity		Days	Hours
Provision of Regulated Entertainment			
A	Plays	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
B	Films	Mon – Sat	09.00-23.30
		Sun	10.00-22.30
C	Indoor Sporting Events	n/a	n/a
D	Boxing or Wrestling	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
E	Live Music	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
F	Recorded Music	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
G	Performance of Dance	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
H	Anything of similar description to A, B, C, D, E, F, G	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
I	Making Music	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
J	Dancing	Mon – Sat	09.00-22.30
		Sun	10.00-22.00
K	Similar to making music (i) or Dancing (j)	Mon – Sat	09.00-22.30
		Sun	10.00-22.00

5.0 LICENSING OBJECTIVES

Operational procedures and policies will be produced and implemented to support the four licensing objectives which are as follows:

- A. The prevention of crime and disorder;
- B. Public safety;
- C. The prevention of public nuisance;
- D. The protection of children against harm

These procedures will form the Event Safety Management Plan specific to each event and will provide the detail of how the Premises in accordance with the granted License will operate. This ESMP document will be scalable relating to the size and impact of an event.

Alexandra Palace Trading Limited is aware that the information in this draft Operating Schedule will be available within the public domain. Therefore, due to security and safety issues some of the information set out below is given in summary form only by way of an overview of the measures that will be taken. Further information will be given to the Responsible Authority Contacts as necessary.

6.0 PREVENTION OF CRIME & DISORDER

6.1 Crowd Management

For each event APTL will use the incumbent crowd management company to undertake all on site crowd management. They will need to meet strict criteria and have experience of working at similar events. The Crowd Management Plan (CMP) will work under the direct control of APTL who will work closely with the relevant members of the SAG to ensure this licensing objective is met and that all aspects of on-site crime and disorder is dealt with accordingly.

Each event will have its own Crowd Management Plan forming part of the general ESMP. The CMP will identify any potential risk relating to crime and disorder and look at ways to mitigate these risks. This will cover areas such as on site security and safety, entry and search protocol, perimeter security, restricted items, CCTV and tackling anti-social behaviour as required.

The Crowd Management Plan will identify security numbers and positions and give clear guidance to all security and stewarding personal as to their roles and responsibilities on the event day

Any ejections will take place by licensed security personnel and in agreement with the Licensing Authority and Metropolitan Police.

6.2 Prevention of Theft

Each event will be risk assessed before being launched to identify its risk level with regard to potential high levels of theft on site. The appointed security company will be responsible for mitigating any on site theft and will react accordingly. When felt appropriate by APTL or the SAG a covert security team will be in place to identify any potential thefts and anyone involved in any illegal activity.

6.3 Misuse of Drugs and Alcohol

All events will have a zero-tolerance policy to illegal substances and legal highs and anyone found to be entering the premises or using either of these on site will be dealt with accordingly in co-operation with the Metropolitan Police.

6.4 Egress

APTL and their appointed security provider will work closely with the Metropolitan Police and local transport agencies to ensure appropriate levels of management are applied to accommodate the safe passage of visitors away from Alexandra Park after each event.

For all events attended by over 10,000 and finishing after 20:00hrs a security team will be positioned in specific areas of the Park to assist with the egress of visitors.

The security provider will support the ELT in ensuring Challenge 25 is enforced at all bars in accordance with the events alcohol management policy as each alcohol outlet will contain at least one SIA accredited security officer.

6.5 Cash and Management Policy

Each event will have its own unique cash management policy. ATM's will be available when deemed necessary in relation to the demands of the event.

6.6 Residents and Stakeholders

Prior to the commencement of, and post agreement with the SAG, all events will advertise a phone number and an email address will be made available for local residents and Park users to use to contact APTL with any concerns they have. This service will be available on all event days. Log sheets will be kept of all calls and any issues will be dealt with immediately.

7.0 PUBLIC SAFETY

7.1 Event Safety Management Plan

For each event an Event Safety Management Plan (ESMP) will be compiled. This document will be scalable according to the size, impact and any risk associated with the event. The ESMP will cover all aspects of the event planning and delivery with particular emphasis on how the event will be delivered in a safe manner. Examples of areas this will cover are shown below.

- Security policies
- Emergency procedures
- Medical Management Plan
- Ensuring safe site infrastructure
- Noise management plan
- Production details
- Full information of artists and performers
- Build and Breakdown Schedule

7.1 Risk Assessment

A risk assessment will be undertaken for each event to identify areas where public safety could be compromised. This risk assessment will seek to mitigate these risks by elimination or management of the risk.

The risk assessments will cover but not be limited to all activities, structures and crowd dynamics across the event.

These risks will be covered and discussed in detail during each planning meeting and SAG meeting.

A detailed Fire Risk Assessment will be undertaken for all activity covered within this license application. This will identify fire risk and make recommendations for mitigating fire risks and will form part of the ESMP.

7.2 Crowd Management Plan

The crowd management plan (noted previously under crime and disorder) will also identify areas of potential risk to public from high density areas and other crowd related issues. This will ensure all areas are looked at and that the event site is laid out in a way as to minimise any crowd related issues. The crowd management plan will cover the following areas

- Ingress
- Gate/ticket management
- Search and confiscation procedures
- Site circulation
- Proactive and Reactive Response to on site incidents
- Securing access/perimeter
- Securing alcohol management policy
- Back stage management
- Stage barrier management
- Cash management
- Presence at bars
- Management of egress
- Evacuation and emergency planning procedures

7.3 Pyrotechnics/Special Effects

Any special effects, pyrotechnics, lasers or fire related activity used at any event will require its own dedicated risk assessment to identify any risk and that the risk is mitigated to ensure the activity is carried out safely.

7.4 Food Safety

APTL will liaise throughout the planning process with Haringey Environmental Health for planned activities relating to food handling and hygiene. As part of the event specific ESMP APTL will provide the Licensing Authority with a full list of all food and non-food traders (including crew, artist and guest catering), detailing their names, addresses, type of operation and proposed locations within the event site. APTL will ensure that no other food traders (including crew, artist and guest catering) are admitted to the licensed site. No trader vehicles approved at the event will be parked on a slope, unless the vehicles have been adequately chocked. APTL will ensure that any concession found to be contravening any conditions of this OS, the ESMP or the Premises Licence will cease trading.

7.5 Event Control Room

For all large events attended by over 20,000 people an event control room will be in operation with a dedicated Event Liaison Team. For all other smaller events the security control room will be in place and staffed accordingly

7.6 Sanitary Provision

Each event will have an assessment to determine how many toilets are required. The Purple Guide (Event Safety Guide) will be used as guidance to help form decisions regarding numbers. Other factors like event type, demographic and historical evidence will be used as a consideration. Dedicated Toilets will be provided at all entry gates for staff. Dedicated and exclusive toilets will be made available for all catering areas; they will be positioned in areas out of bounds to non-accredited personnel. Dedicated disabled access toilets will be in place across the event site.

7.7 Capacity

A risk assessment will take place prior to each event to understand the safe capacity for the event. The maximum capacity sought for this Premise License is 50,000. All events will have an ESMP which will show how the intended capacity will be reached. The capacity for each event will be agreed by the SAG prior to the event being announced. The tables below shows the capacities and regularity of events applied for.

Table 1 (4.7.1): Events where music is the prime purpose of the activity

Table 2 (4.7.2): events where music is not the prime purpose of activity

7.7.1 Events where music is the prime content

EVENT TYPE	CAPACITY	REGULARITY
LARGE	15,000 - 30,000	4 times per year
MEDIUM	5,000 – 14,999	3 times per year
SMALL	0 – 4,999	9 times per year

7.7.2 Events where music is not the prime content

EVENT TYPE	CAPACITY	REGULARITY
LARGE	20,000 - 50,000	3 times per year
MEDIUM	5,000 – 19,999	8 times per year
SMALL	0 – 4,999	15 times per year

7.8 Medical Provision Plan

The Medical Provisions Plan will form part of the ESMP. This will include an event specific medical risk assessment that will identify risk and make recommendations as to the level of medical responders on site, the type of medical responders and whether any ambulances or other vehicles are required. For larger events that are deemed to carry a higher risk a field triage will be available. For all events the main Alexandra Palace Medical Centre based within the building will be available for use throughout the event.

Alexandra Palace will consult with both the purple guide and local medical agencies to agree on appropriate medical numbers for each event. This will be based on event type, demographic and capacity.

8.0 THE PREVENTION OF PUBLIC NUISANCE

The management of public nuisance will be managed through pre-event planning arrangements with the SAG. The agreed areas that relate to the prevention of public nuisance will be covered in the event management plan

8.1 Noise

A noise management report has been undertaken and sets out the following noise limitations for two types of events covered within this license;

8.1.1 Events where music is the prime purpose of entertainment

MAXIMUM SOUND LEVELS	REGULARITY
L _{Aeq, 15 min} 75dB	4
L _{Aeq, 15 min} 65dB	2
L _{Aeq, 15 min} 55dB	10

8.1.2 Events where music is not the prime purpose of entertainment

MAXIMUM SOUND LEVELS	REGULARITY
L _{Aeq, 15 min} 65dB	3
L _{Aeq, 15 min} 55dB	23

No events will operate after 22.30 Monday – Saturday and 22.00 on a Sunday

On all events covered under this license where amplified music is the primary source of entertainment a noise monitoring company will be used to ensure compliance with noise levels.

Alexandra Palace will also have a staffed noise complaint line to receive any complaints from local residents and pass them on to the noise management team.

8.2 Off-site Crowd Management

The appointed crowd management company will work with the venue and the SAG to ensure the safe passage of public off site. The planning and details of how this is activated will depend significantly on the size and type of the event

For all events attended by over 10,000 people a team of security and stewards will be in position along Bedford Road to ensure crowds move away from the site with minimal impact to local residents. Where required and if there is a main exit on the Muswell Hill side of the site additional security will be in position at Buckingham Lodge to ensure any public disorder is dealt with immediately.

At all events with over 10,000 attendees security will also be based at Dukes Avenue Entrance

For large events attended by over 15,000 discussion will take place with Haringey Council Highways team and TFL to discuss road closures which should be in place to help with the safe ingress and dispersal of crowds after an event.

8.3 Transport Management Plan

All events will include a transport management plan as part of the ESMP. This will demonstrate how visitors will commute to the area and highlight any concerns with overcrowding on local transport networks. The plan will also clearly demonstrate how visitors can easily connect with local transport hubs post event with only reasonable impact on the surrounding areas.

For all events a proactive approach will be made through marketing channels to encourage visitors to use public transport and not private motorised transport.

8.4 Offsite Site Litter

A team of cleaners will be in place to collect and dispose of any related litter in and around exits and walkways from the park on event days. This will also involve ensuring areas around the entrance to Alexandra Palace Train Station are kept free of litter as far as is reasonable.

8.5 Informing Residents

For all events attended by over 15,000 people a day a letter drop will take place in the surrounding area. This will give suitable notification of the event, the event timings and a helpdesk number to call on the day. This helpdesk number will also be shown on the Alexandra Palace website.

Within this letter information regarding any planned road closures or bus diversions, if appropriate, will also be included.

9.0 THE PROTECTION OF CHILDREN FROM HARM

9.1 Risk Assessment

For all events a risk assessment will take place to identify any risks specific to children. The findings of this will inform the event management approach relating to children and vulnerable adults on site.

9.2 Missing and Found Policy

For all events a lost and found child policy will be in place. All key staff will be made aware of how to escalate either of these scenarios. This will form part of the ESMP that will be discussed with the SAG.

6.3 Alcohol Policy Relating to Minors

All bars will operate under Challenge 21 on all bars. This will be signed across all bars and form a key part of bar staff and security briefing. All refusals will be recorded at each bar in a refusal book.

Any minor seen with alcohol during an event will have the alcohol confiscated by a licensed member of security and may be ejected from the event

6.4 Sanitary Provision

Toilets suitable for children will be available at any events where minors are likely to attend. In addition to this there will be a provision for a mother and baby changing room.

6.5 Age Restrictions

Age restricted films indicating nudity or semi-nudity will not be shown in the presence of children. This will be clearly stated at point of sale

Within the risk assessment a fair assessment will be made on the appropriate age policy for an event. For all events where music is the primary licensable activity anyone under the age of 14 must be accompanied by an adult over the age of 21, this will be stated on all event related literature and in the Terms and Conditions of Entry as printed on all tickets and as signed on all entrances where applicable.

6.6 Staffing

At each event, all relevant staff will be DBS accredited and proportionate amounts of female staff will be employed with both the medical and security/stewarding teams.

10.0 Draft License Conditions for the consideration of the Licensing Authority

The following are suggested conditions which, if granted by the Licensing Authority, APTL is proposing be attached to the Premises Licence. These draft conditions have been developed using APTL's experience in producing events and in consultation with relevant stakeholders and local residents. As the applicant of this Premise Licence APTL and accepts that the Licensing Committee will impose final conditions.

1. The final confirmed ESMP for each specific event will be available to the Licensing Authority and responsible authorities a minimum of 1 week before the commencement of each event. Ongoing changes to the ESMP shall be discussed and agreed with the Licensing Authority and other Responsible Authorities via regular Safety Advisory Group meetings

1a. APTL shall fully comply with the contents of the ESMP for each specific event which shall convert to a condition of the licence on receipt of the approval in writing from the Licensing Authority.

2. The Licensing Authority shall determine if any alterations to the Event Safety Management Plan require an application pursuant to the Licensing Act 2003: the decision of the Licensing Authority in this regard is final.

3. APTL shall ensure that appropriate personnel within the management structure of each event, including contractors and sub-contractors, shall be aware of the conditions applied to the Licence.

4. The nominated Gold Commander from APTL's Executive Team or a nominated deputy shall be available at each event at all times during the hours when the premises are open to the public.

5. It is the responsibility of APTL to as far as practicable ensure that any promoter, performer or other person connected with any event taking place in Alexandra Park does not breach, or permit or contribute to any breach of any term, condition or restriction of this Premise Licence before, during or after any event in as far as the conditions of the Licence refer thereto. APTL shall have a primary and continuing obligation and responsibility to ensure the safety of all persons on the premises, both in normal and emergency situations and take all necessary precautions to fulfil that obligation. Note: the granting of the Licence does not absolve APTL from any obligations under any other enactments and, in particular, the Health and Safety at Work, etc. Act 1974.

6. Authorised Officers of the Licensing Authority, Environmental Health, Metropolitan Police, Trading Standards, the Security Industry Authority and London Fire Brigade and, any other authority deemed appropriate by the Licensing Authority in advance of each event, shall at all times have free access to the premises for the duration of the licence period for the purpose ensuring compliance with the conditions of this licence and shall have access to all necessary records and documentation.

7. Structures and Barriers - APTL shall ensure that all temporary demountable structures including stages, marquees, barriers, grandstands, towers and any other structure listed in the industry guide conform to The Institution of Structural Engineers "Temporary Demountable Structures - Guidance on Design, Procurement and Use" - Second Edition 1999 (ISBN 1 874266 45 X) or to any guidance that supersedes this.

8. Medical Provision - for each specific event APTL shall provide medical provision to a minimum of that determined by a risk score as per the Event Safety Guide or any standard that supersedes it.

9. Noise - An event specific Noise Management Plan shall be drawn up and agreed with the Licensing Authority. The plan shall identify how noise arising from the holding of each event shall be effectively controlled so as to minimise the risk of public nuisance.

10. Security & Stewarding- APTL shall identify the roles and responsibilities of security, stewards, their managers and supervisors to be undertaken at each event.

11. Roles identified as requiring licensing under the Private Security Industry Act 2001 shall only be undertaken by persons appropriately licensed by the Security Industry Authority.

12. Security and stewarding staffing levels shall be determined by way of risk assessment conducted by APTL and shall be to the satisfaction of the Metropolitan Police and the Licensing Authority.

13. Food Safety - APTL shall ensure that food traders that are already registered under the Food Hygiene (England) Regulations 2006 shall be allowed to provide food and drink at any event held under this Premise License.

14. For the Exhibition of Films;

The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made by the following;

- the British Board of Film Classification (BBFC,) where the film has been classified by that Board, or the Licensing Authority where no classification certificate has been granted by the BBFC, or, where the Licensing Authority has notified APTL that section 20 (3) (b) (74 (3)(b) for clubs) of the Licensing Act 2003 applies to the film

APPENDICIES FOR THE 2021 LICENCE VARIATION

A1: UPDATE SINCE 2017 LICENSE APPLICATION

In 2017 Alexandra Palace was granted a Premises License giving permission to hold licensable activity within its ground. Since this time numerous events have taken place with approximately 200,000 visitors attending the site for specific events.

The venue team work very closely in the planning of all events with key agencies as part of the safety advisory group. This group is made up of stakeholders including Metropolitan Police, London Ambulance Service, London Fire Brigade, Haringey Licensing Authority and Haringey Building Control. Through this group there have been no concerns raised in relation to how the Alexandra Palace team have delivered events under this Parks License with no recorded crime or significant medical incident taking place on events operating under this license.

As shown in the Operating Schedule Alexandra Palace are committed to ensuring that event impact is minimised in the local community. The team at Alexandra Palace have a noise feedback line open on all noise sensitive park event days. There is also an independent team of noise consultants who are there to respond to any noise complaints, monitoring and working with the on-site team to bring levels to the permitted amount should they exceed the agreed levels. Since this license has been in operation there are no recorded incidents of levels exceeding those permitted under the license and over this time less than 30 noise complaints have been received across all events operating within this license none of which were found to be in breach of licensing conditions.

Since 2017 an internal procedure has been in place that measures how the park itself has been impacted by events and gives clarity that the space is returned to its previous condition as much as is reasonably practicable within an agreed time frame agreed between Alexandra Palace Trust and Alexandra Palace Trading Company. This gives assurances to both sides and has resulted in the park condition being maintained to a high standard despite the events activity that takes place across it.

Despite some concern raised locally in 2017 about events taking place within Alexandra Park the venue team have demonstrated that they can deliver large scale events responsibly and always working to limit the impact locally.

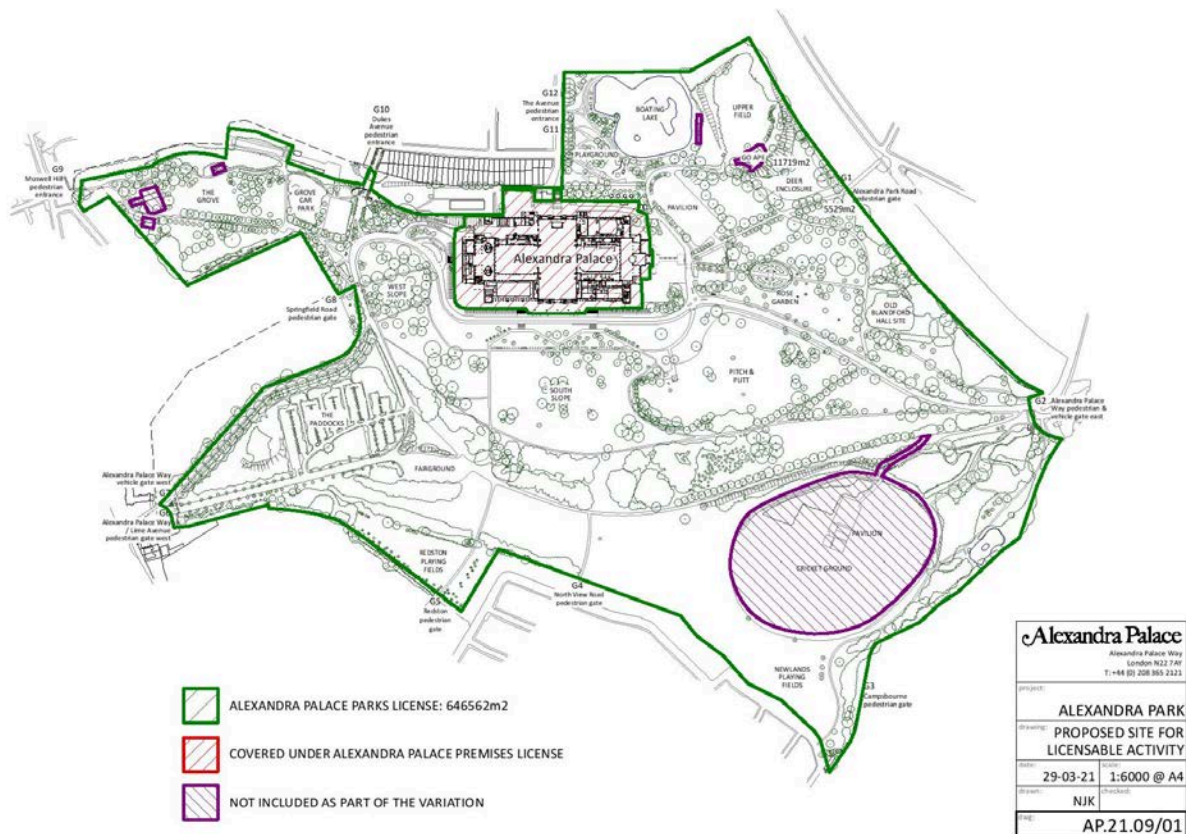
A2: LICENSING OBJECTIVES

The Operating Schedule that was provided as part of the successful 2017 license application is still valid and there is no intention to deviate from any of the plans laid out within this document as part of this variation. The information below gives specific information above and beyond what is shown in the operating schedule for the 4 Variation points against the statutory licensing objectives.

SECION M

a) general

The plan below shows the proposed site required for licensable activity as part of the variation. This relates to variation point 1 that was previously not included in the 2017 park license. This is the entire parkland but excludes the Alexandra Palace Football and Cricket Club and the tenants that are currently on site



SECTION M

B) PREVENTION OF CRIME AND DISORDER CRIME AND DISORDER

Variation Point 2: To remove any limit of small licensable activity under 600 capacity

Management Plan:

All aspects of the original operating plan will be adopted for these event types. A risk assessment will be undertaken for all activity and the focus on activity that will take place under this variation will be very low risk i.e. Drive in Cinemas and Family Theatre. These events will not be noise sensitive and music will not be the primary part of the activity.

C) PUBLIC SAFETY

Variation Point 1: To bring the Pavilion and East Car Parks under the Parks License

Management Plan

All aspects of how public safety will be managed are shown in detail within the original operating plan

In addition to this the area in question is primarily hard standing with no area having any notable trip hazards. The area has been used in previous years as an events space operating under the Venue (internal) license. The team therefore have suitable and in-depth experience of operating licensable activity. To date there has been no known complaint or representation made relating to public safety received relating this specific area.

A full risk assessment will be undertaken prior to any proposed activity which will support the operating plan. The site itself has direct links to the main highway to unrestricted access to emergency vehicles as required

Variation Point 2: To remove any limit of small licensable activity under 600 capacity

Management Plan:

The Pavilion and East Car Parks have historically been within the venue license with no limits of frequency so this would allow for this to continue due to the park license currently having a limit of 30 event days. This is specifically relevant to activities such as Drive In Cinema that can take place up to 100 times in a calendar year.

All events under this section of the license would be fully risk assessed and would operate within the robust guidelines set out within the operating schedule.

Activities that fall under this variation point would NOT be activity where music is the primary purpose i.e. these would not be concerts or DJ / live music events

Activities that fall under this variation point would NOT be activity where music is the primary purpose i.e. these would not be concerts or DJ / live music events and would be for theatre or family-based activities that currently take place as part of the organisations wider program

A security and cleaning team would be in position at both ends of Alexandra Palace Way if this is required by the SAG

D) THE PREVENTION OF PUBLIC NUISANCE

Variation Point 2: To remove any limit of small licensable activity under 600 capacity

Management Plan:

The Pavilion and East Car Parks have historically been within the venue license with no limits of frequency so this would allow for this to continue due to the park license currently having a limit of 30 event days. This is specifically relevant to activities such as Drive In Cinema that can take place up to 100 times in a calendar year.

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A security and cleaning team would be in position at both ends of Alexandra Palace Way if this is required by the SAG

Variation point 4: To allow for 4 x event days at 70db (at closest premises) and an additional day at 65db (at closest premises) within the permitted 30 event days

Management Plan:

The table below lays out the current allowances within the license and the required variation

dba at closest premises	Current License	Required with Variation
75dba	3 event days	3 event days (no change)
70dba	n/a	4 event days (increase of 4)
65dba	4 event days	5 event days (increase of 1)
Other	23 event days	18 event days (decrease of 5)

As laid out within the operating plan a full noise management plan will be in place for all events where music is the primary purpose. In addition, for all these events an independent noise monitoring team will be available to support the team with working within the guidelines given. Alexandra Palace will also have a monitored and managed noise line should anyone want to give feedback on noise or any other event related issues when the event or any of its sound checks are in progress. Since adopting the license in 2018 a total of 24 complaints have been received relating to activity taking place under the Parks License.

Though these are sound limits every effort will be made to ensure levels fall below these thresholds (as happened at the 2018 Kaleidoscope Festival) and the top level can only be used for the headline artists which is already a condition of the 2017 license.

Of the events permitted at or above 70dBA (total 7) these will happen across no more than 4 weekends per year to limit any impact.

In addition of the 4 x 70dbA requested for the site, 2 of these will be ringfenced exclusively for the Pavilion Car Park, therefore not permitted to be used on the south slope.

As per operating schedule for all large events where it is deemed necessary by the SAG a security and cleaning team will be in place post event around Bedford Road.

In addition a security team will be in place post event around the entrance to the allotment for all large events taking place on the south slope if required by The SAG

A security team will be in place on the junction of Dukes Avenue and The Avenue for all the events taking place on the Pavilion or East Car Park if required by the SAG