

## 5. REPORT

### Background

- 5.1 An application for a new Premises Licence by SJM Ltd for Finsbury Park under the Licensing Act 2003.
- 5.2 The application is seeking the ability to offer regulated entertainment and the sale of alcohol within the hours detailed below, to a crowd capacity of 49,999. Licence application – APP 1

- 5.3 **Supply of Alcohol**
- |                    |              |
|--------------------|--------------|
| Monday to Saturday | 1300 to 2300 |
| Sunday             | 1300 to 2230 |

For consumption **ON** the premises

- Provision of Live Music**
- |                    |              |
|--------------------|--------------|
| Monday to Saturday | 1500 to 2300 |
| Sunday             | 1500 to 2230 |

- Recorded Music**
- |                    |              |
|--------------------|--------------|
| Monday to Saturday | 1300 to 2300 |
| Sunday             | 1300 to 2230 |

- Opening Hours**
- |                    |              |
|--------------------|--------------|
| Monday to Saturday | 1300 to 2300 |
| Sunday             | 1300 to 2230 |

- 5.4 **General-all four licensing objectives - Refer to Part P – Operating schedule**

**Crime and Disorder**

**Public Safety**

**Public Nuisance**

**Child Protection**

- 5.5 **Event Management Plan - See App 1A**

## 6. RELEVANT REPRESENTATIONS (CONSULTATION)

- 6.1 **Responsible authorities:**

- 6.2 **Comments of Metropolitan Police**

The Metropolitan Police have made representation under the me and disorder and public safety objective, They are requiring the applicants to submit a

detailed Event Management plan for each concert that is submitted 2 months before each proposed event and allows for discussions to be agreed around security requirements, crowd safety, crime prevention, ingress and egress of clients, a dispersal policy as well as traffic management issues. **Appendix 2**

### **6.3 Comments of Regulatory Services:**

#### **6.4 Environmental Health**

Representation has been made around noise management for the event.  
**Appendix 3**

#### **6.5 Trading Standards**

Have made no representation to this application

#### **6.6 London Fire and Civil Defence Authority**

The Fire officer has made representation regarding this application.  
**Appendix 4**

#### **6.7 Planning Services**

Made no representation regarding this application.

#### **6.6 Comments of Child Protection Agency or Nominee**

No representation made on this matter

### **7.0 Interested Parties – Appendix 5**

Various letters of representation have been received against this application, from residents and Ward Members.

### **8.0 Financial Comments**

The fee which would be applicable for this application was **£24,000.00**.

### **9.0 Licensing Team Leader**

9.1 The application submitted by SJM is for an indefinite licence to allow for concerts within Finsbury Park during the times detailed above.

It is important to make clear that the licence is in itself is of no value to the holder without first agreeing with the landlords the ability to hire the Park for any future events.

9.2 The application submitted allows for the basic requirements in determining an application in line with the Section 182 Guidance. The applicants and some of the Responsible Authorities have requested that a definitive time line is imposed on the license if the panel were minded to grant that require the applicant to give notice of future events and submit relevant paper work for that event within a specified time. Some of the representations particularly from the Police and the Enforcement response are also requesting that

certain aspects are discussed and agreed on an event by event basis, matters such as closing times, and the sale of alcohol. The amount of people leaving the area at 23.00 may have a significant effect if there are other events taking place in the area that would also impact on the transport system and peoples ability to get away from the area. Likewise a proposed event may give rise to the times of the sales of alcohol was permitted and the police may wish to have that time decreased in order to ensure that the licensing objectives can be met appropriately.

- 9.3 It may assist the panel to know that a similar license exist on Finsbury park under the Festival Republic group which allows for the same activities but for a crowd capacity of 39,999. Festival Republic have not made use of the license in recent years.
- 9.4 The panel will note that a number of the representations from residents cite their concerns about the park not being available for a length of time, a possible increase in crime due to the crowds expected in the area and the consumption of alcohol., damage expected to the park etc.
- 9.5 The panel must bear in mind that the lack of access to the park, or damage to the park are matters that should be addressed through the land use agreement and not through the licensing process.
- 9.6 The panels attention is also drawn to a recent case law involving Tower Hamlets and Lovebox Festival. Lovebox Festival have operated in Victoria for a number of years and have done so under a time limited license . Last year the Licensing sub committee decided to not grant the license to the times that were previously granted. This decision they took on the basis of the claims made by residents relating to allegations of increase in crime from previous events.
- 9.7 The high Court ruled that Tower Hamlets acted unreasonably in changing the terminal hours as there was no adverse representations made by the Police or other authority and the residents evidence was in relation to general concerns about all events in the park.
- 9.8 The decision against Tower Hamlets highlights the need to ensure that Committees assess the weight of evidence put before them and give matters the appropriate due weight in determining applications.

## APPENDIX 1 – APPLICATION

WK/234486

**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 **SJM**

*(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**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> Finsbury Park Seven Sisters Rd			
<b>Post town</b>	London	<b>Post code</b>	N4 2AB

<b>Telephone number at premises (if any)</b>	
<b>Non-domestic rateable value of premises</b>	£

**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 in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England 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 x
- 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 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		x Please tick yes	
Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

**(B) OTHER APPLICANTS**

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

Name SJM LTD
Address Emery House 192 Heaton Moor Rd Stockport SK4 4DU
Registered number (where applicable) 2686954
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 0161 907 3443
E-mail address (optional) rob@sjmconcerts.com/liam@sjmconcerts.com

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
01	05	2013

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

Day	Month	Year

Please give a general description of the premises (please read guidance note1)

Finsbury Park, London, is an open grass parkland area. We will fence off a section of this and within the fenced area construct an entertainment arena with all facilities necessary to stage live concerts. The use of the event area is by agreement with the London Borough of Haringey local authority

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

49,999

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) x
- f) recorded music (if ticking yes, fill in box F) x
- 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)

x



**In all cases complete boxes N, O and P**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play 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 type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri					
Sat			<b>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</b> (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"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur					
Fri			<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)		
Sat					
Sun					

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed			
Thur			<b><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></b> (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>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Wed					
Thur			<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)		
Fri					
Sat					
Sun					

**E**

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <b>indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	1500	2300	<p><b>Please give further details here</b> (please read guidance note 3)            Outdoor Stage with Live acts &amp; DJ's – amplified music            Tented Structure for Guests with Live acts &amp; DJ's – amplified music</p> <p>Amplified musical performances on the main stage will end at 23:00 as per the curfew.</p> <p>Full details of performance and sound check times will be contained within the Event Management Plan which will include details of predicted noise levels at the nearest residence so not to cause a public nuisance.</p> <p>Timings include testing of sound equipment.</p> <p><b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)            Live Music may take place between the hours of 1500 &amp; 2300</p> <p><b>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</b> (please read guidance note 5)            None</p>		
Tue	1500	2300			
Wed	1500	2300			
Thur	1500	2300			
Fri	1500	2300			
Sat	1500	2300			
Sun	1500	2230			

**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	x
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<p><b>Please give further details here</b> (please read guidance note 3)</p> <p>Outdoor Stage DJ's inside tented structure for Guests Mix positions in between acts</p> <p>Full details of performance and sound check times will be contained within the Event Management Plan. Timings include testing of sound equipment.</p> <p>Any sound made from the playing of recorded music in any area or structure will be subject to the measures laid down in the Noise Control section of the Event Management Plan to prevent unreasonable disturbance to the neighbouring areas close to the site.</p>		
Mon	1300	2300			
Tue	1300	2300			
Wed	1300	2300			
Thur	1300	2300			
Fri	1300	2300			
Sat	1300	2300			
Sun	1300	2230			
			<p><b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)</p>		
			<p><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)</p> <p>None</p>		

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance 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"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)	
Mon				
Tue				
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)	
Wed				
Thur				
			<b><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></b> (please read guidance note 5)	
Fri				
Sat				
Sun				



**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment you will be providing</u></b>		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input 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 entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>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</u></b> (please read guidance note 5)		
Sun					

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>	
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	
Tue				
Wed			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)	
Thur				
Fri			<b><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></b> (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 type="checkbox"/>
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b>		
Day	Start	Finish			
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					
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 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</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment 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 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)		
Mon					
Tue			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Wed					
Thur			<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></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (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	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4) The supply of alcohol will take place between the hours of 13:00 and 22:30. All public bars will close at 22:30 (22:00 on Sundays)		
Mon	1300	2300			
Tue	1300	2300			
Wed	1300	2300			
Thur	1300	2300			
Fri	1300	2300			
Sat	1300	2300			
Sun	1300	2230			
			<b>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</b> (please read guidance note 5) None		

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

<b>Name</b> Jonathan Howarth	
<b>Address</b> 1 Vanbrugh Grove Kitt Green Wigan Lancashire	
<b>Postcode</b>	WN5 0HR
<b>Personal Licence number (if known)</b> PL0059	
<b>Issuing licensing authority (if known)</b> Wigan, Lancashire	

**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)**

There will be no activities of concern in respect of children. The venue operation for the concerts will be family friendly in terms of content and appeal however ticket conditions stipulate any under 14 year olds with tickets attending the concert will need to be accompanied by adults over the age of 18 years. Soft drinks will be provided for purchase alongside alcohol. No alcohol will be served to under 18's and a policy in line with Challenge 25 will be in operation for the site and proof of identity will be required.

The provision of health, safety and welfare of children will be part of the event planning and organisation process and measures detailed in the event management plan.

**O**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4) The premises will be open to the public between the hours shown on the left
Day	Start	Finish	
Mon	1300	2300	<b>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</b> (please read guidance note 5) None
Tue	1300	2300	
Wed	1300	2300	
Thur	1300	2300	
Fri	1300	2300	
Sat	1300	2300	
Sun	1300	2300	

**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 Licensed Premises is an open parkland in North London which has a long history of hosting a variety of regulated entertainments including but not limited to large scale outdoor concerts.

Outdoor concerts shall mean concerts which are held outside permanent buildings at the licensed premises but shall include concerts staged in whole or in part in temporary buildings or marquees.

The Premises Licence Holder shall produce an Event Management Plan (see below) for the licensable activity proposed at the Licensed Premises at least three months before the outdoor concert (or such lesser period as the Licensing Authority may reasonably agree) for the licensable activity proposed at the Licensed Premises.

The Event Management Plan will include :

1. Names, addresses and telephone numbers of persons/organisations responsible for :

- \* Overall event safety control
- \* Production
- \* Medical and first aid provision
- \* Site management and the structural integrity of all temporary structures
- \* Crowd management, steward and security
- \* Fire safety and control
- \* Configuration and control of sound systems
- \* Management of any on-site car parking
- \* Management of concessions and franchises
- \* Provision and maintenance of water supplies
- \* Welfare and provision of information
- \* Provision and maintenance of sanitary facilities
- \* Reception collection and removal of litter and other waste

2. The proposed audience capacity including guests.

3. Plans to agreed scales detailing exits, entrances, temporary bars, marquees and all facilities to be provided.

4. Details of proposals for entertainments, together with information regarding any special effects.

5. Details of proposals for concessionary activities including food franchises, bars, restaurants and non food retail sales.

6. An alcohol management plan which will include details of :

- \* The designated premises supervisor
- \* Personal licence holders
- \* Control of the sale of alcohol
- \* Proof of age policy
- \* Promotion of responsible drinking
- \* Appropriate signage

7. A Safety Policy and Risk Assessment for the event.

8. Details of arrangements for co-ordinating and controlling event safety on site.

9. A site safety plan including site safety rules, requirements for construction and breakdown of site, structural safety calculations, drawings of temporary structures and safety barriers, details of electrical installations and lighting arrangements.

10. Incident contingency and emergency plans (including a Major Incident Plan).



11. A crowd management, stewarding and security plan adhering to requests from the Metropolitan Police
12. A medical ambulance and first aid plan.
13. A fire safety plan.
14. A traffic management plan as agreed with the Metropolitan Police, Local Authorities and The Highways agencies
15. A sound assessment with details and proposals for monitoring and controlling sound emission.
16. Details for the provision of cleaning and maintenance of sanitary accommodation, washing facilities and drinking water.
17. Details for the reception collection, litter and disposals of other waste.
18. Details of welfare arrangements facilities and provisions for information on site.
19. Details of the arrangements and facilities for disabled persons.

The Event Management Plan we submit and Multi Agency meetings will not solely focus on the activities taking place within the fenced area of the licensed venue. As this document is focused on the licensable activity we feel it prudent therefore to mention the areas not covered by the license and make assurances we will be giving them our full attention; namely the concerns of the local residents and how the event can least impact on their day to day lives; and our concerns that the audience can leave the site in a safe convenient manner within the parameters of the public transport available.

Full and detailed consultation will be undertaken through the Multi Agency Forum with the Licensing Authority and each of the responsible authorities and those persons/organisations referred to in the Event Safety Guide issued by the Health and Safety Executive (or any replacement guidance subsequently issued). The multi-agency meetings will take place prior to each event and will refine and finalise the Event Management Plan.

The Event Management Plan will provide dates specifying the date by which obligations in the Event Management Plan must be complied with, such as, the provision of final plans, provision of information to responsible authorities for approval and completion of the infrastructure for the event.

All events shall be managed in accordance with the Event Management Plan applicable to the relevant event.

Whilst the Licensed Premises are used for regulated entertainment, the Premises Licence Holder or some other responsible person nominated in writing by the Premises Licence Holder shall be in charge of and present at the Licensed Premises and shall be responsible for the carrying out of all conditions of the Premises Licence. In this connection the Premises Licence Holder shall appoint sufficient staff whose duties it shall be to exercise general supervision and to assist in the observance of the conditions of the Premises Licence.

The Premises Licence Holder will make adequate provision for monitoring and controlling the number of persons entering the licensed site and any temporary structures within it by way of fencing, gate systems, security or other provision to prevent unauthorised access to the licensed site or any part thereof.

Arrangements will be put in place to provide necessary information to persons attending the events to include dealing with lost and found persons and property, the emergency services, promoting responsible drinking and advising of taking care of hearing.

Appropriate information and conditions will be printed on tickets and displayed at entrances.

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

When required by the Licensing Authority the Licence Holder will appoint to the satisfaction of the responsible authorities a full stewarding/security provider and their operational plan will be produced and contained within an Event Management Plan. All stewards will be easily identifiable and have appropriate training for their duties. A register will be maintained of all stewards and security staff employed before, during and after the event containing their full names, dates of birth, home addresses, employers, event specific identification and where appropriate, their SIA registration details.

Where individuals are required on the Licensed Premises to carry out licensable security activities under the Private Security Industry Act 2001 they must be licensed by the Security Industry Authority.

The Alcohol Management Plan will set out procedures to minimise any contribution to crime and disorder from the consumption of alcohol. This Plan will also set out procedures to minimise the occurrence of under age drinking, the supply of alcohol to persons under the age of 18 and the supply to persons who are drunk.

No supply of alcohol may be made under the Premises Licence :

- (a) at a time when there is no designated premises supervisor in respect of the Premises Licence; or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a personal licence.

The Premises Licence Holder shall take all reasonable steps to prevent drunkenness or other disorderly conduct and shall not permit entertainments which are obscene offensive to public decency or calculated to incite a breach of the peace.

The licence holder shall prepare a drugs policy for events which will be based on 3 core messages :

- \* Prevention
- \* Drug Dealers and users
- \* Welfare and treatment

Random searching will take place at all entrances and within the Licensed Premises for offensive weapons or drugs along with any other prohibited items. Searching of persons shall be carried out by members of the same gender. If appropriate, the ticket conditions shall indicate that searching will be carried out and there shall be signage with this message at all entrances.

A strategy will be put into place to steward areas outside the licensed area

## **c) Public safety**

### **GENERAL**

The venue and all equipment furnishing, fittings and the like shall be constructed, provided and maintained so as to be in a thoroughly safe condition for entertainment purposes.

Suitable records shall be kept by the Premises Licence Holder or his agent regarding fire safety precautions, electrical installations and the construction of the built environment.

Authorised officers of the Licensing Authority, authorised officers of the Fire Authority, the Ambulance Service and Constables shall have free access to all parts of the Licensed Premises for the purpose of inspection at all reasonable times.

The Premises Licence Holder shall ensure that the Premises Licence and all conditions attached thereto

are retained at the Licensed Premises and are available for inspection at all reasonable times by authorised officers of the Licensing Authority, Fire Authority, Ambulance Service and Constables.

#### CAPACITY AND ENTRY CONTROL

The ticketed capacity will not exceed the maximum capacity permitted by the premises licence.

The agreed capacity will not be exceeded for that event.

Appropriate arrangements by way of barriers, gate systems, security or other provision will be made, in agreement with the responsible authorities, to prevent unauthorised access to the Licensed Premises and manage entry to the Licensed Premises.

Admission to the Licensed Premises will be by ticket only unless otherwise approved by the Licensing Authority. Ticket printing manifests and sales figures will be available upon request to the Licensing Authority.

#### LIGHTING AND ELECTRICAL INSTALLATIONS

Entrances and exits to the Licensed Premises including temporary structures within the Licensed Premises will be kept clear at all times and will be adequately illuminating during periods of darkness. If required by the Licensing Authority a lighting check will be carried out in consultation with the appropriate Responsible Authorities prior to the premises being opened to the public.

Adequate lighting levels will be maintained within any temporary structure and emergency lighting to the satisfaction of the appropriate Responsible Authority shall be provided in such temporary structures.

All electrical installations and equipment will comply with the general requirements at the Electricity at Work Regulations 1989 and with the general provisions of the Event Safety Guide or any replacement guidance. The Premises Licence Holder will employ competent persons to assess the electrical requirements at the event and the compatibility of the electrical supply with the equipment used and take all reasonable measures to ensure so far as is reasonably practicable the safety of all persons at the event.

All generators on the Licensed Premises shall be diesel driven.

#### FIRE SAFETY

Suitable and sufficient fire fighting provision will be produced and maintained on the Licensed Premises for the duration of each event to the satisfaction of the Fire and Rescue Service.

The Fire Retardency characteristics of all tents, drapes and scenery used in or on any temporary structures will be to the satisfaction of the Fire and Rescue Service.

The siting of all vehicles, generators, tents, marquees etc., shall be to the satisfaction of the Fire and Rescue Service.

Concessions with cooking facilities shall be positioned to the satisfaction of the Fire and Rescue Service.

No special effects including lasers, strobe lights, stage pyro, smoke, vapor or fireworks shall be used without the prior approval of the Licensing Authority and the Fire and Rescue Service.

## SAFETY OF THE BUILT ENVIRONMENT

The Licensed Premises shall accord with "the Event Safety Guide - A Guide to health Safety and Welfare at Music and Similar Events" (HSG 195-ISBN 0-7176 -2453-6) in consultation with and to the satisfaction of the sports ground and Licensing Officer.

The Premises Licence Holder when requested by the Licensing Authority, shall provide evidence that the Built Environment is being effectively maintained.

The Built Environment shall not be altered without the written consent of the Licensing Authority.

## HEALTH AND SAFETY REQUIREMENTS

The Licensed Premises shall conform to all relevant provisions of current health and safety legislation in respect of persons employed in or visiting the venue and the Premises Licence Holder shall comply with all such legislation and the reasonable requests of the Health and Safety Inspectorate.

The Premises Licence Holder shall maintain good order in the Licensed Premises and shall appoint a staff of competent stewards for this purpose. The stewards shall be not less than 18 years of age, shall be adequately trained and instructed in their duties, briefed thoroughly before the performance starts and shall wear distinctive dress (badges or armbands are not a sufficient means of identification). They shall be controlled from the central control point and shall be under the control of supervisors, equipped with suitable means of communication to the Event Control Team. While on duty they shall not be engaged on other activities which would prevent them from carrying out these functions. All stewards shall be made aware of the position and arrangements for First Aid. Stewards shall be positioned at all exits and at key points where control is most needed, particularly in a central area near the stage. Stewards shall exercise proper control over the audience.

Sufficient stewards shall be available to ensure that all access and exit routes are kept clear.

The arrangements for control of crowds and vehicles inside the Licensed Premises shall be to the satisfaction of the Licensing Authority.

## MEDICAL AND FIRST AID PROVISION

The Premises Licence Holder will appoint a suitably competent provider to manage and provide suitably manned and equipped medical/first aid facilities to the satisfaction of the Responsible Authorities.

## SANITARY PROVISION

The Premises Licence Holder shall ensure that adequate sanitary provisions and hand cleansing facilities are provided for the number of people expected to attend the event to the satisfaction of the Licensing Authority. Toilets shall be kept in good order and repair and serviced throughout the event to ensure they are kept safe, clean and hygienic. Toilets shall be supplied with toilet paper, in a holder or dispenser at all times. The quantity of toilets provided will be at least the number advised in the Purple Guide

## STAGING OF STRUCTURES

Details of all temporary structures (including stages) will be included in the Event Management Plan.

## VEHICLE MOVEMENT

Vehicle movement within the Licensed Premises will be limited to those which are essential and will be controlled to ensure safety of the public and staff. Vehicles moving within public areas will require a Banksman at all times.

#### DISABLED PERSONS

The Premises Licence Holder will ensure that arrangements and provision for disabled persons, namely access and egress, sanitation facilities and viewing areas are provided and maintained for each event to the satisfaction of the Responsible Authorities.

#### REFRESHMENT FACILITIES

The siting of all concessions will be in consultation with the Local Authority and Fire and Rescue Service.

All food concessions will be available for inspection at times suitable to the Council's Environmental Health Officers. Any food concession not complying with food safety or occupation Health and Safety at Work Requirements will be closed upon request of the appropriate Licensing Officer.

No glass containers, glass bottles or cans shall be sold on the Licensed Premises. The Premises Licence Holder shall also take appropriate measures to prevent glass containers, glass bottles or cans being brought onto the premises by the public. Spot searches will take place at the entry gates to prevent any of the items listed being brought onto the premises.

One drinking tap shall be provided for each 3,000 persons and a drinking water supply shall be available at the first aid point.

#### SITE ACCESS AND EGRESS

When required by the Licensing Authority a Traffic Management Plan will be provided within the Event Management Plan.

#### SIGNAGE

Suitable notices shall be provided throughout the Licensed Premises to indicate clearly the location of all available services and facilities such as sanitary accommodation, refreshments, drinking water, first aid points and exits, all of which shall be clearly signposted.

All on site signage will comply with the appropriate guidance given in the Event Safety Guide (or any subsequent replacement guidance).

#### **d) The prevention of public nuisance**

Noise from music and associated sources (such as DJ's and amplified voices) must not be audible to such an extent that it constitutes a nuisance at any noise sensitive properties.

When required by the Licensing Authority the Premises Licence Holder will provide an Event Management Plan which will specify details of the steps that the Premises Licence Holder will take to prevent the likelihood of disturbance by noise.

A named person shall be delegated the responsibility of noise control during a concert and during sound tests. The person shall control the sound levels at the mixer throughout the period of the concert and ensure that the agreed levels are not exceeded. This person shall be capable of communicating with an assistant positioned outside the Premises location who will be monitoring noise levels at local residential dwellings.

The Premises Licence Holder shall carry out a sound propagation test prior to the event to determine a maximum sound level at the mixer which is required to achieve the external conditions. The Licensing Authority and the Premises Licence Holder shall agree the maximum level.

The Premises Licence Holder shall give at least 3 days prior notification to the Head of Public Protection

of the intended dates and the times of the testing of the amplification and control system.

Continuous monitoring and control shall take place at the mixer location. The equipment shall provide for the recording of 1 minute Laeq sound levels on a Type 1 sound level meter connected to a level recorder that shall be in a view of the Sound Engineers.

External noise monitoring shall be undertaken at 1 metre from agreed residential facades during the course of the concert to ensure that the maximum permitted 15 minute Laeq is not exceeded.

With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with.

The musical performance shall start no earlier than 15.00 and shall terminate no later than 23.00 without the prior consent of the Licensing Authority.

The Premises Licence Holder shall write to the Licensing Authority at least 28 days before each concert day, the letter shall contain pre-event information, including but not limited to when sound checks may be conducted, the times of the performance and associated firework displays and a hot-line number. Once agreed with the Licensing Authority the Premises Licence Holder shall write to residents of streets specified by the Licensing Authority at least 14 days before the first consent day with the pre-event information.

The sound checks shall take place only at the times agreed by the Licensing Authority.

At least 28 days prior to any event involving lighting or fireworks visible outside the Licensed Premises a scheme containing full details of such lighting or fireworks shall be submitted by the Premises Licence Holder to the Licensing Authority for approval such approval not to be unreasonably withheld or delayed and any such scheme shall be implemented as approved.

No firework displays at the end of an event shall be held without the consent of the Licensing Authority.

At least 28 days prior to the event a scheme for collection and clearance of litter from areas adjoining the Licensed Premises shall be submitted by the Premises Licence Holder to the Licensing Authority for approval, such approval not to be unreasonably withheld or delayed and clearance of litter shall be carried out in accordance with the approved scheme.

The Premises Licence Holder will appoint a litter management company which will produce a litter management plan for the Licensed Premises. The litter management plan will include sufficient suitably trained and equipped staff who will be employed to collect litter during and after the event. This will include areas outside the licensed site including neighbouring residential areas

The Premises Licence Holder will also ensure that waste generated from sanitary facilities is properly disposed of with details being contained in the Event Management Plan.

At least 28 days prior to any event a scheme based on a risk assessment undertaken by the concert organisers for the stewarding of the adjoining areas on the day(s) of the concert(s) shall be submitted by the Premises Licence Holder to the Licensing Authority for approval such approval not to be unreasonably withheld or delayed. The scheme shall include proposals for the control of access to and egress from the Licensed Premises for the control of disorderly behaviour.

Stewarding shall be carried out in accordance with the approved scheme save for any amendments or variations at the direction of the event control or security teams for the concert made necessary in the interests of the safety or security of persons attending the concert or living in the immediate vicinity of the Licensed Premises by circumstances arising on the day(s) of the outdoor concert(s).

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

The Premises Licence Holder will carry out a risk assessment for every event to consider the implications of attendance of children at the event. If appropriate information will be given out in advance to say that no-one under the age of 14 years should attend the event unless accompanied by an adult.

A CCTV system shall be operated throughout events and full details of the system including retention of data shall be contained in an Event Management Plan.

#### ALCOHOL

The alcohol policy for all events will take all reasonable steps to minimise the likelihood of supply or consumption of alcohol by persons under 18.

The Premises Licence Holder shall prominently display notices at bars stating it is an offence to purchase or attempt to purchase alcohol for anybody under 18

Bar staff shall ask for proof of age ID whenever the customer appears to be under 18.

All staff will be adapt the "Challenge 25" age recognition policy.

Soft drinks and free drinking water shall be available on the Licensed Premises as an alternative to alcohol.

#### WELFARE

At the point of sale of tickets for events recommendations will be given upon the suitability of the entertainment and the attendance of children whether accompanied or not.

At events when children are present, parents and guardians will be advised to instruct children to contact security, stewards, police or first aiders if they become separated.

Staff at the event will be briefed with the protocol for appropriately escorting and caring for children until they are reunited with parents / guardians.

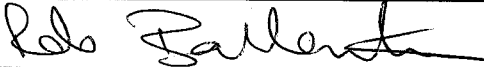
Please tick yes

- 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 9 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	09/10/12
Capacity	Director

**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	

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

<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>			

**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.



**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	<i>L Boylan</i>
Date	17 <sup>th</sup> October 2012
Capacity	Event Manager

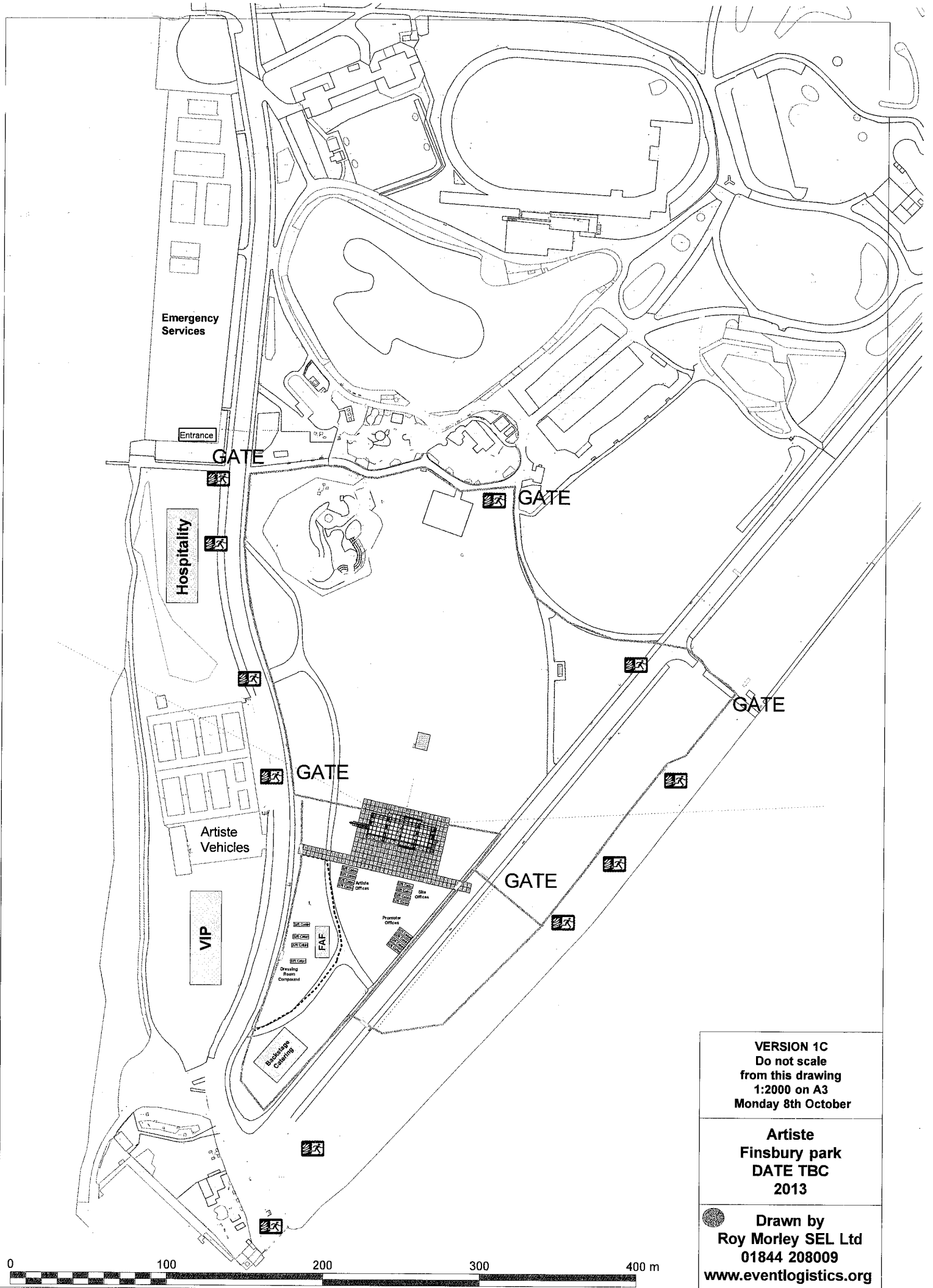
**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

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

**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.



VERSION 1C  
 Do not scale  
 from this drawing  
 1:2000 on A3  
 Monday 8th October

Artiste  
 Finsbury park  
 DATE TBC  
 2013

Drawn by  
 Roy Morley SEL Ltd  
 01844 208009  
[www.eventlogistics.org](http://www.eventlogistics.org)

## APPENDIX 1A – EVENT MANAGEMENT PLAN

# **S.J.M. CONCERTS**

## **DRAFT**

### **EVENT SAFETY MANAGEMENT PLAN**

Produced for

SJM Ltd  
St Matthews  
Liverpool Road  
Manchester, M3 4NQ  
Telephone 0161 907 3443  
Fax 0161 907 3446

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## **Introduction**

In producing this event guidance has been drawn from various HSE/Home Office documents including:

Event Safety Guide

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises,

Managing Crowds Safely

Dealing with Disaster

Temporary Demountable structures

Guide to Safety at sports grounds

This Event Safety Management Plan follows the format outlined in chapter one of the 'Event Safety Guide'. Licensing Act 2003 (Chapter 17)

## **EVENT SAFETY POLICY**

Enclosed in this chapter will be copies of the various contractor's safety policies:

<b>Contractor</b>	<b>Role</b>	<b>Safety Policy received (Y/N)</b>

Also the Event Management Organisation Chart and key staff contact details.

### **Roles & responsibilities**

#### **Event Organiser\Promoter**

SJM Ltd

The Event Organiser is the person responsible for the event promotion & organisation in conjunction with their nominated sub contractors.

#### **Premise Licence Holder**

#### **Venue Safety Officer\Site Manager**

Promoter Safety Officer:

#### **Promoter Site Manager**

Site Manager:

The Promoters Site Manager will provide assistance as broadly defined in chapter 1 of the Event Safety Guide, namely; liaison with contractors, self-employed people on site and the health and safety enforcement authority, checking of safety method statements and risk assessments, preparation and monitoring of site safety rules, checking of appropriate certificates in respect of structures, electrical supplies, etc., communication of safety information to contractors on site, monitoring and co-ordinating safety performance and co-ordinating safety in response to a major incident in conjunction with the emergency services\promoter 'Safety Officer'.

The promoters safety officer's role is not the 'Safety Officer' as defined by the safety of sports grounds act 1975. He is however the principle contact for the promoters contractors & works.

#### **Promoters Security Co-ordinator**

The venue in consultation with the promoters will engage the services of a suitably experienced stewarding\security company. The security company will nominate a security co-ordinator to be responsible for this event.

Security Control will be located	Backstage
Emergency Liaison Office will be located:	TBC

#### **Medical Co-ordinator**

TBC

The Medic first aid point will be based (As per plan supplied) Under the direction of the Medical Co-ordinator. It will be staffed during the hours of the event. In the event of a Major Incident the event Medical Personnel will be available for direction and assisting in any Major Incident Procedure.

## **EVENT RISK ASSESSMENT**

This risk assessment has been produced taking into account the recommendations of the following documents:

Event Safety Guide  
Guide to Fire Precautions in Existing Places of Entertainment and Like Premises,  
Managing Crowds Safely  
Dealing with Disaster  
Temporary Demountable structures

The risk assessment deals with the risks to staff, performers, sub-contractors, members of the public and the audience, both during the build, take down and production of the event, and during the course of the event itself.

In order to minimise the risk involved in the build, take down, and production of the event, a set of site safety rules for contractors has been drawn up (based on aspects of the risk assessment), which are issued to sub-contractors in advance, in order to limit un-safe working practices.

## **EVENT DETAILS**

### **Venue Design**

Enclosed in this chapter are the site plans showing the design and layout of the event and a site\event production schedule

### **Temporary Structures**

Temporary structures will be constructed in accordance with the guidance of Chapter 8 of the Event Safety Guide.

Structures to be constructed are;

Stage

Mixer position

Security barriers (Front stage)

Marquees for bars

Heras & Steelshield fencing

Temporary power installations

This section will include the necessary calculations & technical drawings

Audience Profile/Capacity/Event Duration

Details are provided in the Event Risk assessment

### **Catering & Merchandise:**

Will be provided by an experienced catering concession details to be attached.



**Cleaning & waste removal**

Suitable contractor will be employed for this service.

**Water**

This service is to be provided by The Venue. The promoter will supply additional drinking water, the barrier & internal site temporary toilet locations. These will be located within the venue boundary and accessible.

**Fire Precautions**

Enclosed in this chapter will be schedule of Fire Extinguishers & fire provision to be provided at this event. Additional extinguishers will be provided in backstage\stage & production areas.

A fire risk assessment will be produced for the event

All curtains, banners, drapes, Marquees supplied and used at the event will carry flame retardancy certification or be inherently flame retardancy.

The details of all such materials will be held in this chapter of the master copy of the final Event Safety Management Plan.

**Sanitary Facilities**

These will be located within the venue boundary.

**Information & Welfare Services**

There will be provision of stewarding staff to render assistance to guests as required.

**Electrical Systems**

A temporary electrical system will be set up on site using temporary generators and wiring systems. All work will be carried out taking account of the Electricity at Work Regulations 1989 and will be maintained in accordance with the latest (16<sup>th</sup>) edition of the IEE Regulations for Electrical Installations.

An NICEIC completion certificate will be issued by the electrical contractor prior to the commencement of the event.

These facilities will be supplied by TBC

## **SITE SAFETY PLAN**

Included in this section are the Site Safety Rules, which are issued to all sub-contractors.

The Site Safety Rules have been developed from the Event Risk Assessment, and are monitored, along with all Site Activities by the Promoters Safety Officer/site manager.

In addition to these rules, sub-contractors must submit copies of their Safety Policies, Method Statements, and Public & Employer liability insurance's for examination to help determine their fitness to perform their tasks. Once sub-contractors have completed their tasks, they must certify the safety of their works where appropriate.

### **Completion Certificates**

All Contractors installing equipment will be required to certify that it has been installed according to their method statements and with regard for general public safety, general structural safety and/or other safety criteria, as appropriate.

## **CROWD MANAGEMENT PLAN**

Crowd Management will be undertaken following the guidance outlined in the HSE Publications, The Event Safety Guide and Managing Crowds Safely.

Included in this chapter will be the Security Statement of Intent, the Schedule of Event Security staff and the Security Co-ordinator's risk assessment. There will be a documented show stop procedure in place.

### **Organisation of Event security staff**

The event will have a named Security Co-ordinator directly responsible to the event organiser, who should have the overall management responsibility for all event security staff.

The event security contractor will be responsible for maintaining an efficient event command & control system, and ensuring the maintenance of effective incident report and logging systems. This will include the provision of an adequate number of loud-hailers for public address use (minimum 6 required).

The security employed will abide by a basic guide to behavior & treatment of customers

## **TRANSPORT MANAGEMENT PLAN**

. Details to be finalised & inserted.

## **EMERGENCY PLAN**

Enclosed will be the event Emergency Plan. Any updates will ensue through liaison with the Local Authority, Emergency services, venue and Security company.

## **FIRST AID PLAN**

Arrangements & personnel numbers are to be inserted in this section. The medical provision will be co-ordinated by

## **ACCESS & EGRESS PLAN**

Exit & audience calculations to be inserted into this section

## **DOCUMENT SUMMARY**

Attachment	Details
1	Event Management Organisation Chart
2	key staff contact details
3	Event Risk assessment
4	Site Safety Rules
5	Site Plan
6	Production Schedule
7	Temporary structure Calculations
8	Cleaning management plan
9	Fire Provision
10	Fire risk assessment
11	Sanitary accommodation
12	Security Statement of Intent
13	Schedule of Event Security staff
14	Security Co-ordinator's risk assessment
15	Showstop procedure
16	Security, Basic guide to behavior
17	Transport Management plan
18	Emergency Plan
19	First aid plan
20	Access & Egress Plan