

A premises licence is required in respect of any premises where it is intended to conduct one or more of the four licensable activities, these being:

- The sale of alcohol
- The supply of alcohol (in respect of a club)
- Regulated entertainment
- The provision of late night refreshment

The application seeks the following times for the various licensable activities:

Regulated Entertainment: Plays, Films, Boxing or Wrestling Entertainments, Live Music, Recorded Music, Performance of Dance, Provision of Facilities for Making Music, Provision of Facilities for Dancing

Monday to Saturday 0900 to 2230
Sunday 1000 to 2200

Supply of Alcohol
Monday to Saturday 0900 to 2230
Sunday 1000 to 2200

For consumption ON and OFF the premises

Opening Hours – Please note the area in question is an open park land and the roadway running through it is accessible 24 hours a day 7 days a week.

The application has been properly made and all procedures correctly followed. The application has been attached as Appendix A. At A1 is the noise management plan carried by Vanguardia on behalf of Alexandra Palace.

- 1.2 Alexandra Palace itself already holds a Premises Licence and that licence does not form any part of the matter under consideration on this application. The park grounds are made up of 196 acres of park land and is surrounded mainly by residential properties.
There is a private road that runs through it which is operated and maintained by the Alexandra Palace Trust. The road is open for use by the public and is a designated bus route for the W3 bus.

- 1.3 Representation has been received from:

Enforcement Response - B1
Licensing Authority -B2
Metropolitan Police -B3
Other Parties - C
Other Parties – against- C1
Other Parties –in support- C1
These are attached as Appendices B and C

2 Recommendations

The following options are open to the Panel:

- (i) to grant the application in full and on the terms and conditions contained within the application to include any applicable mandatory conditions;
- (ii) to grant the application as above, modified to such an extent as considered necessary to satisfy any relevant representations and promote the licensing

- objectives; or
(iii) to reject the application in whole or in part, if it is appropriate in promoting the licensing objectives.

2. Licensing Policy and Government Advice

- 2.1 The Council has adopted a licensing policy and this is available from the Licensing Section, and at the hearing. Relevant Sections of the policy are brought to the attention of Members within the Licensing Officers report at section 4.0.
- 2.2 The Home Secretary has issued Guidance under Section 182 of the Licensing Act 2003. This is available on the Government's website, www.homeoffice.gov.uk. It was last revised in March 2015. Relevant Sections of this advice are brought to Members attention within the Licensing Officers report.

3. Background

- 3.1 Alexandra Palace has hosted a variety of events in its outside space over a number of years, this includes the Capital Radio Jazz Festival, annual fireworks event and events such as the Red Bull Soap Box Event as well as other community based events such as Foodies Festival and the Summer Festival events.

In the past Alexandra Palace have applied for individual licences to cover for any licensable activity that was being undertaken at the events.

- 3.2 Under the Act representations can be received from Responsible Authorities or other persons. Representations must be relevant and, in the case of other persons, must not be frivolous or vexatious.
- 3.3 Noise management consideration
- 3.4 The majority of the representations received from 'other parties' voice concerns over the likelihood of noise nuisance from external events.
The noise management report is advising of the probable areas of the park that events could take place, the list and a map of the areas in question can be found at 2.2 and 2.3 of the the Vanguardia report. The report advises that the option of utilising the 15db above background as currently utilised at Finsbury Park may not be best suited for Alexandra Palace and the option of setting a 75db level across the park would be the most viable option in terms of enabling the applicants to be able to offer viable music concerts on site. The Enforcement Response officer has provided an informative briefing note and recommendation at Appendix B1.
- 3.5 Noise Council code of practice on environmental noise at concerts The CIEH website http://www.cieh.org/policy/noise_council_environmental_noise.html offers the following note about the Code of Practice:
"Large music events involving high powered amplification give pleasure to thousands of people each year. However, the noise from these events can cause disturbance to those living in the vicinity. The purpose of this code is to provide guidance on how such disturbance or annoyance can be minimised.

Various guidelines and criteria are described in the code, covering a range of events from a single concert to a full season. Compliance with the guidelines and the other criteria given will enable successful concerts to be held whilst keeping to a minimum the disturbance caused by the noise.

First published in 1995, the code does not take account of the Licensing Act 2003 and

should be used with caution as it is a code of practice and not statutory guidance.

There is a question about any "distinction between events which have music as their primary purpose and those which do not have music as their primary purpose. All external events which will create noise levels over and above background levels should be considered together. It is the impact in terms of noise nuisance which is important not the nature of the event." A copy of the Code of Practice is attached at Appendix D.

Where events have noise which is licensable or not then the Enforcement Response team will investigate complaints and apply the nuisance criteria to any action which they may take.

3.6 One of the representations submitted presented an additional noise management report which was carried out in September 2011 called a "Research into Attitudes to Environmental Noise from Concerts this was sponsored by the Department for Environment, Food and Rural Affairs [DEFRA]. It was a social study of attitudes to music noise of those residing in the vicinity and those attending such events. The Enforcement Response Officer has provided an explanatory briefing note of The report at Appendix E.

3.7 Concerns raised in Representations from Other Parties: Appendix B

The letters of representation against the application highlight the following:

- The frequency of events
- proposed noise levels.
- The disruption to the area caused by events.
- The behaviour of crowd as they ingress and egress the events.
- Potential for road closures and traffic diversions.
- The hours for licensable activities in particular with the showing of films.
- Alcohol availability at events.

Letters in support of the application have welcomed: Appendix C

- The opportunity to lift the profile of the area
- The revenue it will bring to the area
- Businesses were in support of the application.

3.8 The prevention of public nuisance could include low level nuisance, perhaps affecting a few people living locally. Licence conditions should not duplicate other legislation.

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises, but it is essential that conditions are focused on measures within the direct control of the licence holder.

Other Legislation

Environmental Health Officers have extensive powers under the Environmental Protection Act 1990 to control a noise nuisance, including a power of immediate closure.

4. Policy Implications

4.1 The decision should be made with regard to the Secretary of the State's guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the Policy clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal /

challenge is increased.

4.2 The Licensing Authority considers that restrictions may be made to the proposed hours of use where, after receiving relevant representations, the council considers it appropriate for the promotion of the licensing objectives to do so. The council will take into account the existing pattern of licensed premises in an area when considering what is appropriate to promote the objectives. Applications which are significantly out of character for a locality will need to demonstrate that granting the hours sought will not impact on the licensing objectives, given the potential for neighbouring premises to be adversely impacted. In considering this application Members will be aware of the makeup of the area and the location of the venue and give consideration to the potential for noise nuisance to nearby residents. This is not limited to music noise but also includes people noise from patrons leaving the venue at various times throughout an evening/night, that prolongs any noise nuisance for residents.

4.3 Guidance issued under section 182 of the Licensing Act 2003:
As stated in the guidance "Each application on its own merits"
Each application must be considered on its own merits and in accordance with the licensing authority's statement of licensing policy;

- In all cases the Members should make their decision on the civil burden of proof, that is "the balance of probability."
- In all cases Members should consider whether or not primary legislation is the appropriate method of regulation and should only consider licence conditions when the circumstances in their view are not already adequately covered elsewhere.
- The Government has advised that conditions must be tailored to the individual type, location and characteristics of the premises and events concerned. Conditions cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff and standardised conditions should be avoided where they cannot be shown to be appropriate. (1.16/1.17)

4.4 The Council's Licensing Policy generally expects applicants to address the licensing objectives and discuss how to do this with the relevant responsible authorities.

The Licensing Authority expects applicants to have sought advice and to be able to explain how they will address problems, especially where a negative impact is likely on local residents or businesses. The Licensing Policy recognises that staggered hours can make a positive contribution to alcohol related issues but that consideration will be given to imposing stricter conditions in respect of noise control where premises are close to residents.

4.5 The obvious areas for Members to consider, if they believe there is a problem and it is proportionate to consider conditions are:

- Can internal works, actions or equipment reduce the noise leakage
- Does the problem justify curtailing the activities that are being requested. If
- Members are minded to do this they must ensure conditions are clear and readily enforceable. For example "Classical Music Only" is not capable of legal definition and is unenforceable.

- Does the problem justify limiting the hours or place of particular activities. For example "no music in specific areas of the venue at any time and no music past 22:30hrs" although the premises can stay open until 01:00hrs"

- 4.6 The Licensing Authority will consider attaching conditions to prevent nuisance, in particular Members may wish to consider the following: (this list is not exhaustive):
- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
 - Whether certain parts should be restricted in their use
 - Whether or not certain activities should have to close at an early hour, for example live music
 - Conditions controlling noise or vibration (for example, noise limiters).
 - Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly.

5.0 Equalities impact

At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Sub-Committee will be in accordance with the four licensing objectives as prescribed by the Licensing Act 2003.

6. Other considerations

6.1 Human Rights

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- o Article 8 – Right to respect for private and family life.
- o Article 1 of the First Protocol – Protection of Property
- o Article 6(1) – Right to a fair hearing.
- o Article 10 – Freedom of Expression

7 Use of Appendices

- Appendix A Application form and supporting document
- Appendix A1 – Copy of Noise Report from Vanguardia
- Appendix B- Representations received.
- Appendix B1- Enforcement Response
- Appendix B2 - Licensing Authority
- Appendix B3 - Metropolitan Police
- Appendix C - Other Parties
- Appendix C1- Other Parties – Against application
- Appendix C2 Other Parties –In support of application
- Appendix D - Code of Practice on Environmental Noise at Concerts
- Appendix E – Briefing on Research into Attitudes to Environmental Noise from Concerts

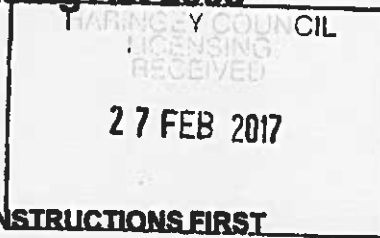
Background papers: Section 182 Guidance
Haringey Statement of Licensing Policy

Appendix A – APPLICATION FORM



Haringey

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



Reference number

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

We Alexandra Palace Trading Limited

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

Alexandra Palace	
Alexandra Palace Way	
Post town	LONDON
Postcode	N22 7AY

Telephone number at premises (if any)

Non-domestic rateable value of premises

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

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

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

(2) Insert name(s) of applicant

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

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

Surname First names

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

Current postal address if different from premises address

Post town Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

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

Surname First names

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

Current postal address if different from premises address

Post town Postcode

Daytime contact telephone number

E-mail address (optional)

(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	Alexandra Palace Trading Limited
Address	Alexandra Palace Way London N22 7AY
Registered number (where applicable)	
Description of applicant (for example partnership, company, unincorporated association etc.)	Charitable trust overseeing a heritage entertainment venue
Telephone number (if any)	0208 365
E-mail address (optional)	

Part 3 - Operating Schedule

When do you want the premises licences to start?

Day	Month	Year
01	04	2017

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

Day	Month	Year

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

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's premier fireworks displays. Since 2009 the events business at Alexandra Palace has grown with the venue becoming one of London's premier entertainment venues, welcoming over one million people each year.

In recent years the park has hosted events such as the Red Bull Soap Box Race attended by 20,000 visitors and the annual Fireworks display which is attended by 50,000 per day

The Park is made up of 196 acres of public park land and operated and maintained by Alexandra Palace charitable trust. The site is home to 9 separate tenants including a Garden Centre, Children's Nursery and a Boating Lake. The Park is also home to Alexandra Palace which currently holds a premises license for its events. It is important to note that the license application for Alexandra Park is a separate license to the existing premises license in place for the Alexandra Palace.

The Park has a private road running through it which is operated and maintained by Alexandra Palace Charitable Trust. The Road is open for public use and is a designated bus route (W3).

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

This premises license will allow for a variety of events to take place with the park with maximum capacity of 50,000 permitted up to 3 times a year

The following table (a) shows the maximum amount of events that will be staged that relate to events where music is primary purpose of entertainment

Table a)

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

The following table (b) shows the maximum amount of events that will be staged that relate to events where music is not the primary purpose of entertainment

Table b)

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

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities for:

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

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

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

In all cases complete boxes N, O and P

A

Plays			Will the performance of a play take place indoors or outdoors or both - please tick <input type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	
Mon	09.00	22.30	Please give further details here (please read guidance note 3)
Tue	09.00	22.30	
Wed	09.00	22.30	State any seasonal variations for performing plays (please read guidance note 4)
Thur	09.00	22.30	
Fri	09.00	22.30	
Sat	09.00	22.30	
Sun	10.00	22.00	

B

Films			Will the exhibition of films take place indoors or outdoors or both - please tick <input type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	
Mon	09.00	23.30	All films shown will have the correct age limit in place and all ticket holders will need to be able to show ID in order to access the film screening as a condition of entry
Tue	09.00	23.30	
Wed	09.00	23.30	Films will aim to start at sunset so the 23.00 is needed for films in high summer
Thur	09.00	23.30	
Fri	09.00	23.30	Non-standard timings. Where you intend to use the premises for the exhibition of films at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat	09.00	23.30	N/A all films will be shown within the times shown in the left column
Sun	10.00	23.00	

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick <input type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon	09.00	22.30	
			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)
Tue	09.00	22.30	
			Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Wed	09.00	22.30	
Thur	09.00	22.30	
Fri	09.00	22.30	
Sat	09.00	22.30	
Sun	10.00	22.00	

E

Live music			Will the performance of live music take place indoors or outdoors or both - please tick <input type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	
Mon	09.00	22.30	Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Tue	09.00	22.30	Full details regarding how live music will operate within the park can be found in the operating schedule
Wed	09.00	22.30	There will be no seasonal variations
Thur	09.00	22.30	
Fri	09.00	22.30	There will be a limit to the amount of times live music can be staged within Alexandra Park. This has been shown within the operating schedule. The license will allow for 4 large music events up to 30k, 3 medium sized music events up to 15k and 9 smaller music events up to 5k. A full breakdown of this is shown in the operating schedule
Sat	09.00	22.30	
Sun	10.00	22.00	

F

Recorded music			Will the playing of recorded music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	
Mon	09.00	22.30	Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Tue	09.00	22.30	
Wed	09.00	22.30	
Thur	09.00	22.30	
Fri	09.00	22.30	The recording of live music may take place in connection with a live event or as a stand alone aspect of entertainment
Sat	09.00	22.30	
Sun	10.00	22.00	

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Mon	09.00	22.30	Please give further details here (please read guidance note 3)
Tue	09.00	22.30	
Wed	09.00	22.30	State any seasonal variations for the performance of dance (please read guidance note 4)
Thur	09.00	22.30	
Fri	09.00	22.30	Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat	09.00	22.30	
Sun	10.00	22.00	

H

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

Provision of facilities for making music			Please give a description of the facilities for making music you will be providing No fixed facilities for making music have been planned to date
Standard days and timings (please read guidance note 6)			Will the facilities for making music be indoors or outdoors or both - please tick <input type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon	09.00	22.30	
Tue	09.00	22.30	
Wed	09.00	22.30	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)
Thur	09.00	22.30	
Fri	09.00	22.30	Non-standard timings. Where you intend to use the premises for provision of facilities for making music at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat	09.00	22.30	
Sun	10.00	22.00	

Provision of facilities for dancing			
Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both - please tick <input type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon	09.00	22.30	
Tue	09.00	22.30	
Wed	09.00	22.30	State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur	09.00	22.30	
Fri	09.00	22.30	Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat	09.00	22.30	
Sun	10.00	22.00	

K

Provision of facilities for entertainment of a similar description to that falling within I or J			Please give a description of the type of entertainment facility you will be providing N/A
Standard days and timings (please read guidance note 8)			Will the entertainment facility be indoors or outdoors or both - please tick <input type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times from those listed in the column on the left, please list (please read guidance note 5)

L

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

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption - please tick box <input type="checkbox"/> (please read guidance note 7)
Day	Start	Finish	On the premises <input type="checkbox"/> Off the premises <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Mon	09.00	22.30	State any seasonal variations for the supply of alcohol For full details relating to the supply of alcohol please refer to the operating schedule attached to this document
Tue	09.00	22.30	
Wed	09.00	22.30	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur	09.00	22.30	
Fri	09.00	22.30	
Sat	09.00	22.30	
Sun	10.00	22.00	

State the name and details of the Individual whom you wish to specify on the license as premises supervisor

Personal Licence:
 Issued by: City of Westminster
 Valid from October 2005

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)

No adult entertainment will take place as part of this license

O

Hours premises are open to the public

Standard days and timings
 (please read guidance note 6)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

State any seasonal variations (please read guidance note 4)

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.

Each event will have a full event 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 public at different times from those listed in the column on the left, please list (please read guidance note 5)

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

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

Please see attached Operating schedule for more details on section Pa -Pd

b) The prevention of crime and disorder

Please see attached Operating schedule for more details on section Pa -Pd

c) Public safety

Please see attached Operating schedule for more details on section Pa -Pd

d) The prevention of public nuisance

Please see attached Operating schedule for more details on section Pa -Pd

e) The protection of children from harm

Please see attached Operating schedule for more details on section Pa -Pd

CHECKLIST:

Please tick

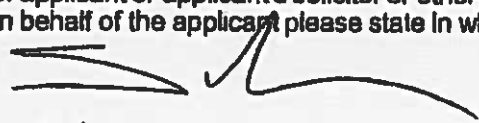
- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable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

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

Part 4 - Signatures (please read guidance note 10)

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

Signature



Date

24/2/17

Capacity **Director of Event Operations**

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

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

Signature

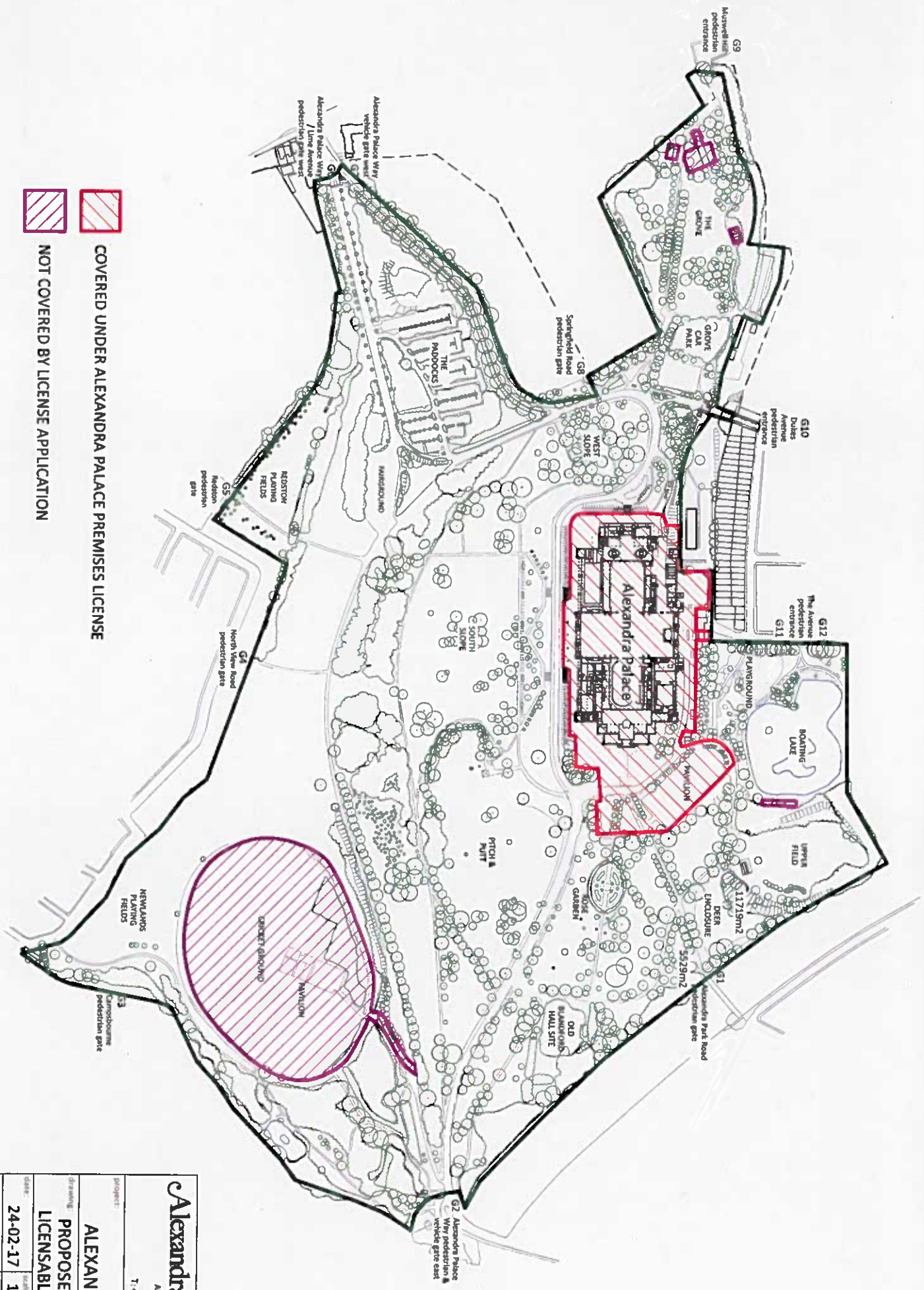
Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Alexandra Palace Alexandra Palace Way	
Post town London	Postcode N22 7AY
Telephone number (if any) 0208 365 2121	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
 2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
 3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 6. Please give timings in 24 hour clock (e.g 18:00) and only give details for the days of the week when you intend the premises to be used for the activity.
 7. If you wish people to be able to consume alcohol on the premises please tick 'on the premises', if you wish people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If you wish people to be able to do both please tick 'both'.
 8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
 9. Please list here steps you will take to promote all four licensing objectives together.
 10. The application form must be signed
 11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
 13. This is the address which we shall use to correspond with you about this application.
 14. The information you have provided will be held by the Council on computerised and manual files. The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or to detect and prevent fraud or a crime.
-



COVERED UNDER ALEXANDRA PALACE PREMISES LICENSE

NOT COVERED BY LICENSE APPLICATION

Alexandra Palace	
Alexandra Palace Way London N22 7AW T: +44 (0) 208 365 2121	
Project:	ALEXANDRA PARK
Drawn:	PROPOSED SITE FOR LICENSABLE ACTIVITY
Date:	24-02-17
Scale:	1:6000 @ A4
Drawn:	NJK
Checked:	
File:	AP.17.15/01

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 Terephthalate
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's 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.

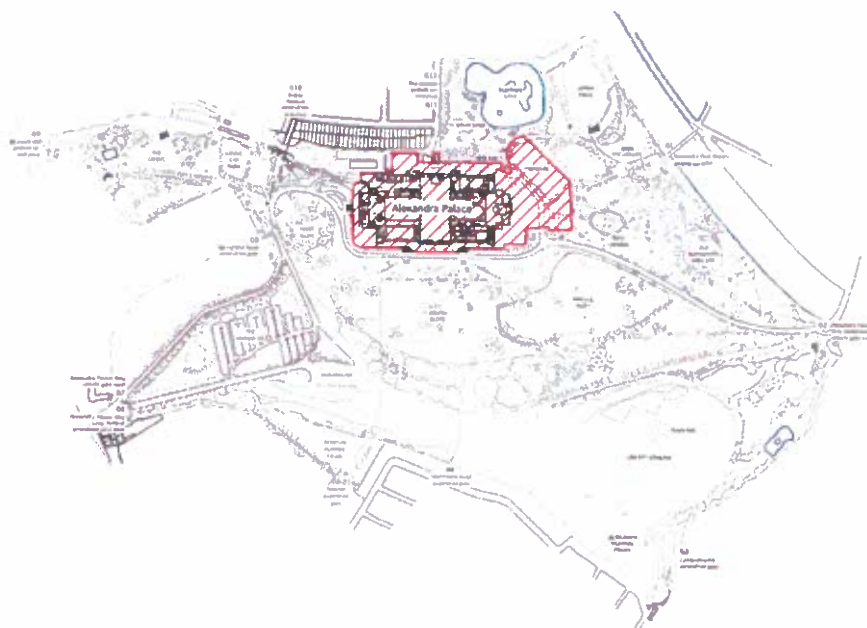
The impact of any event on local residents will be mitigated to a fair and reasonable level with considerations and policies in place to manage issues such as frequency of events, noise, crowd and transport impact. APTL commits to ensuring each event has a dedicated phone number & email address for residents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

2.3 Site Plan of Alexandra Park

The plan below shows the site where the license is sought. The area within red shows the is area covered by the existing Alexandra Palace Premises License



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 in 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 21 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 manor. Examples of areas this will cover are sown 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**