

# Licensing Sub-Committee Agenda



To: Councillor Karen Jewitt (Chair)  
Councillors Margaret Bird and Ria Patel

A meeting of the **Licensing Sub-Committee** which you are hereby invited to attend, will be held **Friday, 14 April 2023 at 10.30 am. MS Teams.**

Katherine Kerswell, Chief Executive  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

Hannah Cretney, Democratic Services  
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## **AGENDA**

**1. Appointment of Chair**

To appoint a Chair for the duration of the meeting.

**2. Apologies for Absence**

To receive any apologies for absence from any members of the Committee.

**3. Disclosure of Interests**

Members are invited to declare any disclosable pecuniary interests (DPIs) and other registrable and non-registrable interests they may have in relation to any item(s) of business on today's agenda.

**4. Urgent Business (if any)**

To receive notice of any business not on the agenda which in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

**5. Licensing Act 2003 - Application for a Premises License at 29 Central Parade, New Addington, CR0 0JB (Pages 3 - 46)**

The Sub-Committee is asked to determine whether to grant the application for a premises license at 29 Central Parade, New Addington, CR0 0JB.

**6. Licensing Act 2003 - Application for a Premises License at Addington Park, Croydon, CR0 5AR (Pages 47 - 214)**

The Sub-Committee is asked to determine whether to grant the application for a premises license at Addington Park, Croydon, CR0 5AR.



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| <b>REPORT TO:</b>   | <b>LICENSING SUB COMMITTEE</b><br>14 April 2023  |
| <b>AGENDA ITEM:</b>   |  |
| <b>SUBJECT:</b>   | <b>LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE</b>                           |
| <b>LEAD OFFICER:</b>  | <b>Corporate Director, Sustainable Communities, Regeneration &amp; Economic Recovery</b> |
| <b>CABINET MEMBER:</b>  | <b>Cllr. Scott Roche</b><br><b>Streets &amp; Environment</b>                             |
| <b>WARDS:</b>   | <b>New Addington South</b>   |
| <b>CORPORATE PRIORITY/POLICY CONTEXT:</b>   |  |
| This report is specific to this application and has no implications on the Council's Corporate Policies.                      |  |
| <b>FINANCIAL SUMMARY:</b>   |  |
| This application is being processed as part of normal duties carried out by the Department with no additional costs involved. |  |
| <b>FORWARD PLAN KEY DECISION REFERENCE NO.:</b> N/A   |  |

**For general release**

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| <b>1.</b> | <b>RECOMMENDATIONS</b>  |
| 1.1       | The Sub-Committee is asked to determine whether to grant the application for a premises licence at 29 Central Parade, New Addington, CRO 0JB. |

**2. EXECUTIVE SUMMARY**

2.1 The purpose of this report is to advise the Sub-Committee that an application has been received for a premises licence under the Licensing Act 2003 ("the Act"). This application is the subject of representations, therefore a hearing is required.

**3. DETAIL**

3.1 A Protocol for Licensing Hearings and a Procedure for Licensing Sub-Committee Hearings has previously been agreed by the Licensing Committee (minute A/24/05 refers). The protocol has been subsequently amended by the licensing committee (minutes A/32/06, A/40/07 and A/07/12 refer and the Protocol was last amended by the licensing committee on 30 September 2020, minute 15/20 refers).

- 3.2 The applicant and the party making representations have been notified of the hearing in accordance with the Licensing Act 2003 (Hearings) Regulations 2005 and Licensing Act 2003 (Hearings) (Amendment) Regulations 2005 “the Regulations”. Information to accompany the notice of hearing was provided to the applicant and the party making representations in accordance with “the Regulations”.
- 3.3 Appendix A to this report provides details of this application.

#### **4. FINANCIAL CONSIDERATIONS**

##### **1 Revenue and Capital consequences of report recommendations**

There are no direct financial implications associated with this report, subject to the risks at 4.2 & 4.3. This application is being processed as part of normal duties and therefore the work associated with it is contained within the departmental budget.

##### **2 The effect of the decision**

The decision of the Sub-Committee may be subject to appeal and/or Judicial Review

##### **3 Risks**

An appeal against a decision of the Sub-Committee or a Judicial Review of the application process may present financial risks to the Council with regard to any award of costs against it.

##### **4 Options**

The options available are: to grant the application, to vary the application, with or without further conditions, or to refuse the application.

##### **5 Savings/ future efficiencies**

None identified.

##### **6 (Approved by: Flora Osiyemi, Head of Finance Place, Residents & Gateway)**

#### **5. COMMENTS OF THE SOLICITOR TO THE COUNCIL**

- 5.1 The Head of Litigation and Corporate Law comments on behalf of the Director of Law and Governance that the sub-committee must determine the application, taking into account relevant representations, the Licensing Act 2003, the regulations made thereunder statutory guidance and the Council’s own licensing policy.  
(Approved by Sandra Herbert, Head of Litigation and Corporate law on behalf of the Director of Law and Governance and Deputy Monitoring Officer).

## **6. HUMAN RESOURCES IMPACT**

- 6.1 The Human Resources impact of supporting the Licensing Hearings will be contained within the budgeted establishments of the Democratic and Legal Services and Licensing Teams.
- 6.2 (Approved for and on behalf of HR by Jennifer Sankar, Head of HR Sustainable Communities).

## **7. EQUALITIES IMPACT**

- 7.1 The arrangements for the Licensing Hearings seek to ensure that all applicants and other interested parties receive a fair hearing and that the process is accessible to all groups within the community. In exercising licensing functions, the Council is required to comply with Section 149 of the Equality Act 2010 which requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

- 7.2 For these purposes the protected characteristics are

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

- 7.3 The Act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

## **8. ENVIRONMENTAL AND DESIGN IMPACT**

- 8.1 The effective implementation of the Licensing Act 2003 will contribute to an improved environment for local residents and other stakeholders.

## 9. LICENSING OBJECTIVES IMPACT

9.1 The licensing objectives contained in the Act are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance and
- the protection of children from harm.

9.2 Officers comments and relevant representations on the impact of the application on these objectives appear in Appendix A to the application.

## 10. HUMAN RIGHTS IMPACT

10.1 The Human Rights 1998 (HRA) requires public bodies to ensure everything they do is compatible with Convention Rights and makes it unlawful for a public authority to act incompatibly with those Rights. **Article 6 (A6)** of the European Convention on Human Rights (ECHR) is the right to a fair trial. The key elements of this include:

- The right to a *fair* hearing;
- The right to a *public* hearing;
- The right to a hearing before an *independent and impartial tribunal*;
- The right to a hearing *within a reasonable time*.

10.2 When hearing an application, the proceedings of a non-judicial body such as the Licensing Sub Committee, as opposed to an actual Court, need not meet the full requirements of A6 where there is a right of appeal from the Licensing Sub Committee to a Court that does meet the full A6 standards and can consider all aspects of the case (even if that does not include a full re-hearing of the facts).

10.3 So, while it is good practice to make a hearing before the Licensing Sub Committee as A6 compliant as possible, it will not be a breach of the HRA if it is not. Further, the hearing of all applications is subject to the principles of Natural Justice and the requirement for decisions to be 'Wednesbury reasonable'.

## 11. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS

11.1 Protocols agreed in relation to Licensing Hearings are within the Council's Constitution and will be accessible as part of the Council's Publication Scheme maintained under the Freedom of Information Act.

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**CONTACT OFFICER:** Michael Goddard, Head of Environmental Health,  
Trading Standards and Licensing, Sustainable  
Communities Department ext. 28259

**BACKGROUND DOCUMENTS:** Application Forms  
Licensing Hearings and Protocol and Procedure

## **APPENDIX A**

### **1. The Application**

- 1.1 This report concerns an application by Jalinder Lal for a premises licence at 29 Central Parade, New Addington, CRO 0JB.
- 1.2 The application seeks the following licensable activity, between the hours shown –  
  
The Sale by Retail of Alcohol (for consumption 'Off' the premises) –  
Monday to Sunday 0800 hours until 2300 hours
- 1.3 The relevant pages of the application are attached at Appendix A1.
- 1.4 Would the sub committee please note that following discussions with the Police Licensing Officer, the applicant has amended their application to have the conditions attached at Appendix A2 placed on the licence if the application is granted.

### **2 Promotion of Licensing Objectives**

- 2.1 The applicant provides details at Section 18 of their application of the steps they intend to take to meet the four licensing objectives. These steps would in turn, where applicable, be made into conditions to be attached to the premises licence, if the application is granted.

### **3 Relevant representations**

- 3.1 Representations have been received on this application. A copy is attached at Appendix A3.
- 3.2 The applicant has been provided with a written copy of the representations made.

### **4. Policy Considerations**

4.1 Under the terms of the Act, the Council has published a Statement of Licensing Policy. This is available on the Council website at [www.croydon.gov.uk](http://www.croydon.gov.uk) . Hard copies are also available from the Council's Sustainable Communities Department and copies of the policy will also be available at the licensing sub committee hearing. The following paragraphs from the Statement are considered particularly relevant with regard to this application.

- 4.8 The fundamental principles of the Act and its accompanying guidance are that nothing in this 'Statement of Policy' will:
  - undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have each application considered on its individual merits, or,

- override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.
- 4.9 Parties should be aware that, for a representation to be considered relevant, it must be one that is about the likely effect of the grant of a new licence/certificate or variation of an existing licence/certificate on the promotion of the four licensing objectives. Also, if the representation is made by an 'other person', it will not be relevant if the licensing authority considers it to be 'vexatious or frivolous', or in the case of a review, 'repetitious'.
- 4.10 Applicants and those making relevant representations in respect of applications or seeking a review of a licence or a certificate have the right of appeal to the Magistrates' Court against the decisions of the Council.
- 4.11 In considering all licence/certificate applications, the Council will take into account the character of the surrounding area, the impact of the licence/certificate on that area and the nature and character of the operation.
- 4.12 As part of any application for a premises licence/club premises certificate or a variation to an existing licence/certificate, applicants are required to submit an 'Operating Schedule', which must include the steps proposed to promote the Licensing Objectives set out in paragraph 2.2.
- 4.13 Part 5 of this Statement gives guidance to applicants on some of the matters they may wish to consider when preparing their Operating Schedules.
- 4.14 Licensing is about permitting activities but also ensuring the responsible management of licensed premises, qualifying clubs and temporary events within the terms of the 2003 Act, and conditions are likely to be attached to licences, certificates and permissions that will cover matters which are within the control of individual licensees.
- 4.15 However, the Council acknowledges that it can only impose conditions where relevant representations have been received on an application and that such conditions must be considered necessary for the promotion of the licensing objectives. Where no relevant representations have been made, the application will be granted by the licensing authority in terms consistent with the applicants operating schedule.
- 4.16 When considering these conditions, the Council will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

#### **NEED and CUMULATIVE IMPACT ASSESSMENT**

- 4.17 The Council will not take 'need' into account when considering an application, as this concerns 'commercial demand' and is a matter for the planning process and the market.

- 4.18 However, the Council recognises that a significant number and type of licensed premises in a particular area may lead to problems of crime, disorder and nuisance and notes that in accordance with the Statutory Guidance to the Act, their cumulative impact on the promotion of the licensing objectives is a proper matter for the Council to consider. For example, national analysis of alcohol sales data (sales in the on and off trade) has shown a positive association at local authority level between off-trade sales and alcohol-specific hospital admissions.
- 4.19 Where the Council recognises that there is such a cumulative effect it will consider adopting a specific Cumulative Impact Assessment for that area, if this is shown to be necessary. Reducing availability, affordability and attractiveness are some of the most effective ways to reduce alcohol-harm and related crime.
- 4.20 In these circumstances, the Council may consider that the imposition of conditions is unlikely to address the apparent problems and may consider the adoption of a special policy whereby there will be a presumption that new premises licence or club premises certificate applications, or applications to materially vary a premises licence, will be refused. A material variation may be, for example, an increase in permitted hours or to add a licensable activity onto a premises licence.
- 4.21 Based on the Statutory Guidance to the Act, in deciding whether to adopt such a Policy in an area, the Council will consider the following:
- local crime and disorder statistics, including statistics on specific types of crime and crime hotspots
  - statistics on local anti-social behaviour offences
  - the density and number of current premises selling alcohol
  - Alcohol use and misuse in Croydon's population
  - Claimants of benefits due to alcoholism
  - Alcohol specific hospital admissions for under 18's
  - Ambulance incidents and dispatches
  - Alcohol related road traffic accidents
  - Statistics on alcohol related emergency attendances and hospital admissions
  - Mortality
  - Complaints recorded by the local authority
  - Evidence from local councillors and
  - Evidence obtained through local consultation.
- 4.22 There are concerns about parts of the borough which experience high levels of alcohol related crime and alcohol related hospital admissions and where it is clear that the density of shops selling alcohol for consumption off the premises is significantly higher than in other parts of the borough.
- 4.23 As a result, the Council has considered it appropriate to designate, the following five areas within Croydon as being subject to a Cumulative Impact

Assessment in respect of off licences and shops and supermarkets selling alcohol for consumption off the premises:

- i. Cumulative impact area 1: Along the Brighton Road; South End; High Street, George Street corridor, from the Royal Oak Centre on Brighton Road, Purley to the junction of George Street and Cherry Orchard Road in Central Croydon
- ii. Cumulative impact area 2: Along the London Road/Streatham High Road corridor, in 3 sections; from the junction of London Road and Tamworth Road in West Croydon to the j/w Canterbury Road; from the j/w Broughton Road to the j/w Melrose Avenue and; from the j/w Northborough Road to the borough boundary with London Borough of Lambeth
- iii. Cumulative impact area 3: Along the Brigstock Road and High Street, Thornton Heath corridor, from the junction of Brigstock Road and London Road in Thornton Heath to the junction of High Street, Thornton Heath and Whitehorse Lane
- iv. Cumulative impact area 4: Along the length of Central Parade, New Addington
- v. Cumulative impact area 5: Along the length of High Street, South Norwood from the junctions with Oliver Grove and Station Road to the junction with Lancaster Road and along the length of Portland from the junction with High Street to the junction with Spring Lane, Woodside

4.24 The effect of a Cumulative Impact Assessment for each of the areas listed above is that where relevant representations are received on any new applications for a premises licence to sell alcohol off the premises, or on a material variation to an existing such premises licence there will be a presumption under the assessment that the application will be refused. A material variation would be, for example, an increase in permitted hours for the sale of alcohol or to add the sale of alcohol off the premises as a licensable activity to the premises licence.

4.25 The Cumulative Impact Assessment is intended to be strict, and will only be overridden in genuinely exceptional circumstances. However, the Licensing Authority will not apply these policies inflexibly. It will always consider the individual circumstances of each application; even where an application is made for a proposal that is apparently contrary to policy.

4.26 It is not possible to give a full list of examples of when the council may treat an application as an exception. However, in considering whether a particular case is exceptional, the Licensing Authority will consider the reasons underlying the assessment.

4.27 The Licensing Authority will not consider a case to be exceptional merely on the grounds that the premises have been or will be operated within the terms of the conditions on the licence, or that are or will be generally well managed



because of the reputation or good character of the licence holder or operator. This is expected in the conduct of all licensed premises. Moreover, licences are for premises and can be easily transferred to others who intend to operate within the scope of the licence and its conditions.

- 4.28 The Council will review the assessment regularly to see whether the cumulative impact areas have had the effect intended and whether they are still needed or whether they need expanding.
- 4.29 The Council will not use this assessment and areas solely:
- As the grounds for removing a licence when representations are received about problems with existing licensed premises, or,
  - To refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for an extension in permitted hours or to add a licensable activity.
- 4.30 The Council recognises though that where no relevant representations are made in relation to an application in a cumulative impact area, the application must be granted in terms consistent with the applicants operating schedule.
- 4.31 The Council recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have full regard to those differences and the differing impact these will have on the local community.
- 4.32 Where an application is made for a new or transfer and variation of a licence, in respect of premises that have closed and been unused and that closure was to a relevant extent as a consequence of crime and disorder and/or nuisance issues at the premises, the Council would expect the applicant to make clear in their operating schedule how they will ensure the prevention of crime and disorder and prevention of public nuisance objectives will be met, bearing in mind any previous crime and disorder/nuisance concerns there may have been.
- 4.33 It therefore also recognises that, within the Cumulative Impact assessment areas, it may be able to approve licences that are unlikely to add significantly to the existing problems, and will consider the circumstances of each individual application on its merits.
- 4.34 The Council acknowledges that the licensing function cannot be used for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned and that apart from the licensing function, there are a number of other measures available for addressing issues of unruly behaviour that can occur away from licensed premises.
- 4.35 In recognising the importance of such measures, the Council will continue to seek further improvements to those already achieved in respect of planning controls and working in partnership with local businesses and transport

operators on a number of measures to create a safe and clean environment in the following areas:

- Provision of extensive CCTV and radio communication systems
- Improvements to street lighting
- Rubbish collection and street cleaning
- Provision of better late night bus, tram, rail and taxi/minicab services
- Provision of Police Officers/street and litter wardens
- Designation of areas within the borough, as part of a Public Space Protection Order, where alcohol may not be consumed publicly and monitoring the possible need for future designations in other parts of the borough\*
- Working in partnership with Croydon Borough Police on law enforcement issues relating to disorder and anti-social behaviour. These include the use of powers to issue fixed penalty notices, prosecuting those selling alcohol to people who are underage and/or drunk, confiscating alcohol from adults and children in designated areas and instant closure of licensed premises or temporary events on the grounds of disorder, or likelihood of disorder or excessive noise from the premises
- Working in partnership with Licensees and expecting them to support existing and future agreed measures set up to promote the strategic objectives for crime and disorder reduction within the Borough
- Acknowledging the powers of the police or other responsible authorities, or a local resident or business under the 2003 Act, to seek a review of the licence or certificate

\*Would existing licence/certificate holders and new applicants please note that a number of areas within the borough of Croydon may lie within Public Space Protection Orders (PSPO's) that may control the consumption of alcohol in public areas. Please contact the Council's licensing team if you wish to discuss how such orders may affect licensed premises.

## **5. LICENSING OBJECTIVES and OPERATING SCHEDULES**

5.1.1 The following sections set out the Council's Policy relating specifically to the four Licensing Objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

5.1.2 In each section the Council defines its intended outcome and lists the factors that may influence achieving that particular objective, but because of the wide variety of premises and activities to which this Policy applies, the lists provided are not exhaustive. Applicants will know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.

5.1.3 Further, each section lists possible control measures to assist applicants, but again these lists are not exhaustive. Also, many of the control measures

achieve more than one Objective but have not been listed under each Objective and applicants do not need to mention a control measure more than once in their Operating Schedule.

## **5.2 Crime and Disorder**

- 5.2.1 Croydon Council is committed to reducing crime and disorder within the Borough and creating an environment where people feel safe.
- 5.2.2 In addition to the requirements under the 2003 Act for the Council to promote the licensing objective of preventing crime and disorder, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough.
- 5.2.3 Licensed premises, especially those offering late night/early morning entertainment, alcohol and/or refreshment, can be a source of crime and disorder problems.
- 5.2.4 The Council considers that the promotion of the Licensing Objective to prevent crime and disorder also places a responsibility on licence holders to work in partnership to achieve this Objective.
- 5.2.5 The Licensing Authority will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained so as to minimise or prevent crime and disorder in and around the vicinity of their premises and events.
- 5.2.6 The Licensing Authority recommends that for certain events, a comprehensive risk assessment is undertaken by premises licence applicants & holders to ensure that crime and disorder and public safety matters are identified and addressed. For larger public events, including those in open spaces and for premises that wish to stage promotions or events, the Licensing Authority recommends that licence applicants and holders address Risk Assessment and post event debrief processes in their application operating schedule/event planning.
- 5.2.7 Applicants and premises licence holders may wish to engage the services of suitably trained individuals or companies to assist them in this risk assessment process. In addition, they may seek guidance and advice from the Licensing Authority or the Metropolitan Police regarding the process, although the responsibility for undertaking the risk assessment remains with the Applicant/Premises License holder as neither body is able to actually undertake such risk assessments for applicants/licence holders. Applicants and premises licence holders are also reminded that the Licensing Authority is not able to recommend the services of a particular individual or company for this purpose.
- 5.2.8 Drugs, violence, anti social behaviour and theft of customers property are examples of crime and disorder issues which may be addressed by the following examples of recommended management practice being included in

operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including associated open areas, appropriate storage of alcohol, discouraging loitering/consuming alcohol outside the premises, ensuring opening hours are adhered to
- participation in responsible management schemes such as the 'Best Bar None' accreditation/award scheme
- appropriate instruction, training and supervision of those employed or engaged to prevent incidents of crime and disorder
- adoption of existing and future best practice guidance (e.g. Safer Nightlife, the National Alcohol Harm Reduction Toolkit and other recognised codes of practice including those relating to drinks' promotions, i.e. The Point of Sale Promotions published by the British Beer and Pub Association and cheap drinks deals/Happy Hours)
- acceptance of accredited 'proof of age' documentation, as recognised by the Licensing Authority in consultation with the Police
- maintaining appropriate signage and a refusals log
- employment of sufficient SIA licensed door staff, i.e. within nationally accepted standards
- provision of toughened or plastic glasses
- provision of secure deposit boxes for confiscated items as recognised by the Licensing Authority in conjunction with the Police
- provision of litter bins and security measures, such as lighting outside premises
- Other schemes including only purchasing alcohol from authorised wholesalers, not selling certain alcohol types/strengths (e.g. high strength beers/ciders or single cans above 6% ABV), restricting sales on certain alcohol types (e.g. miniature spirits), allowing a 'track and trace' identifier on products so Police/Trading Standards can identify which off-licence seized alcohol is from, signing up to local responsible retailer schemes
- Provision of closed circuit television, with cameras covering relevant internal and external areas (including beer gardens) and entrances/exits to premises

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need to be addressed.

5.2.9 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council Licensing Team and Croydon Police Licensing and/or Crime Prevention Officers, as well as taking into account, as appropriate, local planning and transport policies, and, tourism, cultural and crime prevention strategies.

5.2.10 Where relevant representations have been made, the Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises.

5.2.11 In addition to the above, recent times have seen a significant increase in terrorist attacks and the threat from terrorist attacks. Licensed premises and licensed open spaces and public events, where large numbers of people may gather can unfortunately be a target for terrorist activity. Licence/certificate applicants and holders and people submitting temporary event notices are therefore recommended to ensure they have assessed, planned and initiated suitable control measures to counter and mitigate against such a terrorist attack. Further advice can be obtained by contacting the Metropolitan Police or the Council's Licensing Team.

### **5.3 Public Safety**

5.3.1 The Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.

5.3.2 The 2003 Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, off licences, cafés/restaurants, fast food outlets/takeaways and sometimes open spaces.

5.3.3 Each of these types of premises present a mixture of different risks, with many common to most premises and others unique to specific operations. These will range from fire safety, including fire precautions and means of escape arrangements in all types of premises, to the use of scenery and pyrotechnics in theatres and special lighting effects in night clubs.

5.3.4 It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.

5.3.5 The following examples of influencing factors are given to assist applicants when addressing the issue of public safety during the preparation of their Operating Schedule:

- the number of people attending the premises
- the condition, design and layout of the premises, including the means of escape in case of fire
- the nature of the activities to be provided, in particular the sale of alcohol and including whether those activities are of a temporary or permanent nature
- the hours of operation and hours of opening if different
- customer profile (i.e. age, mobility)
- the use of special effects such as strobe lighting, lasers, pyrotechnics, smoke machines, foam machines etc.

5.3.6 Public safety issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the safety of everyone attending the premises or event, i.e. number of door supervisors within nationally accepted standards (and having SIA accreditation where necessary)
- appropriate instruction, training and supervision of those employed or engaged to secure the safety of everyone attending the premises or event
- suitable customer-care policies for assisting lone customers taken ill or injured etc. at the premises
- provision of effective CCTV in and around premises
- provision of toughened or plastic glasses
- implementation of crowd management measures, regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety codes and standards

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.3.7 Licence applicants, licence holders and organisers of public events are also advised to familiarise themselves with the Croydon Council Events Policy that is currently being developed. This policy will set out the key principles by which Croydon Council, with its key partners and other stakeholders, will approach the authorisation of public events.

The Events Policy aims include –

- ensuring effective planning and management of events
- to provide a fair, consistent and well co-ordinated approach to how events are supported and facilitated by the Council and
- to ensure that safety is placed as a priority in decision making

Further information on the Croydon Council Events Policy can be obtained by emailing [specialevent@croydon.gov.uk](mailto:specialevent@croydon.gov.uk) .

5.3.8 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council's Health and Safety Officers and the London Fire Brigade.

5.3.9 The Council will consider attaching Conditions to licences and permissions to promote public safety.

## **5.4 Prevention of Public Nuisance**

- 5.4.1 The Council recognises the need to protect the amenities of people living, visiting and working in the vicinity of licensed premises, whilst balancing the rights of businesses to develop.
- 5.4.2 Licensed premises, especially those operating late at night and in the early hours of the morning, can give rise to a range of public nuisances which may impact adversely on local communities.
- 5.4.3 These concerns mainly relate to noise and disturbance, light pollution, noxious smells, litter and anti-social behaviour and due regard will be taken on the impact these may have.

### **LICENSING HOURS**

- 5.4.4 The Council will generally deal with the issue of licensing hours having due regard to the individual merits of each application, considering the potential for nuisance associated with the style, characteristics and activities of the business and examining any steps that might reduce the risk of nuisance.
- 5.4.5 The Council recognises that longer licensing hours for the sale of alcohol will avoid concentrations of people leaving premises at the same time, which is necessary to reduce the potential for friction at late night fast food outlets, taxi ranks/minicab offices and other sources of transport that can lead to disorder and disturbance.
- 5.4.6 The Council will not set fixed trading hours within designated areas (“zoning”) as it recognises this could lead to significant movements of people across boundaries at particular times seeking premises opening later and would lead to the peaks of disorder and disturbance the Council is trying to avoid. Additionally, this would seemingly treat residents in one area less favourably than those in another.
- 5.4.7 However, although the Council will treat each case on its individual merits, generally it will not grant permission for licensable activities beyond 2330 hours on Sundays to Thursdays and Midnight on Fridays and Saturdays in respect of public houses situated in areas having denser residential accommodation. The Council would expect good reasons to be given to support any application for extensions beyond these hours, including addressing possible disturbance to residents. Additionally, in these areas, consideration will be given to imposing stricter conditions in respect of noise control.

### **SHOPS, STORES AND SUPERMARKETS**

- 5.4.8 The Council acknowledges that the Guidance issued under section 182 of the Licensing Act 2003 states that shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises

at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.

- 5.4.9 However, there is local concern about crime and disorder associated with shops licensed to sell alcohol off the premises. Accordingly, while the Council will treat each case on its individual merits there will be a presumption that permitted hours for the sale of alcohol will be restricted to between 8am and 11.30pm on Sunday to Thursday and 8am to midnight on Friday and Saturday in respect of shops in residential areas or within one of the five relevant Cumulative Impact areas where relevant representations are made and where premises are shown to be a focus of crime, disorder or nuisance. Applications to vary the permitted hours for the sale of alcohol off the premises within the above hours shall similarly be treated on their merits

#### **PREVENTION OF PUBLIC NUISANCE - GENERALLY**

- 5.4.10 The Council will expect applicants to demonstrate in their Operating Schedule that they have identified satisfactory measures and will implement and maintain these so as to prevent public nuisance, having due regard to the style, characteristics and activities of their particular premises and events and of the locality.

- 5.4.11 The following examples of influencing factors are given to assist applicants when addressing the issue of the prevention of public nuisance during the preparation of their Operating Schedule:

- the location of the premises and proximity to residential or other noise sensitive premises
- effective and responsible management and supervision of the premises and associated open areas
- the hours of opening
- the nature of the activities to be provided and their location within the premises, the customer profile, whether the activities are temporary or permanent and whether they are to be held inside or outside
- the design and layout of the premises and in particular the presence of noise limiting features
- the number of people attending the premises
- the availability of public transport
- a 'wind down' period between the end of the licensable activities and the closure of the premises
- a 'last admission time' policy

- 5.4.12 Public nuisance issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including any outside areas
- appropriate instruction, training and supervision of staff to prevent public nuisance



- adoption of current best practice guidance (i.e. Good Practice Guide on the Control of Noise from Pubs and Clubs produced by the Institute of Acoustics), including designing shop fronts so as to limit noise nuisance from premises, i.e. from opening windows or continental-style concertina doors
- control of opening hours for all or part (i.e. garden areas) of the premises – including other times when deliveries take place/rubbish and bottles are binned – and the operation of generating plant and equipment
- installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and sound insulation and limiting devices
- managing people, including staff and traffic, arriving and leaving the premises, including patrolling entrance queues
- managing the departure of customers
- liaising with transport providers
- siting and operation of necessary external lighting, including security lighting, with the possible nuisance to nearby properties
- suitable arrangements for collection and disposal of litter, including bottles, so as to minimise disturbance to nearby properties
- no flyposting of events/careful distribution of flyers, including by promoters
- effective ventilation systems to prevent nuisance from odour

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

5.4.13 Additionally, when preparing their Operating Schedules applicants are recommended to seek advice from Council Pollution Enforcement Officers.

5.4.14 The Council will consider attaching Conditions to licences and permissions to prevent public nuisance.

## **5.5 Protection of Children from Harm**

### **ACCESS TO LICENSED PREMISES**

5.5.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, to buy food and/or for entertainment.

5.5.2 Although the 2003 Act details certain age and/or time limitations on the admission of accompanied or unaccompanied children to certain types of licensed premises, the Council recognises that additional limitations may have to be considered where it appears necessary to protect them from physical, moral or psychological harm.

- 5.5.3 The Council will consider the merits of each application before deciding whether to impose conditions limiting the access of children to individual premises.
- 5.5.4 While no policy can anticipate every situation, the following are examples of premises that will raise concern:
- where entertainment or services of an adult or sexual nature is commonly provided;
  - where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
  - with a known association with drug taking or dealing;
  - where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and
  - where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- 5.5.5 It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature and the Council acknowledges that any such proposal will require careful discussion with the applicant and responsible authorities. However, as a guide (notwithstanding the implications of the re classification of lap dancing type venues brought about by section 27 of the Policing and Crime Act 2009), the provision of topless bar staff, striptease, lap-table or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong or offensive language would be included in any such considerations.
- 5.5.6 When dealing with a licence application where limiting the access of children is considered necessary, the Council may consider any of the following options, in combination where appropriate:
- limitations on the hours when children may be present;
  - limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place;
  - limitations on the parts of premises to which children might be given access;
  - age limitations (below 18);
  - requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
  - full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 5.5.7 The Council will not impose conditions on licences or certificates requiring that children be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee. However, where applicants volunteer prohibitions and limitations in their operating schedules

and no relevant representations have been made to the Council, these will become conditions attached to the licence/certificate conditions and will be enforceable as such.

### **RESPONSIBLE AUTHORITY**

- 5.5.8 The Council recognises the Croydon Children’s Safeguarding Board and any successor groups to be the ‘responsible authority’ competent to advise on matters relating to the ‘protection of children from harm’, and to whom copies of applications should be sent.

### **CHILDREN AND REGULATED ENTERTAINMENT**

- 5.5.12 The Council considers that specific arrangements relating to the supervision and safety of children may be required for occasions when they go to see and/or take part in regulated entertainments arranged especially for them and, where appropriate, will consider attaching appropriate Conditions to licences and certificates.

### **CHILDREN IN LICENSED PREMISES – GENERALLY**

- 5.5.13 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, having due regard to the style, characteristics and activities of their particular premises and/or events.
- 5.5.14 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. Applicants should consider the following influencing factors, for which there is the potential for children to be exposed, when addressing the issue of protecting children from harm during the preparation of their Operating Schedule:

- drugs, drug taking or drug dealing
- gambling
- activities of an adult or sexual nature
- incidents of violence or disorder
- environmental pollution such as noise or smoke
- special hazards such as falls from heights
- opportunities to purchase, acquire or consume alcohol

Note: A number of these factors are listed in more details in paragraph 5.5.6, but as this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

- 5.5.15 Protection of children from harm issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
  - provision of a sufficient number of people employed or engaged to secure the protection of children, including child performers, from harm
  - appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
  - adoption of best practice guidance (Public Places Charter)
  - limitations on the hours when children may be present in all or parts of the premises
  - limitations or exclusions by age when certain activities are taking place
  - imposition of requirement for children to be accompanied by an adult
  - appropriate instruction and training for counter staff in the prevention of underage sales, including acceptance of accredited 'proof of age' identification, such as a photo card driving licence, a passport, a citizens card, a validate card or a scheme which carries the PASS hologram logo and keeping a 'refusal' book.
- 5.5.16 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from Council Licensing and Child Protection Officers.
- 5.5.17 The Council will consider attaching Conditions to licences and certificates to protect children from harm.
- 5.5.18 While the Council expects Licence holders to comply with the law, the 2003 Act details a number of specific offences designed to protect children in licensed premises and the Council will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the underage sale and supply of alcohol to children.
- 5.5.19 While each case will be treated on its merits, where offences are disclosed the Trading Standards Service, as a responsible authority under the Licensing Act 2003, will consider seeking a review of a premises licence.
- 5.5.20 Designated premises supervisors and personal licence holders are also reminded of their responsibilities under the legislation to ensure that the licensing objectives are met, specifically here with regard to the protection of children from harm and are also reminded that enforcement action is not restricted solely to premises licence or certificate holders.

## **6. INTEGRATING STRATEGIES and AVOIDING DUPLICATION**

- 6.1 There are many stakeholders in the leisure industry covering a wide range of disciplines and although their strategies are not always directly related to the promotion of the licensing objectives, they often indirectly impact upon them.
- 6.2 The Council therefore acknowledges the importance of co-ordinating and integrating these policies, strategies and initiatives and will maintain multi-disciplinary working groups to ensure its licensing policy integrates with local crime prevention, planning, transport, tourism, equality schemes and cultural

strategies, as well as any other plans relating to the management of the town centres and the night-time economy.

### **CRIME PREVENTION**

- 6.3 Conditions attached to Licences and Certificates will, so far as possible, reflect local crime prevention strategies. Examples of such conditions can be found in the Pool of Conditions relating to prevention of crime and disorder contained in the Statutory Guidance to the Act.

### **CULTURAL STRATEGIES**

- 6.4 The Council will make arrangements to monitor the impact of licensing on regulated entertainment, particularly live music, ensuring that only necessary, proportionate and reasonable licensing conditions impose any restrictions on such events.
- 6.5 Where there is any indication that such events are being deterred by non-statutory licensing requirements, the statement of licensing policy will be examined to see if the situation might be reversed.

### **TRANSPORT**

- 6.6 The Council will, if necessary make arrangements with Croydon Borough Police and other licensing enforcement officers for reports to be made on any matters relating to the need for the swift and safe dispersal of people from the town centre to avoid concentrations which can produce disorder and disturbance.

### **TOURISM AND EMPLOYMENT**

- 6.7 Arrangements will be made for licensing committees to receive, when appropriate, reports on the following matters to ensure these are reflected in their considerations:
- the needs of the local tourist economy and the cultural strategy for the Borough, and,
  - the employment situation in the Borough and the need for new investment and employment where appropriate

### **PLANNING AND BUILDING CONTROL**

- 6.8 The Council recognises that there should be a clear separation of the planning, building control and licensing regimes in order to avoid duplication and inefficiency.
- 6.9 Licensing applications will not be a re-run of the planning application and will not cut across decisions made by the planning committee or permissions granted on appeal.

- 6.10 The Council will however expect applications for premises licences or for a variation to an existing premises licence at permanent commercial premises to be from businesses having the relevant planning consent for the property concerned. In addition, persons submitting temporary event notices should ensure the premises in question has the requisite planning consent for the proposed activities and hours of operation. Where this is not the case, applicants will be expected to show good reason why the premises do not have planning permission.
- 6.11 The Croydon Local Plan sets out the policy that will be used to determine planning applications for any changes of use that require planning permission, unless material considerations indicate otherwise. Some changes of use do not require planning permission but an application for prior approval may be required to ascertain whether there are matters related to the change of use that do require planning permission. Applicants should contact the Council's Development Management service at [development.management@croydon.gov.uk](mailto:development.management@croydon.gov.uk) with any enquiries related to planning applications or the prior approval process.
- 6.12 Any application for planning permission will be expected to take into account the impact of noise and fumes (and other forms of potential nuisance) on neighbouring premises and to provide details of any mitigating measures, as applicable.
- 6.13 The Council will ensure that if requested, reports will be sent from the licensing committee to the planning committee advising them of the situation regarding licensed premises in Croydon, including the general impact of alcohol related crime and disorder, to assist them in their decision-making.

#### **ADVANCING EQUALITY**

- 6.14 Applicants and licensees must make themselves familiar with the law and their responsibilities set out within the Equality Act 2010 and relevant guidance for businesses, which can be found on the Equality & Human Rights Commission website
- The Act makes discrimination against any person (including employees and customers) unlawful.
  - Section 149 (7) of the Act defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
  - Any activity in breach of the Act may be considered an offence and may lead to enforcement by the Equality and Human Rights Commission.
- 6.15 The Council recognises its public sector equality duty under the Equality Act 2010 and the legal obligation to have due regard, when exercising its functions, to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those

who do not and to foster good relations between people who share a protected characteristic and those who do not.

- 6.16 The Council will assess and consult on the likely impact and monitor for any adverse impact on the advancement of equality which may arise as a result of this Policy Document and will publish the results.

### **DUPLICATION**

- 6.17 The Council will, so far as possible, avoid duplication with other legislation and regulatory regimes that already place obligations on employees and operators, e.g. the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990, the Regulatory Reform Fire Safety Order 2005 and the Equality Act 2010 in respect of accessibility for disabled people.
- 6.18 Conditions relating to public safety will only be attached to premises licences and club premises certificates where considered necessary for the promotion of that licensing objective and not covered by any other legislation and where regulations do not cover the unique circumstances of certain licensable activities in specific premises.
- 6.19 The Council acknowledges that bingo clubs are dealt with under the Gambling Act 2005 and will have due regard to the relevant advice regarding duplicating licence conditions which has been given under both this legislation and the 2003 Act when dealing with applications relating to alcohol, regulated entertainment or late night refreshment under the 2003 Act.

## **7. LIVE MUSIC, DANCING AND THEATRE**

- 7.1 In its role of implementing local authority cultural strategies, the Council recognises the need to encourage and promote the broadest possible range of entertainment, particularly live music, dance, street arts and theatre, for the wider cultural benefits of the community, especially for and/or involving children. In order to assist performers and entertainers, consideration will be given to obtaining licences for public spaces within the Borough where such uses take place/could take place on a regular basis.
- 7.2 In considering applications for such events, this cultural need will be carefully balanced against possible neighbourhood disturbance so that, when determining what conditions to attach to licences/certificates to promote the licensing objectives, the Council will be aware of the need to avoid measures which might deter such events by imposing substantial indirect costs.

## **9. STANDARDISED CONDITIONS**

- 9.1 Where Conditions are properly attached to licences or certificates they will be tailored to the individual style and characteristics of the particular premises and events concerned.

## **10. ENFORCEMENT**

- 10.1 It is essential that licensed premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the 2003 Act and it is the responsibility of premises licence holders and designated premises supervisors (where applicable) to ensure this happens and that regulatory compliance is maintained. The Council and its partners will make arrangements to monitor premises and take appropriate enforcement action to ensure this, but enforcement action should be considered to be the last resort and such intervention should not be necessary where premises are operated & managed effectively.
- 10.2 Each of the Responsible Authorities under the Act may make representations on an application or seek a review of a premises licence/club premises certificate, based on concerns around any of the licensing objectives. That said, it is anticipated that specific responsible authorities will take a central advisory & enforcement role, as necessary, with regard to relevant licensing objectives, for example –
- Prevention of crime and disorder – Police
  - Prevention of Public Nuisance – Council Environmental Health (Pollution) Team and the Planning Department
  - Public Safety – Council Food & Safety Team or Health and Safety Executive (as applicable) and the London Fire Brigade
  - Protection of Children from Harm – Croydon Children's Safeguarding Board, Police and the Trading Standards Team
- 10.3 Under the departmental enforcement policy using the principles of risk assessment, the Council will work closely with the responsible authorities in enforcing licensing law and inspecting licensed premises. This should ensure that resources are more effectively concentrated on problem and high risk premises.
- 10.4 The Council will carry out its regulatory functions in accordance with good enforcement practice and particular regard will be had to fundamental principles. In that regard, Enforcement shall be:
- Targeted
  - Consistent
  - Transparent
  - Proportionate
  - Necessary

Any enforcement activity shall be undertaken in a fair, open and consistent manner in conformity with the above principles.



The Home Office has produced Statutory Guidance under Section 182 of the Licensing Act 2003. The following paragraphs from the Guidance are re produced below to assist the sub-committee –

#### Disclosure of personal details of persons making representations

9.26 Where a notice of a hearing is given to an applicant, the licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made.

9.27 In exceptional circumstances, persons making representations to the licensing authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.

9.28 Where licensing authorities consider that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, they may wish to consider alternative approaches.

9.29 For instance, they could advise the persons to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.

9.30 The licensing authority may also decide to withhold some or all of the person's personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details should only be considered where the circumstances justify such action.

#### Imposed Conditions

10.8 The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

4.2 All relevant parties have been made aware of the date, time and location of the Sub Committee meeting.

4.3 An ordnance survey extract map of the area with the application premises at the centre is attached at Appendix A4.



\* required information

**Section 1 of 21**

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

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

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

Are you an agent acting on behalf of the applicant?  
 Yes  No  
Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

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

Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

|                               |   |
|-------------------------------|---|
| * Building number or name     | <input type="text" value=""/>               |
| * Street                      | <input type="text" value=""/>               |
| District                      | <input type="text" value=""/>               |
| * City or town                | <input type="text" value=""/>               |
| County or administrative area | <input type="text" value=""/>               |
| * Postcode                    | <input type="text" value=""/>               |
| * Country                     | <input type="text" value="United Kingdom"/> |

**Section 2 of 21****PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

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

Address     OS map reference     Description

**Postal Address Of Premises**

|                               |  |
|-------------------------------|--|
| Building number or name       | <input type="text" value="Booze Bank"/>        |
| Street                        | <input type="text" value="29 Central Parade"/> |
| District                      | <input type="text" value="New Addington"/>     |
| City or town                  | <input type="text" value="Croydon"/>           |
| County or administrative area | <input type="text" value=""/>                  |
| Postcode                      | <input type="text" value="CR0 0JB"/>           |
| Country                       | <input type="text" value="United Kingdom"/>    |

**Further Details**

|   |                                     |
|---|-------------------------------------|
| Telephone number                            | <input type="text" value=""/>       |
| Non-domestic rateable value of premises (£) | <input type="text" value="18,750"/> |

**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

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

**Section 4 of 21**

**INDIVIDUAL APPLICANT DETAILS**

**Applicant Name**

Is the name the same as (or similar to) the details given in section one?

- Yes
- No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes
- No

Continued from previous page...

**Current Residential Address**

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Applicant Contact Details**

Are the contact details the same as (or similar to) those given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality

Right to work share code

Documents that demonstrate entitlement to work in the UK  
Right to work share code if not submitting scanned documents

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

*Continued from previous page...*

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.

Off Licence and Convenience Store

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

#### Section 6 of 21

##### PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes

No

#### Section 7 of 21

##### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes

No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes

No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes

No

#### Section 11 of 21

##### PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

*Continued from previous page...*

Will you be providing recorded music?

Yes  No

#### Section 12 of 21

#### PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes  No

#### Section 13 of 21

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

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes  No

#### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes  No

#### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes  No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.



Continued from previous page...

FRIDAY

Start 08:00

End 23:00

Start

End

SATURDAY

Start 08:00

End 23:00

Start

End

SUNDAY

Start 08:00

End 23:00

Start

End

Will the sale of alcohol be for consumption:

- On the premises
- Off the premises
- Both

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

State any seasonal variations

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

None

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

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

None

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

Name

First name Jalinder

Family name Lal

Date of birth dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

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

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 etc gambling machines etc.

None

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

## TUESDAY

Start 08:00

End 23:00

Start

End

## WEDNESDAY

Start 08:00

End 23:00

Start

End

## THURSDAY

Start 08:00

End 23:00

Start

End

## FRIDAY

Start 08:00

End 23:00

Start

End

## SATURDAY

Start 08:00

End 23:00

Start

End

## SUNDAY

Start 08:00

End 23:00

Start

End

State any seasonal variations

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

None

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

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

None

**Section 18 of 21****LICENSING OBJECTIVES**

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

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

*Continued from previous page...*

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

1. Strict implementation of challenge 25 policy
2. CCTV to be installed and 31 days recoding system
3. All staff to be trained in responsible alcohol retailing
4. Training manual will be available at the premises

b) The prevention of crime and disorder

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from the council.
2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
3. The CCTV system shall display on any recordings, the correct date and time of the recording.
4. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and servery counter.
6. A suitable intruder alarm complete with panic button shall be fitted and maintained.
7. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of the council or the Police, which will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system
  - (g) any refusal of the sale of alcohol
  - (h) any visit by a relevant authority or emergency service.
8. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers.
9. All staff employed at the premises will have UK right to work status checked, once passed that stage they shall be offered employment.

c) Public safety

1. Installation of appropriate safety equipment
2. Fire exit signs displayed
3. CCTV working at all times

d) The prevention of public nuisance

1. Notice displayed asking customers to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighbourhood
2. Strict policy in place to tell all staff not to serve alcohol to drunks at all

*Continued from previous page...*

3. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV

e) The protection of children from harm

1. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold.

2. The only acceptable ID will be those with photographic identification documents, including passport, photo-card, driving license or proof of age card bearing the PASS hologram.

3. An refusal book shall be kept at the premises and updated as and when required, and made available for inspection on request to an Licensing Officer, Police or other responsible authority.

4. The licensee will ensure that staff are trained regularly as appropriate in respect to the Licensing Act 2003 legislation, staff to be trained regularly in underage sales prevention.

5. All staff authorised to sell alcohol will be trained in the Challenge 25 scheme and this training will be documented to include the date the training was given, the name of the person who gave the training, the person who received the training and signatures by both trainer and trainee.

6. A sign stating "No proof of age – No sale" shall be displayed at the point of sale.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

**Section 20 of 21**

**NOTES ON REGULATED ENTERTAINMENT**



## Conditions for Booze Bank

The premises licence holder shall (ensure) –

1. The licence holder shall ensure that the premises benefit from a CCTV system that operates at all times, recording 24hr per day.
2. The system shall incorporate a camera covering the entrance door and all areas where alcohol is on display and shall be capable of providing an image which is regarded as identification standard of every person entering the store. The precise positions of the cameras may be agreed, subject to compliance with Data Protection legislation, with the police from time to time.
3. The system shall incorporate a recording facility and any recording shall be retained and stored in a suitable and secure manner for a minimum of 30 days and shall be made available, subject to compliance with Data Protection legislation, to the police and licensing authority for inspection on request.
4. The system must be able to export recorded images to a removable means e.g. CD/DVD/USB stick and have its own software enabled to allow playback/review.
5. A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises are open to the public.
6. The system will display, on any recording, the correct time and date of the recording
7. Ensure signage advising CCTV is in operation is clearly visible to customers.
8. An incident log shall be kept at the premises, and made available on request to an authorized officer of the Local Authority or the Police, which will record the following:
  - All crimes reported to the venue
  - Any incidents of disorder
  - Any faults in the CCTV system.
  - Any visit by a relevant authority or emergency service
9. There shall be no sale of beer, lager or cider with an ABV content above 6% save for premium products/artisan products which have been agreed with the police (email authority shall suffice).
10. Signage shall be displayed at the exit of the premises requesting customers leaving the premises late at night to do so quietly and with consideration so as not to disturb nearby residents.
11. The premises licence holder shall ensure that an age verification policy shall apply to the premises whereby all cashiers shall be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photo-card driving licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence. Signage shall be displayed in prominent positions within the store informing customers of the age verification policy adopted by the licence holder.
12. All staff shall be trained to record refusals of sales of alcohol in a refusals register. The register shall contain:-
  - details of the time and date the refusal was made

- details of the alcohol or product the person attempted to purchase.
  - description of the customer who was refused
13. This register shall be available for inspection by a police officer or other authorised officer on request.
  14. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive training in age restricted sales. Training shall be refreshed yearly and documented.
  15. Training records shall be kept at the premises available for inspection by a police officer or other authorised officer on request.
  16. The DPS, a personal licence holder or a trained member of staff nominated in writing by the DPS shall be on duty at all times the premises are open to the public.

Cllr Tony Pearson  
C/O Town Hall  
Katharine Street  
Croydon  
CR0 1NX

I formally write to object to the above licensing application. 29 Central Parade, New Addington, trading as Booze Bank has applied for a new license to sell alcohol following, what is reported as, a change of ownership. Currently Central Parade, designated by Licensing Committee as a Cumulative Impact Area, has 51 different trading outlets. 8 of those outlets already have alcohol licenses so this, if granted, becomes the ninth premises licensed to sell alcohol for consumption off the premises. One in 5 premises selling alcohol creates, in itself, challenging trading conditions and the potential for breaches of the Licensing guidelines. It was precisely because of the large number of alcohol outlets that Central Parade was designated as a CIA in the first place. The locations and close proximity of the premises selling alcohol, as I have listed below, cause great concern for neighbours and fellow traders alike.

Currently, premises at 4, 7-10,15,18,21-22, 34-37, 39, 52 and 60 Central Parade all have an Alcohol License. Add into that this application for 29 Central Parade, and I hope you would agree that this parade of shops is over burdened.

Turning to the Licensing Objectives and my concerns are as follows:

Crime & Disorder – the over loading of licensed premises, in an area of high deprivation and bad health potentially allows for the regular, street drinkers, to have more, uncontrolled access to alcohol. Central Parade has a number of anti-social street drinkers and where competition to sell alcohol increases, I am concerned restrictions, guideline and/or common sense will not prevail and those already intoxicated will still be given access to more alcohol.

Prevention of Public Nuisance - the same principle applies. Too many licensed premises can lead to cumulations of street drinkers, and others, knowing that competition is high and safety and security of residents, shoppers and the drinkers may not be a priority.

Public Safety – too many premises selling alcohol, in deep competition with each other, we know leads to anti social behaviour including urination, and defecation, in the stairwells leading to residential properties above the shops. The BID and Central Parade Business Partnership spends a fortune over the course of the year cleaning up the stairwells already. Another licensed premises will have a detrimental effect on Central Parade.

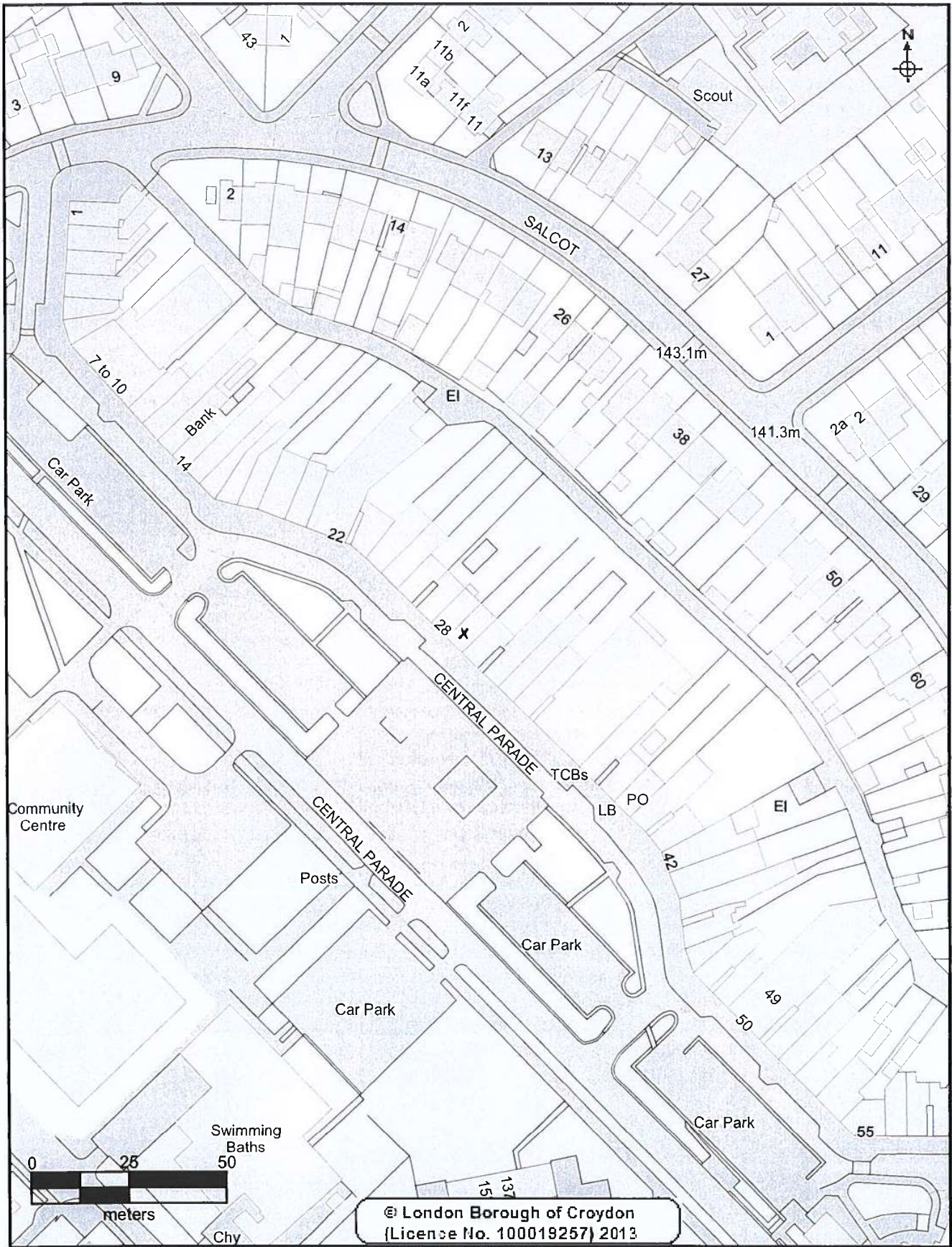
Keeping Children from Harm – this is one of the biggest areas of concern. The risk that underage alcohol sales will take place, the anti social behaviour that that in itself will bring and the rise in potential dangers for our young people cannot, and should not, be ignored.

The name of the premises is BOOZE BANK and, whilst this can obviously be changed, it rings out like a magnet for those wanting 'booze' and tempts anti social behaviour and poor behaviour.

I sincerely hope that this application, in line with the licensing objectives and the hopes of the Licensing Committee in introducing Cumulative Impact Areas, is rejected. I can see no exceptional business case for this application, as was decided in terms of the Turkish Supermarket that was recently granted a license. The main, if not sole aim of this business is the sale of alcohol, irrespective of any potential impact on residents, traders and shoppers.

Please reject this application.





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**London Borough Croydon**

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28-Mar-2023

X = 29 CENTRAL PARADE  
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|--|--|
| <b>REPORT TO:</b>  | <b>LICENSING SUB COMMITTEE</b><br>14 April 2023  |
| <b>AGENDA ITEM:</b>  |  |
| <b>SUBJECT:</b>  | <b>LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE</b>                           |
| <b>LEAD OFFICER:</b>   | <b>Corporate Director, Sustainable Communities, Regeneration &amp; Economic Recovery</b> |
| <b>CABINET MEMBER:</b>   | <b>Cllr. Scott Roche</b><br><b>Streets &amp; Environment</b>                             |
| <b>WARDS:</b>  | <b>Selsdon and Addington Village</b>   |
| <b>CORPORATE PRIORITY/POLICY CONTEXT:</b><br>This report is specific to this application and has no implications on the Council’s Corporate Policies.      |  |
| <b>FINANCIAL SUMMARY:</b><br>This application is being processed as part of normal duties carried out by the Department with no additional costs involved. |  |
| <b>FORWARD PLAN KEY DECISION REFERENCE NO.:</b> N/A  |  |

For general release

|           |  |
|-----------|--|
| <b>1.</b> | <b>RECOMMENDATIONS</b>   |
| 1.1       | The Sub-Committee is asked to determine whether to grant the application for a premises licence at Addington Park, Croydon, CR0 5AR. |

**2. EXECUTIVE SUMMARY**

2.1 The purpose of this report is to advise the Sub-Committee that an application has been received for a premises licence under the Licensing Act 2003 (“the Act”). This application is the subject of representations, therefore a hearing is required.

**3. DETAIL**

3.1 A Protocol for Licensing Hearings and a Procedure for Licensing Sub-Committee Hearings has previously been agreed by the Licensing Committee (minute A/24/05 refers). The protocol has been subsequently amended by the licensing committee (minutes A/32/06, A/40/07 and A/07/12 refer and the



Protocol was last amended by the licensing committee on 30 September 2020, minute 15/20 refers).

- 3.2 The applicant and the parties making representations have been notified of the hearing in accordance with the Licensing Act 2003 (Hearings) Regulations 2005 and Licensing Act 2003 (Hearings) (Amendment) Regulations 2005 “the Regulations”. Information to accompany the notice of hearing was provided to the applicant and the parties making representations in accordance with “the Regulations”.
- 3.3 Appendix A to this report provides details of this application.

#### **4. FINANCIAL CONSIDERATIONS**

##### **1 Revenue and Capital consequences of report recommendations**

There are no direct financial implications associated with this report, subject to the risks at 4.2 & 4.3. This application is being processed as part of normal duties and therefore the work associated with it is contained within the departmental budget.

##### **2 The effect of the decision**

The decision of the Sub-Committee may be subject to appeal and/or Judicial Review

##### **3 Risks**

An appeal against a decision of the Sub-Committee or a Judicial Review of the application process may present financial risks to the Council with regard to any award of costs against it.

##### **4 Options**

The options available are: to grant the application, to vary the application, with or without further conditions, or to refuse the application.

##### **5 Savings/ future efficiencies**

None identified.

##### **6 (Approved by: Flora Osiyemi, Head of Finance Place, Residents & Gateway)**

#### **5. COMMENTS OF THE SOLICITOR TO THE COUNCIL**

- 5.1 The Head of Litigation and Corporate Law comments on behalf of the Director of Law and Governance that the sub-committee must determine the application, taking into account relevant representations, the Licensing Act 2003, the regulations made thereunder statutory guidance and the Council's own licensing policy.

(Approved by Sandra Herbert, Head of Litigation and Corporate law on behalf of the Director of Law and Governance and Deputy Monitoring Officer).

## **6. HUMAN RESOURCES IMPACT**

- 6.1 The Human Resources impact of supporting the Licensing Hearings will be contained within the budgeted establishments of the Democratic and Legal Services and Licensing Teams.
- 6.2 (Approved for and on behalf of HR by Jennifer Sankar, Head of HR Sustainable Communities).

## **7. EQUALITIES IMPACT**

- 7.1 The arrangements for the Licensing Hearings seek to ensure that all applicants and other interested parties receive a fair hearing and that the process is accessible to all groups within the community. In exercising licensing functions, the Council is required to comply with Section 149 of the Equality Act 2010 which requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

- 7.2 For these purposes the protected characteristics are

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

- 7.3 The Act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

## 8. ENVIRONMENTAL AND DESIGN IMPACT

- 8.1 The effective implementation of the Licensing Act 2003 will contribute to an improved environment for local residents and other stakeholders.

## 9. LICENSING OBJECTIVES IMPACT

- 9.1 The licensing objectives contained in the Act are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance and
- the protection of children from harm.

- 9.2 Officers comments and relevant representations on the impact of the application on these objectives appear in Appendix A to the application.

## 10. HUMAN RIGHTS IMPACT

- 10.1 The Human Rights 1998 (HRA) requires public bodies to ensure everything they do is compatible with Convention Rights and makes it unlawful for a public authority to act incompatibly with those Rights. **Article 6 (A6)** of the European Convention on Human Rights (ECHR) is the right to a fair trial. The key elements of this include:

- The right to a *fair* hearing;
- The right to a *public* hearing;
- The right to a hearing before an *independent and impartial tribunal*;
- The right to a hearing *within a reasonable time*.

- 10.2 When hearing an application, the proceedings of a non-judicial body such as the Licensing Sub Committee, as opposed to an actual Court, need not meet the full requirements of A6 where there is a right of appeal from the Licensing Sub Committee to a Court that does meet the full A6 standards and can consider all aspects of the case (even if that does not include a full re-hearing of the facts).

- 10.3 So, while it is good practice to make a hearing before the Licensing Sub Committee as A6 compliant as possible, it will not be a breach of the HRA if it is not. Further, the hearing of all applications is subject to the principles of Natural Justice and the requirement for decisions to be 'Wednesbury reasonable'.

## 11. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS

- 11.1 Protocols agreed in relation to Licensing Hearings are within the Council's Constitution and will be accessible as part of the Council's Publication Scheme maintained under the Freedom of Information Act.



**CONTACT OFFICER:**

Michael Goddard, Head of Environmental Health,  
Trading Standards and Licensing, Sustainable  
Communities Department, ext. 28259

**BACKGROUND DOCUMENTS:**

Application Forms  
Licensing Hearings and Protocol and Procedure

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## APPENDIX A

### 1. The Application

- 1.1 This report concerns an application by Made in 90's Ltd. for a time limited premises licence at Addington Park, Croydon, CR0 5AR.
- 1.2 The application seeks the following licensable activities, between the hours shown on Saturday 29 and Sunday 30 July 2023 –

Provision of Regulated Entertainment, namely -  
Recorded Music

Saturday 29 and Sunday 30 July 2023 1300 hours until 2200 hours

Sale by Retail of Alcohol (for consumption 'On' the premises) -  
Saturday 29 and Sunday 30 July 2023 1300 hours until 2130 hours

- 1.3 A copy of the application is attached at Appendix A1.
- 1.4 Would the sub committee please note that as part of the premises licence application paperwork, the applicant also submitted a copy of their Event Safety Management Plan. A copy is attached at Appendix A2 and would the sub committee please note that personal and potentially sensitive material has been redacted from this document.
- 1.5 Would the sub committee please note that following discussions with the Police Licensing Officer, the applicant has amended their application to have the conditions at Appendix A3 placed on the licence if the application is granted.

### 2 Promotion of Licensing Objectives

- 2.1 The applicant provides details under the Licensing Objectives heading in their application of the steps they intend to take to meet the four licensing objectives. These steps would in turn, where applicable, be made into conditions to be attached to the premises licence, if the variation application is granted.

### 3 Relevant representations

- 3.1 Representations have been received on the application. Copies are attached at Appendix A4.
- 3.2 The applicant has been provided with a written copy of the representations made.

### 4 Policy Considerations

- 4.1 Under the terms of the Act, the Council has published a Statement of Licensing Policy. This is available on the Council website at [www.croydon.gov.uk](http://www.croydon.gov.uk) . Hard copies are also available from the Council's Sustainable Communities Department and copies of the policy will also be available at the licensing sub

committee hearing. The following paragraphs from the Statement are considered particularly relevant with regard to this application –

- 4.8 The fundamental principles of the Act and its accompanying guidance are that nothing in this 'Statement of Policy' will:
- undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have each application considered on its individual merits, or,
  - override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.
- 4.9 Parties should be aware that, for a representation to be considered relevant, it must be one that is about the likely effect of the grant of a new licence/certificate or variation of an existing licence/certificate on the promotion of the four licensing objectives. Also, if the representation is made by an 'other person', it will not be relevant if the licensing authority considers it to be 'vexatious or frivolous', or in the case of a review, 'repetitious'.
- 4.10 Applicants and those making relevant representations in respect of applications or seeking a review of a licence or a certificate have the right of appeal to the Magistrates' Court against the decisions of the Council.
- 4.11 In considering all licence/certificate applications, the Council will take into account the character of the surrounding area, the impact of the licence/certificate on that area and the nature and character of the operation.
- 4.12 As part of any application for a premises licence/club premises certificate or a variation to an existing licence/certificate, applicants are required to submit an 'Operating Schedule', which must include the steps proposed to promote the Licensing Objectives set out in paragraph 2.2.
- 4.13 Part 5 of this Statement gives guidance to applicants on some of the matters they may wish to consider when preparing their Operating Schedules.
- 4.14 Licensing is about permitting activities but also ensuring the responsible management of licensed premises, qualifying clubs and temporary events within the terms of the 2003 Act, and conditions are likely to be attached to licences, certificates and permissions that will cover matters which are within the control of individual licensees.
- 4.15 However, the Council acknowledges that it can only impose conditions where relevant representations have been received on an application and that such conditions must be considered necessary for the promotion of the licensing objectives. Where no relevant representations have been made, the application will be granted by the licensing authority in terms consistent with the applicants operating schedule.

- 4.16 When considering these conditions, the Council will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

#### **NEED and CUMULATIVE IMPACT ASSESSMENT**

- 4.17 The Council will not take 'need' into account when considering an application, as this concerns 'commercial demand' and is a matter for the planning process and the market.
- 4.18 However, the Council recognises that a significant number and type of licensed premises in a particular area may lead to problems of crime, disorder and nuisance and notes that in accordance with the Statutory Guidance to the Act, their cumulative impact on the promotion of the licensing objectives is a proper matter for the Council to consider. For example, national analysis of alcohol sales data (sales in the on and off trade) has shown a positive association at local authority level between off-trade sales and alcohol-specific hospital admissions.
- 4.19 Where the Council recognises that there is such a cumulative effect it will consider adopting a specific Cumulative Impact Assessment for that area, if this is shown to be necessary. Reducing availability, affordability and attractiveness are some of the most effective ways to reduce alcohol-harm and related crime.
- 4.20 In these circumstances, the Council may consider that the imposition of conditions is unlikely to address the apparent problems and may consider the adoption of a special policy whereby there will be a presumption that new premises licence or club premises certificate applications, or applications to materially vary a premises licence, will be refused. A material variation may be, for example, an increase in permitted hours or to add a licensable activity onto a premises licence.
- 4.21 Based on the Statutory Guidance to the Act, in deciding whether to adopt such a Policy in an area, the Council will consider the following:
- local crime and disorder statistics, including statistics on specific types of crime and crime hotspots
  - statistics on local anti-social behaviour offences
  - the density and number of current premises selling alcohol
  - Alcohol use and misuse in Croydon's population
  - Claimants of benefits due to alcoholism
  - Alcohol specific hospital admissions for under 18's
  - Ambulance incidents and dispatches
  - Alcohol related road traffic accidents
  - Statistics on alcohol related emergency attendances and hospital admissions
  - Mortality
  - Complaints recorded by the local authority

- Evidence from local councillors and
  - Evidence obtained through local consultation.
- 4.22 There are concerns about parts of the borough which experience high levels of alcohol related crime and alcohol related hospital admissions and where it is clear that the density of shops selling alcohol for consumption off the premises is significantly higher than in other parts of the borough.
- 4.23 As a result, the Council has considered it appropriate to designate, the following five areas within Croydon as being subject to a Cumulative Impact Assessment in respect of off licences and shops and supermarkets selling alcohol for consumption off the premises:
- i. Cumulative impact area 1: Along the Brighton Road; South End; High Street, George Street corridor, from the Royal Oak Centre on Brighton Road, Purley to the junction of George Street and Cherry Orchard Road in Central Croydon
  - ii. Cumulative impact area 2: Along the London Road/Streatham High Road corridor, in 3 sections; from the junction of London Road and Tamworth Road in West Croydon to the j/w Canterbury Road; from the j/w Broughton Road to the j/w Melrose Avenue and; from the j/w Northborough Road to the borough boundary with London Borough of Lambeth
  - iii. Cumulative impact area 3: Along the Brigstock Road and High Street, Thornton Heath corridor, from the junction of Brigstock Road and London Road in Thornton Heath to the junction of High Street, Thornton Heath and Whitehorse Lane
  - iv. Cumulative impact area 4: Along the length of Central Parade, New Addington
  - v. Cumulative impact area 5: Along the length of High Street, South Norwood from the junctions with Oliver Grove and Station Road to the junction with Lancaster Road and along the length of Portland from the junction with High Street to the junction with Spring Lane, Woodside
- 4.24 The effect of a Cumulative Impact Assessment for each of the areas listed above is that where relevant representations are received on any new applications for a premises licence to sell alcohol off the premises, or on a material variation to an existing such premises licence there will be a presumption under the assessment that the application will be refused. A material variation would be, for example, an increase in permitted hours for the sale of alcohol or to add the sale of alcohol off the premises as a licensable activity to the premises licence.
- 4.25 The Cumulative Impact Assessment is intended to be strict, and will only be overridden in genuinely exceptional circumstances. However, the Licensing Authority will not apply these policies inflexibly. It will always consider the



individual circumstances of each application; even where an application is made for a proposal that is apparently contrary to policy.

- 4.26 It is not possible to give a full list of examples of when the council may treat an application as an exception. However, in considering whether a particular case is exceptional, the Licensing Authority will consider the reasons underlying the assessment.
- 4.27 The Licensing Authority will not consider a case to be exceptional merely on the grounds that the premises have been or will be operated within the terms of the conditions on the licence, or that are or will be generally well managed because of the reputation or good character of the licence holder or operator. This is expected in the conduct of all licensed premises. Moreover, licences are for premises and can be easily transferred to others who intend to operate within the scope of the licence and its conditions.
- 4.28 The Council will review the assessment regularly to see whether the cumulative impact areas have had the effect intended and whether they are still needed or whether they need expanding.
- 4.29 The Council will not use this assessment and areas solely:
- As the grounds for removing a licence when representations are received about problems with existing licensed premises, or,
  - To refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for an extension in permitted hours or to add a licensable activity.
- 4.30 The Council recognises though that where no relevant representations are made in relation to an application in a cumulative impact area, the application must be granted in terms consistent with the applicants operating schedule.
- 4.31 The Council recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have full regard to those differences and the differing impact these will have on the local community.
- 4.32 Where an application is made for a new or transfer and variation of a licence, in respect of premises that have closed and been unused and that closure was to a relevant extent as a consequence of crime and disorder and/or nuisance issues at the premises, the Council would expect the applicant to make clear in their operating schedule how they will ensure the prevention of crime and disorder and prevention of public nuisance objectives will be met, bearing in mind any previous crime and disorder/nuisance concerns there may have been.
- 4.33 It therefore also recognises that, within the Cumulative Impact assessment areas, it may be able to approve licences that are unlikely to add significantly to the existing problems, and will consider the circumstances of each individual application on its merits.

4.34 The Council acknowledges that the licensing function cannot be used for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned and that apart from the licensing function, there are a number of other measures available for addressing issues of unruly behaviour that can occur away from licensed premises.

4.35 In recognising the importance of such measures, the Council will continue to seek further improvements to those already achieved in respect of planning controls and working in partnership with local businesses and transport operators on a number of measures to create a safe and clean environment in the following areas:

- Provision of extensive CCTV and radio communication systems
- Improvements to street lighting
- Rubbish collection and street cleaning
- Provision of better late night bus, tram, rail and taxi/minicab services
- Provision of Police Officers/street and litter wardens
- Designation of areas within the borough, as part of a Public Space Protection Order, where alcohol may not be consumed publicly and monitoring the possible need for future designations in other parts of the borough\*
- Working in partnership with Croydon Borough Police on law enforcement issues relating to disorder and anti-social behaviour. These include the use of powers to issue fixed penalty notices, prosecuting those selling alcohol to people who are underage and/or drunk, confiscating alcohol from adults and children in designated areas and instant closure of licensed premises or temporary events on the grounds of disorder, or likelihood of disorder or excessive noise from the premises
- Working in partnership with Licensees and expecting them to support existing and future agreed measures set up to promote the strategic objectives for crime and disorder reduction within the Borough
- Acknowledging the powers of the police or other responsible authorities, or a local resident or business under the 2003 Act, to seek a review of the licence or certificate

\*Would existing licence/certificate holders and new applicants please note that a number of areas within the borough of Croydon may lie within Public Space Protection Orders (PSPO's) that may control the consumption of alcohol in public areas. Please contact the Council's licensing team if you wish to discuss how such orders may affect licensed premises.

## **5. LICENSING OBJECTIVES and OPERATING SCHEDULES**

5.1.1 The following sections set out the Council's Policy relating specifically to the four Licensing Objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

- 5.1.2 In each section the Council defines its intended outcome and lists the factors that may influence achieving that particular objective, but because of the wide variety of premises and activities to which this Policy applies, the lists provided are not exhaustive. Applicants will know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.
- 5.1.3 Further, each section lists possible control measures to assist applicants, but again these lists are not exhaustive. Also, many of the control measures achieve more than one Objective but have not been listed under each Objective and applicants do not need to mention a control measure more than once in their Operating Schedule.

## **5.2 Crime and Disorder**

- 5.2.1 Croydon Council is committed to reducing crime and disorder within the Borough and creating an environment where people feel safe.
- 5.2.2 In addition to the requirements under the 2003 Act for the Council to promote the licensing objective of preventing crime and disorder, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough.
- 5.2.3 Licensed premises, especially those offering late night/early morning entertainment, alcohol and/or refreshment, can be a source of crime and disorder problems.
- 5.2.4 The Council considers that the promotion of the Licensing Objective to prevent crime and disorder also places a responsibility on licence holders to work in partnership to achieve this Objective.
- 5.2.5 The Licensing Authority will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained so as to minimise or prevent crime and disorder in and around the vicinity of their premises and events.
- 5.2.6 The Licensing Authority recommends that for certain events, a comprehensive risk assessment is undertaken by premises licence applicants & holders to ensure that crime and disorder and public safety matters are identified and addressed. For larger public events, including those in open spaces and for premises that wish to stage promotions or events, the Licensing Authority recommends that licence applicants and holders address Risk Assessment and post event debrief processes in their application operating schedule/event planning.
- 5.2.7 Applicants and premises licence holders may wish to engage the services of suitably trained individuals or companies to assist them in this risk assessment process. In addition, they may seek guidance and advice from the Licensing Authority or the Metropolitan Police regarding the process, although the responsibility for undertaking the risk assessment remains with the



Applicant/Premises License holder as neither body is able to actually undertake such risk assessments for applicants/licence holders. Applicants and premises licence holders are also reminded that the Licensing Authority is not able to recommend the services of a particular individual or company for this purpose.

5.2.8 Drugs, violence, anti social behaviour and theft of customers property are examples of crime and disorder issues which may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including associated open areas, appropriate storage of alcohol, discouraging loitering/consuming alcohol outside the premises, ensuring opening hours are adhered to
- participation in responsible management schemes such as the 'Best Bar None' accreditation/award scheme
- appropriate instruction, training and supervision of those employed or engaged to prevent incidents of crime and disorder
- adoption of existing and future best practice guidance (e.g. Safer Nightlife, the National Alcohol Harm Reduction Toolkit and other recognised codes of practice including those relating to drinks' promotions, i.e. The Point of Sale Promotions published by the British Beer and Pub Association and cheap drinks deals/Happy Hours)
- acceptance of accredited 'proof of age' documentation, as recognised by the Licensing Authority in consultation with the Police
- maintaining appropriate signage and a refusals log
- employment of sufficient SIA licensed door staff, i.e. within nationally accepted standards
- provision of toughened or plastic glasses
- provision of secure deposit boxes for confiscated items as recognised by the Licensing Authority in conjunction with the Police
- provision of litter bins and security measures, such as lighting outside premises
- Other schemes including only purchasing alcohol from authorised wholesalers, not selling certain alcohol types/strengths (e.g. high strength beers/ciders or single cans above 6% ABV), restricting sales on certain alcohol types (e.g. miniature spirits), allowing a 'track and trace' identifier on products so Police/Trading Standards can identify which off-licence seized alcohol is from, signing up to local responsible retailer schemes
- Provision of closed circuit television, with cameras covering relevant internal and external areas (including beer gardens) and entrances/exits to premises

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need to be addressed.

- 5.2.9 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council Licensing Team and Croydon Police Licensing and/or Crime Prevention Officers, as well as taking into account, as appropriate, local planning and transport policies, and, tourism, cultural and crime prevention strategies.
- 5.2.10 Where relevant representations have been made, the Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises.
- 5.2.11 In addition to the above, recent times have seen a significant increase in terrorist attacks and the threat from terrorist attacks. Licensed premises and licensed open spaces and public events, where large numbers of people may gather can unfortunately be a target for terrorist activity. Licence/certificate applicants and holders and people submitting temporary event notices are therefore recommended to ensure they have assessed, planned and initiated suitable control measures to counter and mitigate against such a terrorist attack. Further advice can be obtained by contacting the Metropolitan Police or the Council's Licensing Team.

### **5.3 Public Safety**

- 5.3.1 The Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.
- 5.3.2 The 2003 Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, off licences, cafés/restaurants, fast food outlets/takeaways and sometimes open spaces.
- 5.3.3 Each of these types of premises present a mixture of different risks, with many common to most premises and others unique to specific operations. These will range from fire safety, including fire precautions and means of escape arrangements in all types of premises, to the use of scenery and pyrotechnics in theatres and special lighting effects in night clubs.
- 5.3.4 It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.
- 5.3.5 The following examples of influencing factors are given to assist applicants when addressing the issue of public safety during the preparation of their Operating Schedule:
- the number of people attending the premises
  - the condition, design and layout of the premises, including the means of escape in case of fire

- the nature of the activities to be provided, in particular the sale of alcohol and including whether those activities are of a temporary or permanent nature
- the hours of operation and hours of opening if different
- customer profile (i.e. age, mobility)
- the use of special effects such as strobe lighting, lasers, pyrotechnics, smoke machines, foam machines etc.

5.3.6 Public safety issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the safety of everyone attending the premises or event, i.e. number of door supervisors within nationally accepted standards (and having SIA accreditation where necessary)
- appropriate instruction, training and supervision of those employed or engaged to secure the safety of everyone attending the premises or event
- suitable customer-care policies for assisting lone customers taken ill or injured etc. at the premises
- provision of effective CCTV in and around premises
- provision of toughened or plastic glasses
- implementation of crowd management measures, regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety codes and standards

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.3.7 Licence applicants, licence holders and organisers of public events are also advised to familiarise themselves with the Croydon Council Events Policy that is currently being developed. This policy will set out the key principles by which Croydon Council, with its key partners and other stakeholders, will approach the authorisation of public events.

The Events Policy aims include –

- ensuring effective planning and management of events
- to provide a fair, consistent and well co-ordinated approach to how events are supported and facilitated by the Council and
- to ensure that safety is placed as a priority in decision making

Further information on the Croydon Council Events Policy can be obtained by emailing [specialevent@croydon.gov.uk](mailto:specialevent@croydon.gov.uk) .

5.3.8 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council's Health and Safety Officers and the London Fire Brigade.

5.3.9 The Council will consider attaching Conditions to licences and permissions to promote public safety.

#### **5.4 Prevention of Public Nuisance**

5.4.1 The Council recognises the need to protect the amenities of people living, visiting and working in the vicinity of licensed premises, whilst balancing the rights of businesses to develop.

5.4.2 Licensed premises, especially those operating late at night and in the early hours of the morning, can give rise to a range of public nuisances which may impact adversely on local communities.

5.4.3 These concerns mainly relate to noise and disturbance, light pollution, noxious smells, litter and anti-social behaviour and due regard will be taken on the impact these may have.

#### **LICENSING HOURS**

5.4.4 The Council will generally deal with the issue of licensing hours having due regard to the individual merits of each application, considering the potential for nuisance associated with the style, characteristics and activities of the business and examining any steps that might reduce the risk of nuisance.

5.4.5 The Council recognises that longer licensing hours for the sale of alcohol will avoid concentrations of people leaving premises at the same time, which is necessary to reduce the potential for friction at late night fast food outlets, taxi ranks/minicab offices and other sources of transport that can lead to disorder and disturbance.

5.4.6 The Council will not set fixed trading hours within designated areas ("zoning") as it recognises this could lead to significant movements of people across boundaries at particular times seeking premises opening later and would lead to the peaks of disorder and disturbance the Council is trying to avoid. Additionally, this would seemingly treat residents in one area less favourably than those in another.

5.4.7 However, although the Council will treat each case on its individual merits, generally it will not grant permission for licensable activities beyond 2330 hours on Sundays to Thursdays and Midnight on Fridays and Saturdays in respect of public houses situated in areas having denser residential accommodation. The Council would expect good reasons to be given to support any application for extensions beyond these hours, including addressing possible disturbance to residents. Additionally, in these areas, consideration will be given to imposing stricter conditions in respect of noise control.



## **SHOPS, STORES AND SUPERMARKETS**

- 5.4.8 The Council acknowledges that the Guidance issued under section 182 of the Licensing Act 2003 states that shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.
- 5.4.9 However, there is local concern about crime and disorder associated with shops licensed to sell alcohol off the premises. Accordingly, while the Council will treat each case on its individual merits there will be a presumption that permitted hours for the sale of alcohol will be restricted to between 8am and 11.30pm on Sunday to Thursday and 8am to midnight on Friday and Saturday in respect of shops in residential areas or within one of the five relevant Cumulative Impact areas where relevant representations are made and where premises are shown to be a focus of crime, disorder or nuisance. Applications to vary the permitted hours for the sale of alcohol off the premises within the above hours shall similarly be treated on their merits

## **PREVENTION OF PUBLIC NUISANCE - GENERALLY**

- 5.4.10 The Council will expect applicants to demonstrate in their Operating Schedule that they have identified satisfactory measures and will implement and maintain these so as to prevent public nuisance, having due regard to the style, characteristics and activities of their particular premises and events and of the locality.
- 5.4.11 The following examples of influencing factors are given to assist applicants when addressing the issue of the prevention of public nuisance during the preparation of their Operating Schedule:
- the location of the premises and proximity to residential or other noise sensitive premises
  - effective and responsible management and supervision of the premises and associated open areas
  - the hours of opening
  - the nature of the activities to be provided and their location within the premises, the customer profile, whether the activities are temporary or permanent and whether they are to be held inside or outside
  - the design and layout of the premises and in particular the presence of noise limiting features
  - the number of people attending the premises
  - the availability of public transport
  - a 'wind down' period between the end of the licensable activities and the closure of the premises
  - a 'last admission time' policy
- 5.4.12 Public nuisance issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including any outside areas
- appropriate instruction, training and supervision of staff to prevent public nuisance
- adoption of current best practice guidance (i.e. Good Practice Guide on the Control of Noise from Pubs and Clubs produced by the Institute of Acoustics), including designing shop fronts so as to limit noise nuisance from premises, i.e. from opening windows or continental-style concertina doors
- control of opening hours for all or part (i.e. garden areas) of the premises – including other times when deliveries take place/rubbish and bottles are binned – and the operation of generating plant and equipment
- installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and sound insulation and limiting devices
- managing people, including staff and traffic, arriving and leaving the premises, including patrolling entrance queues
- managing the departure of customers
- liaising with transport providers
- siting and operation of necessary external lighting, including security lighting, with the possible nuisance to nearby properties
- suitable arrangements for collection and disposal of litter, including bottles, so as to minimise disturbance to nearby properties
- no flyposting of events/careful distribution of flyers, including by promoters
- effective ventilation systems to prevent nuisance from odour

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

5.4.13 Additionally, when preparing their Operating Schedules applicants are recommended to seek advice from Council Pollution Enforcement Officers.

5.4.14 The Council will consider attaching Conditions to licences and permissions to prevent public nuisance.

## **5.5 Protection of Children from Harm**

### **ACCESS TO LICENSED PREMISES**

5.5.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, to buy food and/or for entertainment.

5.5.2 Although the 2003 Act details certain age and/or time limitations on the admission of accompanied or unaccompanied children to certain types of licensed premises, the Council recognises that additional limitations may have

to be considered where it appears necessary to protect them from physical, moral or psychological harm.

5.5.3 The Council will consider the merits of each application before deciding whether to impose conditions limiting the access of children to individual premises.

5.5.4 While no policy can anticipate every situation, the following are examples of premises that will raise concern:

- where entertainment or services of an adult or sexual nature is commonly provided;
- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
- with a known association with drug taking or dealing;
- where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

5.5.5 It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature and the Council acknowledges that any such proposal will require careful discussion with the applicant and responsible authorities. However, as a guide (notwithstanding the implications of the re classification of lap dancing type venues brought about by section 27 of the Policing and Crime Act 2009), the provision of topless bar staff, striptease, lap-table or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong or offensive language would be included in any such considerations.

5.5.6 When dealing with a licence application where limiting the access of children is considered necessary, the Council may consider any of the following options, in combination where appropriate:

- limitations on the hours when children may be present;
- limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place;
- limitations on the parts of premises to which children might be given access;
- age limitations (below 18);
- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- full exclusion of people under 18 from the premises when any licensable activities are taking place.

- 5.5.7 The Council will not impose conditions on licences or certificates requiring that children be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee. However, where applicants volunteer prohibitions and limitations in their operating schedules and no relevant representations have been made to the Council, these will become conditions attached to the licence/certificate conditions and will be enforceable as such.

### **RESPONSIBLE AUTHORITY**

- 5.5.8 The Council recognises the Croydon Children's Safeguarding Board and any successor groups to be the 'responsible authority' competent to advise on matters relating to the 'protection of children from harm', and to whom copies of applications should be sent.

### **CHILDREN AND REGULATED ENTERTAINMENT**

- 5.5.12 The Council considers that specific arrangements relating to the supervision and safety of children may be required for occasions when they go to see and/or take part in regulated entertainments arranged especially for them and, where appropriate, will consider attaching appropriate Conditions to licences and certificates.

### **CHILDREN IN LICENSED PREMISES – GENERALLY**

- 5.5.13 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, having due regard to the style, characteristics and activities of their particular premises and/or events.
- 5.5.14 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. Applicants should consider the following influencing factors, for which there is the potential for children to be exposed, when addressing the issue of protecting children from harm during the preparation of their Operating Schedule:

- drugs, drug taking or drug dealing
- gambling
- activities of an adult or sexual nature
- incidents of violence or disorder
- environmental pollution such as noise or smoke
- special hazards such as falls from heights
- opportunities to purchase, acquire or consume alcohol

Note: A number of these factors are listed in more details in paragraph 5.5.6, but as this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.



5.5.15 Protection of children from harm issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the protection of children, including child performers, from harm
- appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- adoption of best practice guidance (Public Places Charter)
- limitations on the hours when children may be present in all or parts of the premises
- limitations or exclusions by age when certain activities are taking place
- imposition of requirement for children to be accompanied by an adult
- appropriate instruction and training for counter staff in the prevention of underage sales, including acceptance of accredited 'proof of age' identification, such as a photo card driving licence, a passport, a citizens card, a validate card or a scheme which carries the PASS hologram logo and keeping a 'refusal' book.

5.5.16 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from Council Licensing and Child Protection Officers.

5.5.17 The Council will consider attaching Conditions to licences and certificates to protect children from harm.

5.5.18 While the Council expects Licence holders to comply with the law, the 2003 Act details a number of specific offences designed to protect children in licensed premises and the Council will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the underage sale and supply of alcohol to children.

5.5.19 While each case will be treated on its merits, where offences are disclosed the Trading Standards Service, as a responsible authority under the Licensing Act 2003, will consider seeking a review of a premises licence.

5.5.20 Designated premises supervisors and personal licence holders are also reminded of their responsibilities under the legislation to ensure that the licensing objectives are met, specifically here with regard to the protection of children from harm and are also reminded that enforcement action is not restricted solely to premises licence or certificate holders.

## **6. INTEGRATING STRATEGIES and AVOIDING DUPLICATION**

6.1 There are many stakeholders in the leisure industry covering a wide range of disciplines and although their strategies are not always directly related to the promotion of the licensing objectives, they often indirectly impact upon them.

- 6.2 The Council therefore acknowledges the importance of co-ordinating and integrating these policies, strategies and initiatives and will maintain multi-disciplinary working groups to ensure its licensing policy integrates with local crime prevention, planning, transport, tourism, equality schemes and cultural strategies, as well as any other plans relating to the management of the town centres and the night-time economy.

### **CRIME PREVENTION**

- 6.3 Conditions attached to Licences and Certificates will, so far as possible, reflect local crime prevention strategies. Examples of such conditions can be found in the Pool of Conditions relating to prevention of crime and disorder contained in the Statutory Guidance to the Act.

### **CULTURAL STRATEGIES**

- 6.4 The Council will make arrangements to monitor the impact of licensing on regulated entertainment, particularly live music, ensuring that only necessary, proportionate and reasonable licensing conditions impose any restrictions on such events.
- 6.5 Where there is any indication that such events are being deterred by non-statutory licensing requirements, the statement of licensing policy will be examined to see if the situation might be reversed.

### **TRANSPORT**

- 6.6 The Council will, if necessary make arrangements with Croydon Borough Police and other licensing enforcement officers for reports to be made on any matters relating to the need for the swift and safe dispersal of people from the town centre to avoid concentrations which can produce disorder and disturbance.

### **TOURISM AND EMPLOYMENT**

- 6.7 Arrangements will be made for licensing committees to receive, when appropriate, reports on the following matters to ensure these are reflected in their considerations:
- the needs of the local tourist economy and the cultural strategy for the Borough, and,
  - the employment situation in the Borough and the need for new investment and employment where appropriate

### **PLANNING AND BUILDING CONTROL**

- 6.8 The Council recognises that there should be a clear separation of the planning, building control and licensing regimes in order to avoid duplication and inefficiency.

- 6.9 Licensing applications will not be a re-run of the planning application and will not cut across decisions made by the planning committee or permissions granted on appeal.
- 6.10 The Council will however expect applications for premises licences or for a variation to an existing premises licence at permanent commercial premises to be from businesses having the relevant planning consent for the property concerned. In addition, persons submitting temporary event notices should ensure the premises in question has the requisite planning consent for the proposed activities and hours of operation. Where this is not the case, applicants will be expected to show good reason why the premises do not have planning permission.
- 6.11 The Croydon Local Plan sets out the policy that will be used to determine planning applications for any changes of use that require planning permission, unless material considerations indicate otherwise. Some changes of use do not require planning permission but an application for prior approval may be required to ascertain whether there are matters related to the change of use that do require planning permission. Applicants should contact the Council's Development Management service at [development.management@croydon.gov.uk](mailto:development.management@croydon.gov.uk) with any enquiries related to planning applications or the prior approval process.
- 6.12 Any application for planning permission will be expected to take into account the impact of noise and fumes (and other forms of potential nuisance) on neighbouring premises and to provide details of any mitigating measures, as applicable.
- 6.13 The Council will ensure that if requested, reports will be sent from the licensing committee to the planning committee advising them of the situation regarding licensed premises in Croydon, including the general impact of alcohol related crime and disorder, to assist them in their decision-making.

## **ADVANCING EQUALITY**

- 6.14 Applicants and licensees must make themselves familiar with the law and their responsibilities set out within the Equality Act 2010 and relevant guidance for businesses, which can be found on the Equality & Human Rights Commission website
- The Act makes discrimination against any person (including employees and customers) unlawful.
  - Section 149 (7) of the Act defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
  - Any activity in breach of the Act may be considered an offence and may lead to enforcement by the Equality and Human Rights Commission.
- 6.15 The Council recognises its public sector equality duty under the Equality Act 2010 and the legal obligation to have due regard, when exercising its functions, to the need to eliminate unlawful discrimination, harassment and

victimisation and other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those who do not and to foster good relations between people who share a protected characteristic and those who do not.

- 6.16 The Council will assess and consult on the likely impact and monitor for any adverse impact on the advancement of equality which may arise as a result of this Policy Document and will publish the results.

## **DUPLICATION**

- 6.17 The Council will, so far as possible, avoid duplication with other legislation and regulatory regimes that already place obligations on employees and operators, e.g. the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990, the Regulatory Reform Fire Safety Order 2005 and the Equality Act 2010 in respect of accessibility for disabled people.
- 6.18 Conditions relating to public safety will only be attached to premises licences and club premises certificates where considered necessary for the promotion of that licensing objective and not covered by any other legislation and where regulations do not cover the unique circumstances of certain licensable activities in specific premises.
- 6.19 The Council acknowledges that bingo clubs are dealt with under the Gambling Act 2005 and will have due regard to the relevant advice regarding duplicating licence conditions which has been given under both this legislation and the 2003 Act when dealing with applications relating to alcohol, regulated entertainment or late night refreshment under the 2003 Act.

## **7. LIVE MUSIC, DANCING AND THEATRE**

- 7.1 In its role of implementing local authority cultural strategies, the Council recognises the need to encourage and promote the broadest possible range of entertainment, particularly live music, dance, street arts and theatre, for the wider cultural benefits of the community, especially for and/or involving children. In order to assist performers and entertainers, consideration will be given to obtaining licences for public spaces within the Borough where such uses take place/could take place on a regular basis.
- 7.2 In considering applications for such events, this cultural need will be carefully balanced against possible neighbourhood disturbance so that, when determining what conditions to attach to licences/certificates to promote the licensing objectives, the Council will be aware of the need to avoid measures which might deter such events by imposing substantial indirect costs.

## **9. STANDARDISED CONDITIONS**

- 9.1 Where Conditions are properly attached to licences or certificates they will be tailored to the individual style and characteristics of the particular premises and events concerned.

## **10. ENFORCEMENT**

- 10.1 It is essential that licensed premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the 2003 Act and it is the responsibility of premises licence holders and designated premises supervisors (where applicable) to ensure this happens and that regulatory compliance is maintained. The Council and its partners will make arrangements to monitor premises and take appropriate enforcement action to ensure this, but enforcement action should be considered to be the last resort and such intervention should not be necessary where premises are operated & managed effectively.
- 10.2 Each of the Responsible Authorities under the Act may make representations on an application or seek a review of a premises licence/club premises certificate, based on concerns around any of the licensing objectives. That said, it is anticipated that specific responsible authorities will take a central advisory & enforcement role, as necessary, with regard to relevant licensing objectives, for example –
- Prevention of crime and disorder – Police
  - Prevention of Public Nuisance – Council Environmental Health (Pollution) Team and the Planning Department
  - Public Safety – Council Food & Safety Team or Health and Safety Executive (as applicable) and the London Fire Brigade
  - Protection of Children from Harm – Croydon Children's Safeguarding Board, Police and the Trading Standards Team
- 10.3 Under the departmental enforcement policy using the principles of risk assessment, the Council will work closely with the responsible authorities in enforcing licensing law and inspecting licensed premises. This should ensure that resources are more effectively concentrated on problem and high risk premises.
- 10.4 The Council will carry out its regulatory functions in accordance with good enforcement practice and particular regard will be had to fundamental principles. In that regard, Enforcement shall be:
- Targeted
  - Consistent
  - Transparent
  - Proportionate
  - Necessary



Any enforcement activity shall be undertaken in a fair, open and consistent manner in conformity with the above principles.

The Home Office has produced Statutory Guidance under Section 182 of the Licensing Act 2003. The following paragraphs from the Guidance are reproduced below to assist the sub-committee –

#### Disclosure of personal details of persons making representations

9.26 Where a notice of a hearing is given to an applicant, the licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made.

9.27 In exceptional circumstances, persons making representations to the licensing authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.

9.28 Where licensing authorities consider that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, they may wish to consider alternative approaches.

9.29 For instance, they could advise the persons to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.

9.30 The licensing authority may also decide to withhold some or all of the person's personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details should only be considered where the circumstances justify such action.

#### Imposed Conditions

10.8 The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

4.2 All relevant parties have been made aware of the date, time and location of the Sub Committee meeting.

4.3 An Ordnance Survey extract map of the area with the application premises at the centre is attached at Appendix A5.



A1

## New Premises Licence

### Premises Details

Premises Address \*

ADDINGTON PARK KENT GATE WAY CROYDON  
CROYDON CR0 5AR

Telephone number at premises (if any)

Non-domestic value of premises. \*

£ 0.00

### Applicant Details

I/We 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.

Please state whether you are applying for a premises licence as:

a person other than an individual -as a limited company/  
limited liability partnership

### Applicant Details

If you are applying as a person described in one of the above please confirm: \*

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

### Other Applicant (Non Individual)

Name \*

Made In 90s Ltd

Registered Address \*

71-75 Shelton Street

Covent Garden

Town/City \*

London

A1

**Other Applicant (Non Individual)**

|  |   |
|--|---|
| County   |   |
| Postcode *   | WC2H 9AJ  |
| Registered Number (where applicable)   | 13902214  |
| Description of applicant (for example partnership, company, unincorporated association, etc) * | Made In 90s Ltd are an events and entertaining company, focusing on celebration of music from 90s Era. We provide multiple events across London, including but not limited to exclusive dinner gala events, indoor club events, packaged holidays, outdoor festivals for guests and attendees over the age of 28yrs+. |
| Telephone Number   | <del>0203051234</del>   |
| Email *  | info@madein90sevents.co.uk  |

**Operating Schedule**

|  |   |
|--|---|
| When do you want the premises licence to start? *  | 29/07/2023  |
| If you wish the licence to be valid only for a limited period, when do you want it to end?                               | 30/07/2023  |
| Please give a general description of the premises. *   | we would like our advanced purchased music events to take place at Addington Park - situated in Addington in the London Borough of Croydon. Each event day will consist of recorded music played by DJs, alongside the sale of food and drink by Vendors. On each day the maximum number of attendees (including staff, vendors, contractors and attendees) will not exceed 3100. |
| If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. |   |

**Operating Schedule**

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 read guidance note 2) \*

Plays

A1

### Operating Schedule

- Films
- Indoor Sporting Events
- Boxing or Wrestling
- Live Music
- Recorded Music
- Performances of Dance
- Anything of a similar description falling under Music or Dance
- Provision of late night refreshment
- Supply of Alcohol

### Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

Saturday

13:00

22:00

### Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

Sunday

## Recorded Music Standard Times

AI

13:00

22:00

## Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 3) \*

Outdoors

Please provide further details.(please read guidance note 4)

All music will be played in an outdoor setting, on a stage built by an authorised production team. Other than sound testing, music will be played on both dates between the hours of 1pm and with a sharp end at 10pm.

State any seasonal variations for the playing of recorded music. (please read guidance note 5)

N/A

Please state any non-standard timings, where you intend to use the premises for the performance of recorded music at different times from the Standard days and times listed? (please read guidance note 6)

N/A

## Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)\*  
Please enter times in 24hr format (HH:MM)

Day \*

Saturday

13:00

21:30

## Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)\*  
Please enter times in 24hr format (HH:MM)

Day \*

Sunday

13:00

21:30

## Supply of Alcohol Standard Times

A1

## Supply of Alcohol

Will the supply of alcohol be for consumption on premises or off premises or both? (please read guidance note 8) \*

On the premises

State any seasonal variations for the supply of alcohol. (please read guidance note 5)

N/A

Please state any non-standard timings, where you intend to use the premises for the supply of alcohol at different times from the Standard days and times listed?(please read guidance note 6)

N/A

## Designated Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form)

Title \*

Mr

First name \*

Oluwatosin

Surname \*

Akinsanmi

Street address \*

~~XXXXXXXXXX~~

~~XXXXXXXXXX~~

Town/City \*

London

County

Postcode \*

~~XXXXXX~~

Personal Licence Number (if known)

14/00/456/LIPERS

Issuing Licensing Authority (if known)

Croydon

## Adult Entertainment

### Adult Entertainment

A1

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 9).

N/A

### Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

Saturday

13:00

22:00

### Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

Sunday

13:00

22:00

### Opening Hours

State any seasonal variations. (please read guidance note 5)

N/A

Please state any Non-standard timings, where you intend the premises to be open to the public at different times from the Standard days and times listed? (please read guidance note 6)

N/A

### Licensing Objectives

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

a) General - all four licensing objectives (b, c, d and e) (please read guidance note 10)

50 to 1 SIA Security personnel will be allocated to the event. All staff and contractors will be briefed in full about local area, how to diminish impact on local residents, what do in the



## Licensing Objectives

AI

|  |  |
|--|--|
| <p>b) The prevention of crime and disorder</p> | <p>event of any security breaches and how to work alongside the police should they come into contact with any form of prohibited items. Engagement will take place with local residents and ward councillors.</p>  |
| <p>c) Public safety</p>                        | <p>Security personnel will work closely alongside the events organisers and Police, ensuring drugs and the use of weapons are diminished. ALL staff, contractors, DJs, Artists and attendees must go through security search (search wands, bag search); no exceptions. Adequate high perimeter fencing will be used to assist with counter terrorism activities and will be screened off. Reduce the risk of people jumping over fences- arrange additional site visit alongside contracted Security company.</p> |
| <p>d) The prevention of public nuisance</p>    | <p>Violence against women &amp; girls. Vulnerable People Training Package will be supplied by Police. All staff, contractors and vendors must complete training. SIA trained security personnel will be on hand to provide a secure environment. The consumption of alcohol will be forbidden outside the perimeter of the event. Security will ensure upon exiting Addington Park, all drinks are disposed of.</p>  |
| <p>e) The protection of children from harm</p> | <p>Trained traffic wardens will be employed to ensure the attendees park within the allocated are of Addington Park, not causing a nuisance to local residents. Toilets and waste bins will be provide within the car park and on exit points of the events space, ensuring litter and urination is kept within the park grounds, in authorised locations. SIA trained security personnel will be deployed within these areas.</p>   |
|  | <p>No persons under the age of 18 years will attend the event. IDs will be checked by SIA trained security personnel on all entry points of Addington Park, ensuring attendees are true ticket holders and over the age of 18 years. For the surrounding areas outside the perimeter of the park, SIA security staff will be on the look out for any suspicious activity and be in contact with the police should they see suspicious behaviour.</p>   |

## Declarations

Declaration Type \*

Sole Applicant - Individual or Other

## Declarations

I have uploaded a copy of the plan of the premises. I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable. I understand I must now advertise my application. I understand that if I do not comply with the above requirements my application will be rejected. Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

A1

## Declarations

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT' 'IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Signature/Declaration of applicant or applicant's solicitor or other duly authorised agent (see Guidance Note 11 & 12). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.

- I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

Full Name \*

Oluwatosin Akinsanmi

Date \*

19/02/2023

Capacity \*

Applicant

Declaration made

Do you wish to provide alternative correspondence details? \*

No

## Email confirmation

On submission an email confirmation will be sent using the details below

Forename

Oluwatosin Junior

Surname /Company Name

Made In 90s Ltd

Email \*

info@madein90sevents.co.uk

Telephone

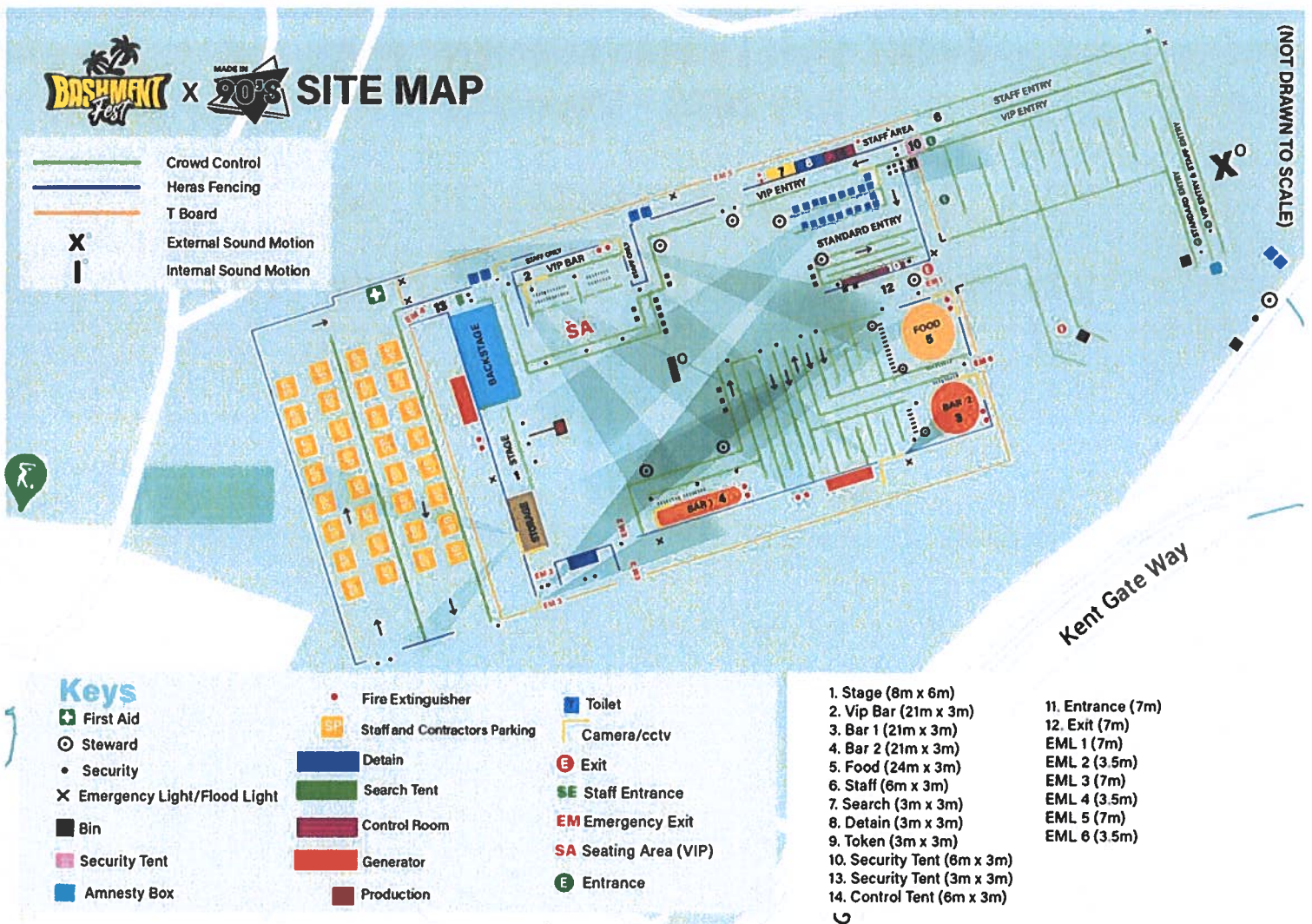
~~020 2020 2020~~

Appendix 2

**Addington Park Site Map – both Bashment Fest & Made In 90s Outdoor Fest**

**Site Map Brief**

Please note the VIP Entrance / Exit route to the left will not be used on either event day (unable to remove from Site Map, however, has been 'X' out).



**Sizing Overview**

The entire event area will measure to a minimum of 0.5sqm per person (as per purple guide). There will be a total of 110m x 85m [9,350sqm aprx] - slight increase than what the guidelines state. Please see key measurements below for important areas within the site:

- o Overall Site Measurement 110m x 85m
- o Staff Car Park 21m x 85m
- o Stage 8m x 6m



A2

Bashment Fest & Made in 90s Festival

**EVENT SAFETY MANAGEMENT PLAN**  
**July 2023 - Version 1**

*Addington Park, Croydon, CR0 5AR*

*Saturday 29<sup>th</sup> July 2023 - Sunday 30<sup>th</sup> July 2023*

# Event Safety Management Plan

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## 1. NATURE AND CONTENT OF THE EVENTS

### Event Details

**Dates:** 'Made In 90s Outdoor Fest' on Saturday 29<sup>th</sup> July 2023  
'Bashment Fest on Sunday 30<sup>th</sup> July 2023

**Time:** Gates open to the guests from 1pm, with gates closing for entry at 7pm sharp.

**Closing Time:** Bars will close for all drinks at 9.30pm sharp, with music ending and all other activities to cease by 10pm sharp.

**Location:** Addington Park, Croydon, CR05AR

**Numbers:** Up to 3,000 guests. Up to 200 staff, and contractors throughout both event days

**Saturday Audience:** Over 28 years of age – 90% of guests are over the age of 32 years.

**Sunday Audience:** Over 21 years of age- 83% of guests are aged 21-25 years old.

### **Nature of Bashment Fest event:**

An outdoor festival with DJs, food vendors and beverage bars. Bashment Fest will be a ticketed event. Numbers within the event enclosure will be controlled to the amount of 3000 people.

The event will cater to a crowd of adults aged 21+ (most of which will be between the ages of 21-25 years old), with a strong focus on celebrating music derived from the Caribbean. A DJ line up will be provided by:

- o DJ Larni
- o Loyal Squad Sound
- o Seani B
- o Sir DJ Corey
- o DJ Capo
- o DJ Deo
- o Supa Nytro
- o RayPlayhouse
- o DJ Juvey
- o DJ Dynamic – CapitalXtra
- o Andrew Fresh
- o Mix Masters
- o Natz B
- o DJ Kaythree
- o DJ Teej
- o DJ Spookz
- o DJ Day Day
- o DJ Kenny Allstar
- o Chuckaloo

There will be artist performances from:

- Stylo G
- Amaria



- Big Zeeks
- Uncle Shaqs
- Cristale
- Prince Akeem
- IQ
- Valiant

We will be operating an advance ticket only event, in which ticket sales will close promptly at 12pm on the day of the event. Tickets for Bashment Fest will be sold online via major ticket platforms.

**Nature of Made In 90s Festival:** An outdoor festival with DJs, food vendors and beverage bar. The Outdoor Party will be a ticketed event amongst the MadeIn90s regular attendees. Numbers within the event enclosure will be controlled to the amount of 3000 people.

This event will celebrate R'n'B, Hip-Hop, Reggae and Dancehall music from the 90s era, alongside a touch of present-day music genres. There will be no artist performances, however all music will be supplied by well-known DJs:

- o DJ Milktray – BBC 1Xtra (main DJ and host for the event)
- o DJ Ace – BBC 1Xtra
- o DJ T21 (Sweetboyz Ent.)
- o Big Business
- o Preds UK
- o Deep Clarity
- o Marcus Drama
- o Mix Masters
- o DJ Conspiracy
- o DJ Melo D
- o Kid Man
- o DJ Gallistair
- o Lissy J
- o DA Firm (Reading Finest)
- o DJ Logicz
- o Simple Simon
- o DJ Mexy (Birmingham)

This event will cater to a mature crowd over the age of 28 years old, with 90% of the demographic being between the ages of 30-40 years of age.

We will be operating an advance ticket only event, in which ticket sales will close promptly at 12pm on the day of the event. All tickets will be sold on our website.

We will have a good indication on tickets sales for both events at all times. If all allocated

tickets are sold out, we will ensure no more tickets are sold and there will be **no cash sales on the day.**

Tickets sales will not exceed the amount granted by our licensing and as proposed in this ESMP.

Two weeks prior to the event, attendees will receive a blast email notification (posts will also be made on social media), advising them to use Addington Village as their station stop, not Gravel Hill.

Public health messages will also be included within the communication, advising attendees of the free water available on site, weather forecast guidance, hand sanitizer stations. All post communication will also include the Ask Angela info / logos.

Templates of this communication will be sent to Sarah Cox, prior to sending out to the public.

Made In 90s Limited assumes overall responsibility for the production planning, management, co- ordination, and financial control of the festivals.

## 2 ORGANISATIONAL STRUCTURES FOR SAFETY AND KEY PERSONNEL

### Bashment Fest Management:

- Events Co-ordinator: ~~Donna Bellamy~~
- Site Manager: ~~Donna Bellamy~~
- Food Vendors Manager: ~~Donna Bellamy~~
- Production Manager: ~~Donna Bellamy~~
- Event Administrator / Assistance: ~~Edin-Mate Barrett~~
- Security Liaison Manager: ~~Donna Bellamy~~
- Token & Ticket Entry Manager: ~~Donna Bellamy~~
- Bar Liaison Manager: ~~Donna Bellamy~~
- Traffic Management Manager: ~~Donna Bellamy~~
- Customer Service Manager: ~~Edin-Mate Barrett~~
- Noise Control Manager: ~~Donna Bellamy~~

### Made In 90s Festival Management:

- Events Co-ordinator: ~~Donna Bellamy~~
- Site Manager: ~~Donna Bellamy~~
- Food Vendors Manager: ~~Donna Bellamy~~
- Production Manager: ~~Donna Bellamy~~
- Event Administrator / Assistance: ~~Edin-Mate Barrett~~
- Security Liaison Manager: ~~Donna Bellamy~~
- Token & Ticket Entry Manager: ~~Donna Bellamy~~
- Bar Liaison Manager: ~~Donna Bellamy~~
- Traffic Management Manager: ~~Donna Bellamy~~
- Customer Service Manager: ~~Edin-Mate Barrett~~
- Noise Control Manager: ~~Donna Bellamy~~

### 3 EVENT LICENCE

#### **Prevention of Crime and Disorder**

The events will take place within a fenced, enclosed area allowing access only to those with tickets, event wristbands or event passes.

Made In 90s Festival and Bashment Fest will provide SIA security staff for the event.

Search policy and conditions will be advertised on our tickets and website. Searches will be performed at the main entrance area under the cover of an open face marquee, which provides overhead cover and two opened sides at front and rear, allowing through flow of guests as they progress from the queue inside the marquee, through the marquee security checks and out through the rear. Searches are performed as a "Condition of entry". Persons refusing to be searched will be denied entry. Security team will deploy the use of person and bag searches including handheld metal detectors. Person searches will be carried out by both male and female security personnel.

If any prohibited items are found during a search, it will be boxed in the control room then taken to the police station by security personnel.

There will be security and stewards manning the entrance and emergency exit to ensure no one can access the event illegally and exit paths/fire lanes area kept clear.

There will be security and steward movement between the guests. Security will be briefed to look out for any suspicious activities that may lead to crime and disorder. Radio communications will be used between the management, security, and staff, to always keep in contact.

MadeIn90s and Bashment Fest have a Zero Tolerance to Drugs policy. Anyone suspected of, or found dealing or using any illegal substances, NPS / "legal highs" or NOS gas will be immediately removed from the Addington Park site.

This is in accordance with the Misuse of Drug Act 1971. Any drugs seized are kept in the safe, signed and dated. Head of security will hand over any seized items or drugs to the nearest Police station at a convenient time, after the event has closed and all operations has ended.

The organisers will ensure the following conditions are adhered to across both events, as instructed by Police Licencing Authorities:

- Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised by SIA door supervisors to ensure that there is no nuisance or obstruction to the public highway and footpaths.
- All staff engaged outside the entrance to the premises, or supervising/controlling queues, shall wear high-visibility jackets or vests.
- Operate an anti-drugs policy in conjunction with a search and seizure policy. In compliance with agreed memorandum of understanding. This will also include storage and disposal procedures. Signage will be displayed throughout the

premises. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.

- Operate a weapons policy in conjunction with search and seizure. This will also include storage and disposal procedures. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
- Operate an anti-theft policy, which will include the reporting of theft, safe storage of found items, storage and disposal procedures for all items of property found or discarded on the premises. Signage will be on display in prominent places advising customers to safeguard their property. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
- Operate a search policy which includes searching everyone who enters the event including all staff and artists. All bags will be searched and all those entering will pass through the metal detector and/or wands search area.
- A clear visible notice shall be placed at the entrance to the premises advising those attending, that it is a condition of entry that customers agree to being searched and that police will be informed if anyone is found in possession of controlled substance or weapons.
- An incident log (which may be electronically recorded) shall be kept at the premises by the organiser and made available on request to police or an authorised officer. The following details shall be recorded:

Date of incident

Time of incident

Location of incident

Persons concerned

Summary of incident

Identification of any Emergency Services Personnel who attended

- There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the premises and a copy lodged with the Police Licensing Team. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
- A Challenge 25 scheme must be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are over 21 years of age. Proof of age shall only comprise a valid and in date passport, photo card driving licence, military card or a card bearing the PASS hologram.
- Ensure that polycarbonate drinking vessels are used for all alcoholic and soft drinks served to customers and that all drinks supplied in glass bottles will be decanted into polycarbonate serving or drinking vessels.
- No Alcohol will be brought into the event by customers and any alcohol found will be seized and disposed of by security.
- Ensure that customers are prevented from leaving the event site with bottles or open

containers.

- SIA door staff will be deployed at the event at a minimum ratio of 1:50. CCTV to be installed at points around the site, including entrance, exit, main stage and the bars.
- All tickets sold on the day of the event must conform to the security policy ratio of 1:50.
- When SIA door staff are deployed ensure that records are kept by the DPS, at the premises, of the following details of any door-supervisor employed at the premises: -
  - Name and date of birth
  - Full 16-digit SIA badge number
  - Dates and times employed
- These records must be made available, in useable form, to the Metropolitan Police, Croydon Council officers or authorised officers of the Security Industry Authority upon request.
- A direct telephone number (mobile to be held by duty manager) will be provided to neighbouring premises to be used in the event of a complaint of noise nuisance.
- The premises shall run each event with the latest Event Management Plan that has been agreed in writing at the latest SAG meeting.
- The event management plans for each event shall include the following information as a minimum; site plans, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, specific safety policies, risk assessments, traffic management plans, possible noise nuisance plans, and ingress/egress plan.
- All bar staff at the event will be trained, this training should reflect the Licensing Act 2003 and include the licensing objectives, proof of age, and conflict management. All staff training records should be maintained and kept on site. A designated member of staff should be able to produce the records on the request of police or other authorized person.
- The event will operate a vulnerable person policy, this must include WAVE training for all members of staff.
- Each bar shall be individually managed by a personal licence holder, during licensable hours.
- Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.
- CCTV shall be in operation throughout licensable hours, and must include: Main public gate, main stage and all bars. CCTV must be retained for 31 days after the event and made available to Police or Council upon request. During the event any CCTV request made by Police should be provided on a usable digital format within 2 hours.



**Prevention of Public Nuisance**

There will be security and stewards on the entrance gate to control any queues.

The timings of the live music and entertainment are kept within the licensing allowances to be agreed with Croydon Council.

In the event of any complaints, a contact number or radio control for MadeIn90s and Bashment Fest will be made for residents to contact. (See appendix 1 – complaints policy).

SIA security will be employed to help ensure the prevention of public nuisance.

A dedicated phone number will be made available for residents to contact if there is a public nuisance concern. The number will be acquired prior to the event and distributed to the local authorities.

**Securing Public Safety**

Aero Ambulance Medical Company will be employed, and a medical point will be positioned clearly on site (see appendix 2 – Site Map). The number and level of medical personnel will reflect the recommended number within their medical risk assessment and close to numbers in the old HSE Guidance, "The Event Safety Guide".

There will be a Lost & Found point manned by suitably checked personnel situated in the control room.

There is a full event risk assessment (see appendix 3 – Addington Park Risk Assessment) and fire risk assessment that will show how to minimise the risk from hazards on site and suggest control measures to be put into place.

A full, clear incident and evacuation plan will be in position should an incident occur.

Food traders will be required to provide full safety documentation before the event and will be subjected to a stall safety and hygiene inspection before being allowed to trade. (see appendix 4 – Food and Hygiene Policy). We will make sure there is adequate space of about 10 metres between food vendors. No refreshments will be served in glass containers. No glass on site.

Staff and stewards are trained to look out for proxy sales and anyone that may be supplying alcohol or drugs.

No dogs or pets shall be allowed on site. Guide dogs will be allowed.

#### **4 VENUE AND SITE DESIGN**

(Please refer to Appendix 2.)

Site map – The team have created the site map for the 2023 event based on the location of Addington Park.

Letters or numbers will indicate gates in the perimeter fence. The routes on the map will be indicated by colours: EXAMPLE Red Route = the route for contractors' traffic, Blue Route = the route for the public.

The map will contain the following information:

Placement of fencing — T boards, hears/mesh, pedestrian barriers, or mojo/front of stage barriers.

Location of all sites exits and entrances — this will include emergency exits. All gates / exit points will be identified with a letter.

Location of infrastructure — this will include marquees, stage, port cabins, stalls, toilets

Location of welfare features — this will include first aid, security HQ, information/lost property, production office, water points, etc.

Location of emergency and safety features - this will include emergency vehicle access to site, Rendezvous Point, public assembly area, fire lanes main arena.

## **5 PLANNING AND MANAGEMENT**

The event will be split into three distinct phases:

Site Construction  
The Event (live days)  
Site Breakdown

MadeIn90s and Bashment Fest will comply with The Health and Safety at Work Act 1974 and other relevant legislation. Management plan to provide and maintain a safe working environment and safe systems of work, including systems required within the recent Construction (Design & Management) Regulations 2015 that now apply to events. During the construction and the takedown phases, the event will be monitored and supervised according to CDM systems.

As far as is reasonably practicable the event shall be conducted in accordance with the New Purple Guide. This has replaced HSE 195, "The Event Safety Guide" (aka The Purple Guide) which has been withdrawn by the HSE.

Both MadeIn90s and Bashment Fest Splash Management shall keep an Event Safety File with documented evidence of the safety features of all contractors and suppliers. The file will include:

A copy of this Event Safety Management Plan (ESMP) and appendixes which includes  
Event Risk Assessments.  
Event Emergency Plans  
Detailed scale plan of the site

Copies of current of the Combined Liability Insurance certificates from the Company, Suppliers, Contractors and Public Liability Insurance from all non-PAYE staff including self-employed contractors (aka Freelancers). The Company Employers Liability Insurance will cover volunteers. This will be produced 14 days before event.

Copies of Risk Assessments, Method Statements and other relevant safety documentation gathered from contractors and suppliers including the self-employed.

Structural information and wind loading on all temporary demountable structures.

PAT, Gas Safe or other appliance safety documentation.

Food Hygiene certificates and local authority registration information from catering units.

Any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to the Festival Managers. Reporting required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) shall be the responsibility of the Medical Managers with support from the Management Team. All RIDDOR accidents will be accompanied by a site incident report as created by the Aero Ambulance.

The Event has Public Liability and Employee Liability insurance and has arranged

adequate and appropriate cover for the event of £5 million Public Liability and Employers Insurance, plus cover on products. Equipment for all contractors and suppliers will be required to supply documented evidence of Public and Employers Liability. This information will be copied into the Event Safety File kept online.

The safety of the event will be managed in the following manner:

- Construction Phase - The construction is proposed to commence on Tuesday 25<sup>th</sup> July 2023.
- As per licensing conditions, control of the premises entrance points will be maintained.
- Guests will not enter the site during the construction phase; only those with accreditation / Key Personnel will be allowed.

Ongoing dynamic assessments will continue before and during the event by the MadeInThe90s and Bashment Fest Management Teams.

Contractors, traders, and suppliers for the site build will enter and exit the site. Contractors will be issued with accreditation passes for their vehicles at the entrance gate. Stewards will have vehicles registration numbers and a list of all vendors and contractors allowed to enter the park during setting up. All other vehicles or persons shall be turned away.

Contractors, vendors activity providers will be requested to supply appropriate risk assessments, public liability insurance, health, and safety policies

Vehicle movements will be restricted at the end of festival, to allow customers to leave the grounds. Vehicle movement into the festival grounds will be after close of festival.

Lighting will be available for any work to be carried out during hours of darkness.

### **The Event Phase**

The event will be open to guests from 13.00 – 22:00 on both Saturday 29<sup>th</sup> July 2023 and Sunday 30<sup>th</sup> July 2023. Guests will be allowed to arrive and gain entry to the event site from this time. The general management of this phase will remain under the direction of the relevant event's Management Team.

During the live hours of each event, the Management Team will be active in monitoring the event activities and the movement of the customers. (Please see appendix 5 – Traffic Management Plan).

The Crowd Safety and Stewarding team will ensure that site perimeter integrity and social order are maintained and everyone in their teams are prepared to act in an emergency.

### **Site Breakdown Phase**

All activities will cease at 22:00 on both event days. The main area will be cleared of all customers by within a reasonable time after the final DJ performances. The entire site will be cleared of all public as swiftly, safely, and quietly as possible.

Contractors and vendors will dismantle and leave the site after guests have left the site.

During the build, welfare provision and lighting will be available to contractors if they are on site. First aid will resort back to the provisions during site build.

Takedown schedule: The MadeIn90s Management will have one night to clear the site and return it to its original state. This is sufficient time to take down all infrastructure and provide a final litter sweep to make sure the site is restored to the conditions found when it was taken on.

### **PERFORMANCES, ATTRACTIONS AND DISPLAYS**

Music – There will be one stage on each event day, featuring live music with DJs. All music will start at 13:00 and cease at 22:00, as agreed in accordance with licence.

The Stage Management are responsible for all activities taking place on the stage and will monitor all movement and activities.

The stage and sound system speakers will be positioned to direct any sound away from residents near the area and will be kept contained within the party grounds.

## 6 VENDORS AND FOOD STALLS, DISPLAYS, BARS

Food and Drink – There will be catering stalls on site selling hot and cold foods and drinks. In addition, there will be two bar marquees for the sale of alcoholic beverages. Alcohol will not be sold through any outlet other than the bars (see below). Please see details of three below, noting, we are waiting for five more to be confirmed:

### **THE MEAL TEAM POWER PACKS LTD**

Company reg no: 10399121

Company registered address: [REDACTED], United Kingdom, [REDACTED]

### **RICO'S SLUSHIES LTD**

Company reg no: 14086296

Company registered address: [REDACTED], England, [REDACTED]

### **DOW DOWS SOUL KITCHEN LTD**

Company reg no: 13352141

Company registered address: [REDACTED], London, England, United Kingdom, [REDACTED]

Catering units must provide safety documentation prior to the event. This will include current certification for:

#### Insurance

PAT, electrical systems and/or Gas Safe certificates

Registration with a local authority plus their hygiene rating as per the National Food Hygiene Rating Scheme (Scores on the Doors: 3, 4 or 5 score only accepted)

Food hygiene certificates

Bars – There will be three bars on site selling to the public. [REDACTED] will be the named personal license holder and Designated Premises Supervisor (DPS) as per the license. [REDACTED] also have a DPS License.

The bar shall be in an enclosed area within the event site, limited to under 200 people per bar. A click in/out system shall be used to monitor numbers

The bar area will be monitored by SIA Licensed stewards and Security who will ensure the bar area remains free of social disorder.

The bar will operate a "Think 25" system of checking ID and stopping underage drinking. Signs stating this will be at all entry points and at all bars. Acceptable forms of

ID will be:

MoD Identity card



Photo driving license  
Current passport  
Government approved card showing a "PASS" logo

As per agreement with the licence alcohol will only be sold between the hours of 13.00 and 21:30 on the event days, though Management may choose the option of closing bars sooner if they wish. It is anticipated that there will be a call for "last orders" before all other activities cease at 22:00 so that the event may close on time and people leave.

## **7 NOISE MANAGEMENT AND PASS SYSTEMS**

Made In 90's and Bashment Fest Management will make every effort possible to reduce the impact of noise and nuisance on the neighbouring public as per Licensing Objective 2 "Prevention of Public Nuisance". (Please see appendix 6 – Noise Monitoring Plan).

As much as possible, the site will be designed so speakers face away from the closest residents or businesses. Prevailing winds will be considered as will land contour. All loudspeakers will be arranged and directed as agreed with the Licensing Authority at least 28 days prior to the event.

Noise levels from the stage will be monitored by the KP Acoustic Ltd engineers and recorded on an hourly basis.

Unrestricted access to the sound mixing positions and backstage areas will be always allowed to the Licensing Authority for the purposes of sound level measurement and communication with the sound engineer(s).

## **8 COMMUNICATIONS, COMMAND AND CONTROL**

### **Radio Communications:**

Main Stage  
Main Entrance  
Exit gates / Fire Exit  
Bar / Toilets Area

Vendors, DJs & Staff

Vehicles – Will access and leave the site via dedicated entrances and roadways around the perimeter to avoid coming into areas of public use.

Emergency Access: If needed, emergency service vehicles will have a dedicated entrance to the site.

## **9. CROWD MANAGEMENT, SECURITY, STEWARDING & COUNTER-TERRORISM**

The infrastructure, staffing, operation, and management of the crowd stewarding operation will be in accordance with BS 8406:2009, Code of Practice for Event Stewarding and Crowd Safety Services. All security personnel carrying out licensable activities will be SIA Licensed.

Crowd Management is defined as 'The Systematic planning for and the supervision of orderly movement and assembly of people. Crowd Management involves the assessment of people handling capabilities of a space prior to its use. It includes evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as tickets collection, and expected types of group behaviour.'

As well as crowd management, the Security Management Team will take on all the security roles required under the Private Security Industries Act 2001 (P.S.I.A 2001) and all members of staff carrying out security duties will be trained to the relevant standards and be in possession of a valid SIA License which shall be displayed.

The Security Management Team shall be:

- Responsible for drawing up a schedule of deployment for the festival
- Running pre-event briefing for all their stewards and SIA security
- Equipping and monitoring all their stewards and SIA security working at the event
- Overseeing deployment of stewarding and SIA security staff and resources
- Carrying out agreed emergency plan procedures
- Coordinating with the Event Manager, the First Aid Officers, Management and all Security and Stewarding Staff regarding the positioning of the security/stewards and ensuring they are all aware of their roles and responsibilities.
- Ensuring that all staff comply with the security plan and the instructions of the Safety Officer
- A representative from the team will be overseeing the operation of the Control Room
- Ensuring that all security and steward staff are accounted for.
- Ensure staff and vendors do not exit and enter the premises during the event, unless there are mitigating circumstances, of which the approval must be given to security staff by the Events Organiser, and the staff member must be searched again upon re-entry.
- Should a significant incident occur, assume responsibility for ensuring that it

- has been managed and recorded correctly whilst also liaising with any relevant responsible authority including but not restricted to the Police and the Fire Brigade
- Produce the Security Risk Assessment.
  - The numbers on site will be restricted to 3,200 maximum. All security and stewarding planning will cope with this number of persons on site.
  - The site plan will show position and location of performance area and food court activities to maximise audience flow and viewing area adequate viewing area in front of the Main Stage without undue crowding
  - The front (pit) and side of stage areas are "working areas" not "viewing areas". No guests will be given stage access or backstage access.
  
  - Prevent unauthorised access to the grounds by anyone without a valid ticket or pass. Anyone who is perceived as a threat to enjoyment and safety of guests attending the event will also be refused entry.
  - To the best of their ability and in accordance with the law regarding their powers of search and bearing in mind the Human Rights Act Article 3, will also deter non- permitted items such as glass, cans, alcohol, fireworks, dogs, weapons, or anything deemed to represent a weapon, drugs, etc. being allowed onto site.
  - Evacuate the public, staff, and performers in an emergency to the appropriate evacuation area. Patrolling the event site to monitor site infrastructure and activities.
  - Mind internal gated entry and emergency exit points to ensure they remain clear
  - Be available to answer public questions regarding welfare facilities on site.
  - All stewards/security as with all staff will be given a briefing about emergency procedures, radio protocol including the use of radio code words, missing, and found children information. Each member of staff will have a lanyard/laminated card to pin on their person, with this information.

### **Security Plan**

### **EVENT SECURITY PLAN OVERVIEW**

This security plan will provide an overview of procedures in relation to the upcoming Made In 90s and Bashment Fest events.

The context of this document will contain:

- An Event summary
- Event dates
- Location
- Timings
- Management
- Health & Safety
- Security procedures
- Major Incident planning

### **Event Summary/Event Dates**

Made in 90's Festival is an event that is dedicated to the older generation which has been successful from previous events that have taken place at other venues. Playing the best of old school R&B/Hip-Hop/Dancehall/Reggae. The event takes place on Saturday 29<sup>th</sup> of July 2023, it is expected to have a sold-out event which will consist of 3000 attendees which starts at 1pm and ends at 10pm.

Bashment Fest is an event that showcases the feel good factor in the music and vibes that is created by the event itself and the DJ's on show. The event takes place on Sunday 30<sup>th</sup> of July 2023, it is expected to have a sold-out event which will consist of 3000 attendees which starts at 1pm and ends at 10pm.

### **Location**

#### **Addington Park**

3 Kent Gate Way Croydon CR0 5AR.

The Park is situated at the junction of Kent Gate Way and Gravel Hill. 2 tram stops located either side of the park which are Gravel Hill and Addington Village.

### **Timings**

#### **Made in 90's event: 1pm-10pm – Event organisers: ~~XXXXXXXXXXXX~~**

Security to be on site from 10:30 to sign in and for briefing, then at 11am to be in designated positions, staff finish and sign out once attendees have left the premises



and the areas are clear.

**Bashment Fest: 1pm-10pm - Event organisers: [redacted]**

Security to be on site from 10:30 to sign in and for briefing, then at 11am to be in designated positions, staff finish and sign out once attendees have left the premises and areas are clear.

**Security Managers on site**

**Main Security Manager - [redacted]** will be overseeing the security team for both days of the festival. Every manager will be reporting to [redacted]

**Internal Security Manager - [redacted]** will be overseeing all security in the internal area of the venue. Internal staffing personnel will be reporting to [redacted]

**Internal Security Manager 2 - [redacted]** who will be overseeing the security in the VIP area and all the emergency exits. [redacted] will also be reporting back to [redacted]

**External Security Manager - [redacted]** who will be overseeing the security and stewards who will be on patrol at the tram stations and residential roads that need to be manned.

**Control Room Manager - [redacted]** who will be overseeing the security in the CCTV control room, detain room and the response teams.

**HEALTH & SAFETY**

We understand the importance of the safety and welfare of our workforce. Our Director [redacted] is ultimately responsible for ensuring the health & safety legislation is adhered to within the workplace environment. Our director focuses on identifying any potential risks and ensures measures are put in place to prevent and counteract any hazards. Every contractor must take responsibility for working safely within their line of work and comply with the health and safety guidelines set.

All contractor training and certifications will be stored digitally, with all parties who do require access to these having the visibility to do so. This will ensure all parties have proof and knowledge that all staff / contractors are providing works in safe environment.

[redacted] Security dedicates time and effort in ensuring all customers have a safe and enjoyable experience. This is done by ensuring potential risks are eliminated or minimised.

PPE equipment (Hi-vis utility vests, Black for management, Orange for Security and Yellow for Stewards) will be provided for the duration of the shift. Failure to comply with these measures will result in disciplinary action. Further breaches will result in the elimination of contracts.

Each staff member is mutually responsible for the welfare of themselves and their colleagues whilst working on site. All staff will comply with the Health and Safety at Work Act 1974 <https://www.hse.gov.uk/legislation/hswa.htm>, in which will form part of their refresher training, and signed completions will be stored digitally on site.

All necessary training is provided to staff to ensure work can be carried out in a safe



and efficient manner.

- Health and Safety at Work 1974 refresher training
- First Aid
- Crowd Control training
- Vulnerable people
- Challenge 25
- Evacuation.

### **FIRE SAFETY**

In the event of a fire, the following procedure will take place. Whosoever discovering the fire will contact their line duty manager with the transmission of ~~the fire~~ discovered followed by the location' this will then be promptly transmitted to control who will locate the fire marshal to attend the location. SIA guards close to the incident will commence crowd control and ensure attendees are safe.

In accordance with the 4 common principles Prevention, Detection and Communication, Occupant Protection, Containment and Extinguishment.

If the Fire Marshall cannot control the discovered risk, the fire department is the next point of call via the 999-emergency number.

Security will then assist in the Bashment Fest and Made in 90s with evacuation processes to ensure everyone's safety. The best place for the fire assembly point will be ~~at the back of the site~~ next to ~~the bar area~~. All SIA guards, Stewards and event organisers will be made aware of this location prior to the event commencing.

### **SECURITY PROCEDURES**

- Staff allocations.
- Search policies & prohibited items.
- Safeguarding everyone on site of the venue and outside attendees.
- A site sweep will be mandatory upon beginning and ending of event this will help minimise the potential threat of unattended items or packages left undiscovered.
- Two Senior Security staff member will complete the security sweeps with the presence of sniffer dogs, ensure all areas of the location have been swept effectively.
- Authorised personnel will be provided access to these logs (Google Drive), should they require an inspection of the documentation.

### **SECURITY/STEWARDS STAFFING ALLOCATIONS**

## **SEARCH POLICIES**

Front line perimeter security will ultimately be responsible for those allowed to enter and exit the site, with those not consenting to search being refused entry.

A 2-tier search policy will be put in place for the attending spectators. This will consist of a mandatory bag and person's search. Metal detectors will also be at hand to wand those after a search has been carried out. Ticket holders will be searched, after it has been confirmed they have a valid ticket for entry. Everybody entering the venue will be searched.

A soft ticket check search for attendees, and identity check will be in place for all staff personnel, ensuring the person in uniform is in fact the correct person down on the roster and not an imposter attempting to breach the site. These procedures are in place to minimise risk and keep everyone on site safe.

There will be 8 in total SIA guards carrying out the searches in the VIP entrance and standard entrance.

### **Inside Search Tent will include:**

- 2 SIA guards.
- Detain / Arrest facility.
- 1 x drug sniffer dog.
- Amnesty bins.

## **PROHIBITED ITEMS**

All items disclosed are forbidden to be brought on site. If any of these prohibited items are found on any person will be confiscated, refused entrance upon entry and in serious circumstances police involvement:

- Alcohol
- Liquids
- Fireworks

- Illegal substances
- Balloon canisters
- Nitrous oxide/laughing gas.
- Weapons or any item which could be used as a weapon. i.e., comb with metal end/bats/knuckle dusters, knives, bottles.
- Unmanned aerial drones
- Spray cans
- Laser devices
- Flares
- Glass items of any kind.
- No liquids can be brought on site, if found security will confiscate and dispose of. If customers wish to consume alcohol, this can only be done by purchasing on site.
- 
- **Any prohibited items found will be:**

1. Confiscated from the individual and stored in the correct numbered storage box inside the Security Control & CCTV room.
  2. Details will be logged digitally, (including but not limited to, full name as appears on their ID, address if applicable, prohibited item found, location in which it was discovered, date & time of discovery, member of ~~XXXX~~ Security who found the prohibited item)
  3. Items will be collected by local police at agreed collection times (if prohibited items have been collected by ~~XXXX~~ Security) – further details / arrangements TBC with Met Police.
- There will always be 1 x exit lane open for any attendee who wants to leave the event before closing time. This will be manned by SIA staff. Once gates close promptly at 7pm, all entry lanes will be closed and converted to exit lanes – all of which will continue to be manned by SIA staff.

## **BRIEFING**

Once signed in staff will be briefed at 11am to inform staff on the running's for the day along with:

- Who the managers are and who is the point of call.
- What is expected of them and to always be professional, providing excellent customer service.
- Overall details of the event day
- Expected peak times during the event day.
- Staffing allocation for the day
- The use of radios and checking the radios are working.
- Staff break allocation/timings, ensuring numbers in the venue are not affected.
- CCTV coverage
- Health and safety, fire procedures and where emergency exits are.
- Reminder of all policies and procedures of the event, in line with ESMP and agreements with Stakeholders / License conditions
- Key point of contacts throughout the event day (Event organisers, Medical Team, etc.)
- Break times are 45 minutes. Staff are expected to take their breaks in the designated staff area or offsite and should not be in the venue itself with attendees.

**The internal manager (~~XXXXXX~~) will oversee the breaks for staff personnel**

## **PLANNING**

It is our understanding that event day one will be open to all adults aged 28 and over, whilst event day two will be open to adults aged 21 and over. Security, Stewards, barriers, and signs will play a key role in assisting with the direction and flow of crowds.

This will be managed by SIA personnel and stewards who will be responsible for directing attendees in the right direction to avoid overcrowding. CCTV assistance will also be provided – this security personnel will be monitoring from a 'bird's eye view' and will radio staff within the area should they see crowds increasing.

We have been informed a medical tent will be on site should any emergency occur. In the event of a medical emergency, security control should be contacted to give the medical team a clear and precise pinpoint of the location of the incident (Security control will also note down the location and time of the incident within the digital Medical / Emergency log which will be stored for three years).

Security will provide Senior members of their team (First Aid trained), who will provide medical back-up assistance for Aero Medical staff if required. Event, Vendor and Contractor Management will also provide any first aid assistance, where required.

Alcohol is prohibited to be brought on site however be sold on site, and therefore Challenge 25 will need to be carried out on entry and purchase of alcohol. We have proposed that alcohol is to be sold in plastic as well as decanting and removal of lids to avoid the potential use of an item being used as a missile or other form of weapon.

There will be a strict no re-entry policy in place as refreshments and toilet provisions will be available on-site so there should be no reason for an individual to go off site unless exiting the event. This will assist in keeping those on site safe and secure.

In the event of an emergency, all the necessary precautions will be taken. A transmission will be sent to control which will then transmit all Management to move to the sleeper radio channel. This channel will be a secure clear channel of any radio transmission. Here the final decision with security and the event manager can be made and distributed.

Security and Stewards will be onsite from 11:00 both days for a team briefing and to conduct a drugs/weapons sweep of the site before the event begins. For this employment, Security personnel have been deployed at a ratio of 1:50. 20% of the Security team will be Female.

Night shift SIA staff will be on site throughout the whole night. Security management will manage their shift via off-site CCTV monitoring. The night staff will be instructed to not leave the grounds under any circumstance, without prior approval from Management.

Night shift SIA will conduct searches on all staff, contractors and vendors who arrive on site early in the morning, alongside security sweeps. Once all SIA staff are in position for the day, they will then take over this responsibility.

SIA Licensed Door Supervisors, Stewards and Dog-Units will be onsite, all wearing high-visibility vests, black and green respectively to identify roles. The team will be divided into 'External' and 'Internal' with a Rapid Response team on hand to provide additional presence and when requested.

### **MAJOR INCIDENTS**

A major incident is classed as an incident which could or would have a significant threat to life. In the event of this uncontrolled incident the necessary procedures are taken.

Security will identify the initial risk, ensuring it is safe and possible to contain the risk. We will also ensure evacuation procedures are carried out effectively and the police and emergency services are contacted, where they will then take over from security upon arrival.

A digital Incident Report Document will be used to keep a log of any accidents, physical interventions that lead to ejections and site patrol checks. This log will be stored digitally for three years. Should any authority wish to view the log, access will be provided within two hours of request.

### **EJECTION PROCEDURE**

If an ejection is required, security control will be contacted via the required radio channel. Control will note down the time and reason of ejection. Security control will also contact an available response team to attend the incident.



### **CRIME PLAN**

There will be a ratio of ~~Security staff~~ who will detain any persons found to be in possession of drugs or weapons.

- **CLASS A drugs:** Possession of cocaine, heroin, MDMA, pills will require a call to police and the suspect will be detained. Police will then decide as to the disposal options available.
- **CLASS B drugs:** Possession of 3 x small snap bags of cannabis/or resin will be deemed 'personal use', however, this will be confiscated, with no entry to the events for the suspect. Contact with the Police is not necessary on this occasion.
- **WEAPONS:** All weapons found will require the suspect to be detained and the weapon must be seized safely.

During the events there will be ~~Security staff~~, ready to detain any attendee if necessary.

Weapons will be locked away in the control room and will be handed over to police upon arrival. Only the Head of Security will have access to the weapons seized.

Security staff will sign in on arrival / out upon exit and breaks will be allocated accordingly. For break allocations, there will be 7-10 SIA taking a break per half hour shift during busy quieter periods, whilst during busier times (4-8pm), there will be 5 Security staff off every half hour.

### **EGRESS PLAN**

The egress process will commence exactly one hour prior to event closure.

The crowd control barriers, by the main entrance of the gate, will direct attendees towards the main exit – direction signs will also be on display. SIA will be present at the main gate, preventing re-entry.

As per appendix 2, sufficient lighting will be positioned on paths and walkways, allowing attendees to leave the site safely, should it be dark.

There will be Stewards located across all key areas, ensuring they are assisting with the movement of attendees, directing them to public transportation. The stewards will be positioned at the entrance / exit of the park (50 metres away from the park itself), whilst there will also be a presence of SIA and stewards in Addington Village also.

SIA and stewards will assist with the movement of attendees along the Tram station lines, to ensure safe passage and will also direct to bus stops. They will also ensure all attendees leave in a quiet, respectable manner, with least impact to the residents.

### **ASSEMBLY POINT**

The assembly point will be outside ~~the main entrance~~ and ~~the main entrance~~ should we require additional space.



## **SAFEGUARDING**

🛡️ Security guards will safeguard disabled adults at risk, it is essential that you consider safeguarding in your planning.

The purpose of a Safeguarding Plan is to promote and ensure the wellbeing of those people taking part. It will also ensure that all those responsible for the welfare of all young people and adults understand their role and responsibility.

It is essential that any suspicions, concerns or allegations are acted upon appropriately.

Ensure that all staff and volunteers (if relevant) are aware of their specific safeguarding responsibilities at the event. 4 Supervision Arrangements Ensure that there are adequate supervision arrangements in place and appoint chaperones for children and young people involved in the event. 5 Participant's Information Collect essential information for all participants including name, contact number, address, and emergency contact details. 6 Self-declaration Form Ensure that all staff and volunteers (if relevant) who will be involved with the event sign a self-declaration form confirming that they have not previously violated the safeguarding policy. 7 Safeguarding Events Pack Prepare a Safeguarding Events Pack that includes all essential safeguarding information. Distribute this to participants before the event. The pack should include at the very least the safeguarding policy, code of conduct, safeguarding focal point contact details, reporting channels and safeguarding guidelines for the event. 1 This can include but is not limited to medical, audio, visual and text consent forms. 8 Safeguarding Briefing Deliver a pre-event briefing to provide essential safeguarding information and guidance about the event. The briefing should make sure that everyone is aware of expectations and fully briefed on the safeguarding policy, code of conduct and other guidelines and procedures relevant to the event (e.g., reporting and responding to concerns, guidelines for journalists and media etc). 9 Consents & Permissions Prepare and send consent and permission forms<sup>1</sup> to the participants in advance of the event. If children and young people are involved in the event get consent from parents/carers particularly if they are being asked to perform a specific role in a special event and/or when the event takes place away from home. 10 Reporting Arrange for clear and accessible reporting channels at the event and inform participants of what steps to take if they have a concern.

### **TRAFFIC MANAGEMENT**

The security team and marshals will work with the Events Organisers, in line with the TMP put in place with their TM contractor and Croydon Council.

Spectators have been advised to travel via public transport and avoid attending via vehicle. There will not be any customer parking or vehicle access available. It is still known to be common practice that some attendees would still travel via car; stewards and traffic marshals will be in place to ensure vehicles are abiding by the borough's parking regulations. Traffic marshals/ stewards will assist in keeping the traffic flowing and ensure anyone attending the site and stopping will not cause obstructions, in accordance with the Traffic Management Plan.

### ***PUBLIC LIABILITY INSURANCE***

Will be provided prior to the event date.

### ***EXTERNAL:***

Addington Park has 3 main points of entry:

- Gravel Hill
- Kent Gate Way
- Addington Village Road

All of which will be manned by SIA Licensed Door Supervisors. Stewards will be situated at Gravel Hill Tram Stop to advise patrons to remain on the tram until Addington Village Tram Stop where Stewards will direct patrons to the Addington Village Road entrance, which serves as the preferred primary pedestrian point entry. SIA Door Supervisors at the Gravel Hill entrance will direct the patrons to Addington Village entrance. Stewards will assist in directing and queuing will be controlled by SIA Door Supervisors, ensuring patrons do not cause a nuisance or an obstruction to roads and footpaths. A static SIA Licensed

Door Supervisor will be situated at the entrance to the footpath adjacent to the Addington Village Road, preventing any attempts to access the park via the neighbouring golf course.

Kent Gate Way entry point will also be manned by SIA Licensed Door Supervisors, ensuring only authorised persons enter the park in their vehicles after being searched for prohibited substances and items and any support required by the Traffic Management is provided where required. Stewards will direct vehicles to the designated Staff Car Park. Unauthorised persons will be directed to park their vehicles elsewhere and to make their way to join the queue at the Addington Village Road entrance in an orderly manner.

Dog-Units will be positioned at each entry point, deterring any intruders, threat detection and illegal drug detection. All SIA Licensed Door Supervisors deployed at entry points will wear body cameras, recording entry and ejections.

- All patrons, staff, DJs, and artists will be searched upon entry:
- ID - Passport or Driving Licence etc, entry will be refused without ID
  - Tickets checked, verified, and scanned
  - Sniffer Dogs
  - Bag Searches
  - Full body pat-down
  - Metal detector wand

Entry will be refused to any persons who do not consent to be searched.

A strict Zero Tolerance Policy will be implemented, prohibiting the entry and usage of any illegal substance or non-permitted items including but not limited to portable laser equipment, flares & other pyrotechnics, aerosols, compressed gas, and any equipment that may be used to enable the inappropriate use of balloons, any unauthorised trade goods, legal narcotics, excessive cigarettes, unauthorised hi-vis or uniforms, items that may cause danger/offence/disruption to any other persons, no personal music systems, drones, petrol burners, food hampers unless medically necessary, drinks bottles, cans, camping equipment, umbrellas, firewood, flags, bicycles, skateboards, scooters, roller blades, personal motorised vehicles (unless mobility scooter) and chairs.

A Locked Amnesty Bin will be situated at the ~~Addington Village Tram Stop~~ entry point. A Zero Tolerance Weapons Policy will be implemented, all weapons or sharp and dangerous objects will be seized to be reported and disposed of accordingly. Any persons suspected of or found using or dealing illegal substances will be ejected and barred from the event. Police will also be notified.

SIA Licensed Door Supervisors will disperse the crowds at the end of each event in an orderly fashion, with stewards present at the crossing to Addington Village Tram Stop and Gravel Hill Tram stop.

SIA Licensed Door Supervisors will also be situated at Addington Village Tram Stop and Gravel Hill Tram Stop to manage the crowds, keep the noise level reduced and intervene where necessary in the event of any nuisance, dangerous or anti-social behaviour.

**INTERNAL:**

Inside Addington Park, there will be a gated perimeter inside which the event takes place. Stewards will be positioned to direct all persons to the entrance of the gated perimeter. An SIA Licensed Door Supervisor will patrol this gated perimeter in case of any suspicious items found, or any suspicious behaviour observed.

At the entrance of the perimeter, there will be SIA Licensed Door Supervisors to manage the incoming persons and maximise the efficiency of the ticket checking process.

Inside the perimeter a covert SIA Licensed response team will patrol the site, regularly checking the toilets and food vendors and observing persons for any behaviour that causes concern such as persons dealing or purchasing drugs. SIA Licensed Door Supervisors will be deployed for full time presence specifically to:

- Emergency Exits
- VIP Area

- Stage
- Staff Car Park
- Main Bar & VIP Bar
- Food Vendors
- Toilets
- 

Emergency Exits should only be used in case of evacuation or ejection and therefore, will be manned to ensure they are not inappropriately used as a point of access for persons, prohibited items, or substances.

As the VIP Area has restricted entry, SIA Licensed Door Supervisors will be ensuring only persons with VIP accreditation are granted access. There will also be an SIA Licensed Door Supervisor positioned at the VIP Bar as a deterrent for pickpockets and ensure an orderly queue to minimise risk of injury. SIA Licensed Door Supervisor will also maintain the safety of Bar staff and any abusive language or behaviour will not be tolerated. 21+ Identification such as Driving Licence or Passport will be requested to be seen if the bar servers 'Challenge 25'. When the VIP Bar closes, SIA Licensed Door Supervisors will manage clearing the crowd from the Bar.

SIA Licensed Door Supervisors will guard the Stage area, ensuring no crushing or rushing of the stage occurs. Access to the stage and backstage area will be restricted to authorised persons only, verified by a Stage-Pass or other pre-discussed form of accreditation.

The Staff Car Park is located at the rear of the Stage, there will be a SIA Licensed Door Supervisor present full-time to ensure no unauthorised persons access this area and are escorted back into the main festival area. The generator is also located at the rear of the stage and so for safety, will have the SIA Licensed Door Supervisor in the vicinity to ensure no one encounters it.

A steward will patrol the car park throughout the event, calling for the assistance of SIA Licensed Door Supervisors in case of any break-ins or suspicious behaviour. SIA Licensed Door Supervisors will be present at the Main Bar throughout the event, as a visual deterrent to anti-social and unsavoury behaviour. The crowd will be managed into orderly queues for their safety and efficient service.

SIA Licensed Door Supervisors will be prepared to converse with patrons in a polite and informative manner. Safety of the Bar Staff will be maintained by a SIA Licensed Door Supervisor who in the event of any abusive language/behaviour will be removed from the event. Abuse of the staff at the event will not be tolerated under any circumstance. The Food Vending area is particularly susceptible to pocket thefts.

To deter this, SIA Licensed Door Supervisors will be present. Queues will be managed, to minimise risk of injury or damage to any equipment. Verbal and physical

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abuse of Food Vendors will not be tolerated.

Toilets will be monitored by SIA Licensed Door Supervisors, ensuring only 1 person enters a toilet at any one time. Queues for the toilet will be managed and organised and regular checks will be complete for toilet roll, hand soap etc.



### **DYNAMIC RISK ASSESSMENT**

Throughout the event, ~~Security~~ will regularly meet with ~~Security~~ and ~~Security~~ at 60-90-minute intervals to assess the current behavioural conditions of the event and adjust accordingly. I.e., More Licensed SIA Door Supervisors at the entry points during the earlier hours when people are making their entrance and more inside the main area during the later hours.

~~Security~~ will directly defer to External SIA; ~~Security~~ will refer directly to Internal SIA. Drugs sweeps will be carried out throughout the event and at the conclusion of the event as patrons have been safely dispersed off-site.

### **COUNTER TERRORISM**

As per the advice provided by MPS in relation to counterterrorism, both events will ensure the following practices are in place:

- Venue security sweeps, which will be provided by highly trained SIA security staff
- Waste will be disposed of in wheelie or metal bins and clear waste bags will be used
- All staff will be briefed prior to event to remind them to take ownership and responsibility and report any suspicious activity
- We will ask the council to ensure the grass is cut low / bushes areas are pruned accordingly, to enhance surveillance.
- Evacuation areas have been identified are highlighted on the site map - responsibilities and roles will clearly be defined during event briefing sessions
- CCTV will be in operation at the event, with coverage of all movements. Views will be unobstructed, images will be clear, time and date will be accurate, whilst the recordings will live.
- Access points will be kept to a minimum, with private access areas clearly signed, secure and patrolled by SIA staff.
- Effective stewarding will take place by highly trained staff
- Overt security activity will be in place ensuring full security visibility, whilst highlighting a strong security regime.
- Stewards and SIA trained staff will work on rotation and given regular breaks to ensure they are not fatigued on the job
- There will be enough space within the event parameters for all attendees and staff, ensuring there is no overcrowding, and everyone is able to move quickly and freely should an evacuation take place.
- Staff will wear their IDs, security badges and hi-vis always whilst the events are in operation
- All bags (staff and attendees) will be searched.
- CCTV will cover the queuing systems in place for bars and entry to the event
- SIA staff will be efficiently briefed and deployed to provide search duties. They will also have the knowledge of what to do should they find any prohibited or suspicious item

When dealing with any suspicious items, SIA trained, and all other event staff will follow the below procedures:

- o Do not touch suspicious items.
- o Move everyone away to a safe distance
- o Prevent others from approaching.
- o Communicate safely to staff, business visitors and the public.
- o Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item.
- o Remain out of line of sight of the suspicious item and behind ballistic cover.
- o Notify the police.
- o Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

We will also ensure H.O.T principles are followed through an assessment when confirming whether an item is suspicious:

- o HIDDEN
  - o OBVIOUS
  - o TYPICAL OF WHAT SHOULD BE FOUND IN THE ENVIRONMENT
- Cordon tape will be used in the event of a bomb threat of suspect device being identified.

## 10. TOILETS, REFUSE AND WASTE MANAGEMENT

There will be 25 x portable toilets / cubicles available on site for the public, staff, crew, and performers.

All units will have hand cleansing facilities. Accessible toilet units for those with mobility issues will be available on the main site.

Toilets will be set aside for use by food traders only to help avoid cross contamination.

Toilets shall be positioned to be within easy access to patrons as well as easy access of service vehicles.

**Litter/Waste Management:** Waste receptacles in the form of 1100 litre "Euro bin" skips for litter will be supplied by the Event organisers, who will also dispose of the collected waste. (See appendix 8 – Waste Management Plan). A team of volunteers who will be wearing gloves or use pick-stickers for collecting rubbish will do litter picking throughout the event. The receptacles will encourage recycling of waste.

The bar will use recommended wax paper cups and/or recyclable plastics. No glass bottles will be handed out across the bar and all alcohol will be decanted, prior to serving to attendees.

Litter pickers will be on hand to ensure the site is kept clean and is cleaned once the public have left. They will be briefed on safe, hygienic ways to collect litter — i.e., use of gloves, picking sticks, etc.

Skips will be available for the disposal of catering, bar, and trade waste. We will encourage all to recycle.

There will be no dogs allowed on site other than pre-arranged guide dogs, therefore we do not envision having to clear dog waste other than waste left on site prior to site build.

**Glass Bottles:** the bar may decant drink from glass bottles into plastic cups for the public. The empty bottles will be placed in a rubbish bag, securely tied at the top before taken to the bar skip, which is in a secure compound behind the bar

Vendors and caterers will be asked to take away some of their waste with them. The site area will be mowed prior to the arrival of the festival and trimmings removed.

All operations and documentation will comply with the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991 and the Waste Management Licensing Regulations 1994.

## 11. POWER SUPPLY AND SITE LIGHTING

There will be a need for power generators on site to run the stage equipment, offices, lighting, catering units and other places needing electric feeds.

The main electrical safety controls will include Use of competent and qualified electrical engineers.

- Earth bonding and earth systems
- Fuses of the correct rating being fitted to equipment
- R.C.D. or M.C.D.s units being fitted (where appropriate)
- P.A.T. tested equipment
- Control systems to prevent unauthorised persons gaining access to electrical systems

All electrical cables will be dug in, positioned away from footfall, or flown overhead to prevent trip hazards and will be kept clear of exit routes.

~~Audio~~ Audio Productions will provide power for the events. They will handle sound systems for the event. ~~Audio~~ Audio Productions will complete an Electrical Systems Sign Off form to verify that they have properly cabled, distributed, and earthed all systems in use.

Power for the production office and box office will be supplied by a 10KV diesel generators hired in for the purpose of the event. Vendors will be instructed to bring their own diesel-powered generators if they wish to have power at their stall. A dry powder or CO2 extinguisher will accompany all generators. MadeIn90's and Bashment Fest will provide an extra 6 dry powder, sand and co2 extinguishers. These will be located by food vendors, stages, bars, and event site office.

All generators will be isolated from public access by use of fencing and barriers. Only qualified power contractor to provide site generators allowed to handle fuel and to refuel the generators if necessary. Sand will be available to clean up minor spills. Major spills to be isolated and reported to relevant agency. We will secure the area, confine the spill to a small area as possible and use the appropriate materials to neutralise and absorb the spill.

All work on site takedown after sunset will have lighting available for safe work practice.

Electrical equipment and appliances will be PAT tested or safety tested. ~~XXXXXX~~ ~~XXXXXX~~ (XXXXXX Audio Productions) will oversee electrical appliances and their PAT tested safety certificate.

Additional lighting information has been provided in Appendix 2.

## 12. STAGE AND TEMPORARY STRUCTURES & CDM

The event site will be enclosed to allow regulated and controlled entry. This will require the use of temporary fencing structures.

The event area will be marked out on the ground and then enclosed using hears/mesh- style fencing panels or similar.

Stages will be isolated behind crowd control barriers.

Event stewards, staff and security shall patrol the site to ensure that the public do not tamper with the fencing or no-go areas.

Events Management will comply with the latest regulations being issued 6th April 2015: Construction (Design and Management) Regulations 2015 and will ensure that contractors supplying temporary demountable structures will be competent and working within the new regulations.

In the language of the new regulations, the following roles will be defined

- o ~~XXXXXX~~ / ~~XXXXXX~~: The licence holder and Event Co-ordinator
- o ~~XXXXXX~~: Principal Contractor (~~XXXXXX~~ Management)
- o ~~XXXXXX~~: ~~XXXXXX~~ Audio & Production Ltd
- o ~~XXXXXX~~: Sub contractors, marquees & Stage

Site crew under supervision of Principal Contractor and workers under the supervision of the Contractors named above.

Staging – There will be a stage erected on the grounds. The stage will come with

complete safety documentation, insurance, conform to guidance & LOLER, and be signed off. All documents will be retained at the site office. All fabrics, drapes and textiles used must be certificated fire retardant.

### **13. WATER SUPPLY**

Clean Water Supply – will be supplied by the Event’s organisers via bottled water purchases.

Water used within the catering units will be brought onto site by the company in sterile containers or within their trailer unit water storage.

Bottled water will be available for purchase to the public via the catering vendors or bar under The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.



#### **14. MEDICAL AND WELFARE PROVISION**

Medical Post - Aero Ambulance Services will provide adequately trained personnel required for an event of this size and type as per their medical risk assessment. They must be available to treat/advise injury or illness on site. The numbers and audience type on site will indicate the number of first aiders, paramedics, and ambulances on site as per guidance (The Purple Guide)

The medical company will be providing first aiders and advanced first aiders as well as an ambulance unit for treatment and supply purposes. They will not be transporting casualties.

There will be medic foot patrols throughout the event to provide rapid response to any situation that may occur.

Any accidents or injuries that require a report under RIDDOR shall be reported to the Event Manager and it is the responsibility of the Event Manager and Medical Manager to make the RIDDOR report.

Information - An Information Point will be available at the event office and box office.

Staff, Volunteers and Crew Welfare – It is an important policy of MadeIn90s and Bashment Fest that all staff and crew maintain safety and welfare during all three phases of the event. All staff will have breaks.

Staff and Volunteers will be fully briefed on appropriate clothing for the work they are doing, on emergency procedures and how to deal with incidents.

Any staff or volunteers expected to do physical work must be fit and have knowledge of proper manual handling techniques as well as proper PPE (personal protective equipment) for the job.

Contractor's crew: contractors must demonstrate similar attitudes towards crew welfare with work breaks and provide appropriate clothing and equipment, rest periods and basic refreshments.

## 15. FIRE SAFETY AND PROTECTION

A complete and comprehensive Fire Risk Assessment has been written for this event as per the Regulatory Reform Order 2005 and following guidance as per HSE publication Fire Safety Risk Assessment: Open Air Event and Venues (please see email for the attachment of full risk assessment).

Extinguishers-Appropriate fire extinguishers of BS: EN 3 standard shall be hired from a reputable firm and placed within all marquees, near all generators, on the stage areas and at key positions within the site. A list of these positions will be made available.

All extinguishers will be accompanied by appropriate signage at eye level to indicate their presence.

All catering units will have fire extinguishers (Sand, Co2 and foam and fire blankets appropriate to their unit). This will be part of their agreement to have a catering unit at the event

All food vendors will have their own fire extinguisher within their stall.

No smoking will be allowed in any of the marquees or structures. There will be regulation "No Smoking" signs positioned, and regular announcements made to remind the guests. (See appendix 8 - No smoking Policy).

All event staff, security and volunteers will be briefed on emergency procedures and what to do if they discover a fire. If the fire is a small one and can be easily tackled with a fire extinguisher, then they are to keep the public back and tackle the blaze. If the fire is large and beyond the capability of on-site fire extinguishers, then emergency plans / ~~is~~ is to be put in place.

## **16. ADVERSE WEATHER PLANS**

Given both events will be taking place outdoors, Management must prepare for possibility of the weather takes a turn for the worse in terms of rain, wind, cold as well as potential for heat and dry conditions.

Ground Conditions - During extended periods of wet weather leading up to the event, ground conditions are a primary concern particularly as large, heavy vehicles will be in use. The Events Management team will be required to have put the following in place: There will be a "service road" planned to circle the perimeter of the main site, making use of the existing hard cored road as much as possible.

The service road can support the heavier vehicles, therefore no need for trackway.

Service vehicles such as toilet cleansing trucks or electricians will use the service road as much as possible to avoid churning.

The Events Management teams will arrange for a recovery company to assist with removing any vehicles that may be stuck in the wet ground unable to move out.

Both staff/crew and public will receive information reminding them weather conditions could be wet and muddy and they need to wear appropriate clothing and footwear and take precautions when moving on site.

The Made In 90s and Bashment Fest management will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. Event Control will regularly monitor this, and the ELT will be informed if a rough weather front is predicted.

Wind – Management will gather information on the wind load factor for all hired structures. It is expected that the main stage will have an anemometer and the minder from the stage company takes regular readings. The following will be used as a guideline for wind speeds, referring both to the Beaufort scale and miles per hour

Force 1-6 Up to a strong breeze (<30mph) - No action required. Monitor all wind effected structures

Force 7 Gusts (30mph+) - Review smaller structures for stability and break-down any unstable structures

Force 7 constant 'near gale' (30mph+) - Review all structures and begin lacing up sides, etc., on large structures. Monitor tents closely and close venues where necessary.

If the high winds have caused damage to major marquees, tents, or main stage then these structures will remain closed until (a) they are repaired by the competent crew on site or (b) the MadeInthe90s management decide to close the stage or end the event.

Traders and Stage Managers can be warned if strong gusts are expected.

There are also "wind gusts" to consider as well as steady wind spreads. Gusts occur primarily when a weather front moves across. The weather watch being done by Event Control should help alert MadeInthe90s management to potential fronts moving through.

Traders and Stage Managers can be warned that this front may bring gusts and to prepare accordingly.

Heavy Prolonged Rain - Though this may deter some people, most guests come prepared for wet weather and may spend more of their time in the marquee/tents on site.

Stage announcements may be made to remind the public to be careful on wet ground. Staff and crew will be advised to wear correct PPE for working in wet weather and shall refresh themselves regularly with welfare breaks under a shelter and drink water / warm drink.

Site vehicles will be instructed to stay on the trackway and not move across bare ground. Even 4 x 4 vehicles can cause ruts and damage to the ground surface. Only emergency vehicles will be allowed on site.

Traffic stewards in the public car park will monitor traffic movement and will alert Event Control should cars begin getting stuck or have difficulty reaching the trackway or hard standing road.

Heat and Dry – There is a possibility that weather could reach a high temperature and remain very dry throughout. Clean water is available from the bars as well as bottled water for sale through site traders. Attendees who feel overwhelmed by the heat will be taken to the medics. Medics may have sunblock available for those who feel they are in need.

Electrical Storms – If there is an electrical storm approaches, the event will have an Electrical Storm Action Plan that will be communicated to all stage managers as well as the ELT.

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The event will follow the "30/30" rule in reference to electrical storm risk management. If the Lightning/Thunder gap is less than 30 seconds, then activities will cease until no less than 30 minutes after the last strike within the 30sec limit.

In case of an electrical storm causing a show to stop, the Events Co-ordinator and Site Manager will arrange with contractors to isolate all marquee poles, advise all public to avoid large metal structures and return to their tents and await advice from security that the danger has passed.

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# **APPENDIXES TO FOLLOW**



*Appendix 1*

**Complaints Policy**

Made In 90s and Bashment Fest prefer to receive complaints as an opportunity to learn, develop and improve for future events. We will also ensure any issues raised are managed and resolved efficiently.

Our policy is:

- a. To provide a fair complaints procedure which is clear and concise to use for anyone wishing to make a complaint.
- b. To publicise the existence of our complaint's procedure, providing the individuals with the knowledge of how to make contact, should they wish to do so.
- c. To ensure all Staff at Bashment Fest & Made In 90s are aware of the correct procedure to follow if a complaint is received.
- d. To ensure all complaints are investigated fairly and in a timely way.
- e. To ensure complaints are, wherever possible, resolved and relationships are maintained.
- f. To gather information which assists and promotes our ongoing development.

**Definition of a complaint**

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Bashment Fest or Made In 90s.

**Where complaints come from**

Complaints may come from any person or organisation who has a legitimate interest in Bashment Fest and Made in 90s events– including clients and members of the public. A complaint can be received verbally, by email or in writing.

**Confidentiality**

All complaint information will be handled sensitively following The Data Protection Act 2018 and GDPR guidelines. Only those directly involved with the case will have access to the information, enabling them to provide an efficient solution.

**Responsibility**

Overall responsibility for this policy and its implementation lies with the Events Co-ordinator.

### **Review**

This policy is reviewed and updated annually by the Support Team and signed off by the Events Co-ordinator.

### **How to complain**

Our aim is to deal with any complaint as soon as possible. Many complaints can be resolved informally. In the first instance you should speak with the General Manager, who will try to resolve the matter. If you are not satisfied with the informal solution, you may pursue a formal written complaint with Support Team:

### **Visions Cinema / Bashment Fest**

Post: ~~71-75 Shelton Street, Covent Garden, London, WC2H 9JQ~~, Kent, ~~DA12 4AA~~ Email: support@visioncinema.co.uk

### **Made In 90s Events**

Post: 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ Email: info@madein90sevents.co.uk

When making a complaint, it is helpful to include the following information:

- Describe clearly what happened – please include the date, time, and location of the incident.
- Tell us why you are making a complaint
- Tell us what you would like us to do.
- Please provide your full name, email address and contact phone number.
- Tell us how you would prefer us to contact you.
- If appropriate, please send us any documents that support your complaint.

### **What happens next?**

You will receive acknowledgement of your complaint within five working days and may be contacted to obtain any additional information that we may require to help us resolve the complaint.

You will receive a response to your complaint within 28 working days of its receipt. Any extension of this time limit requires your consent.

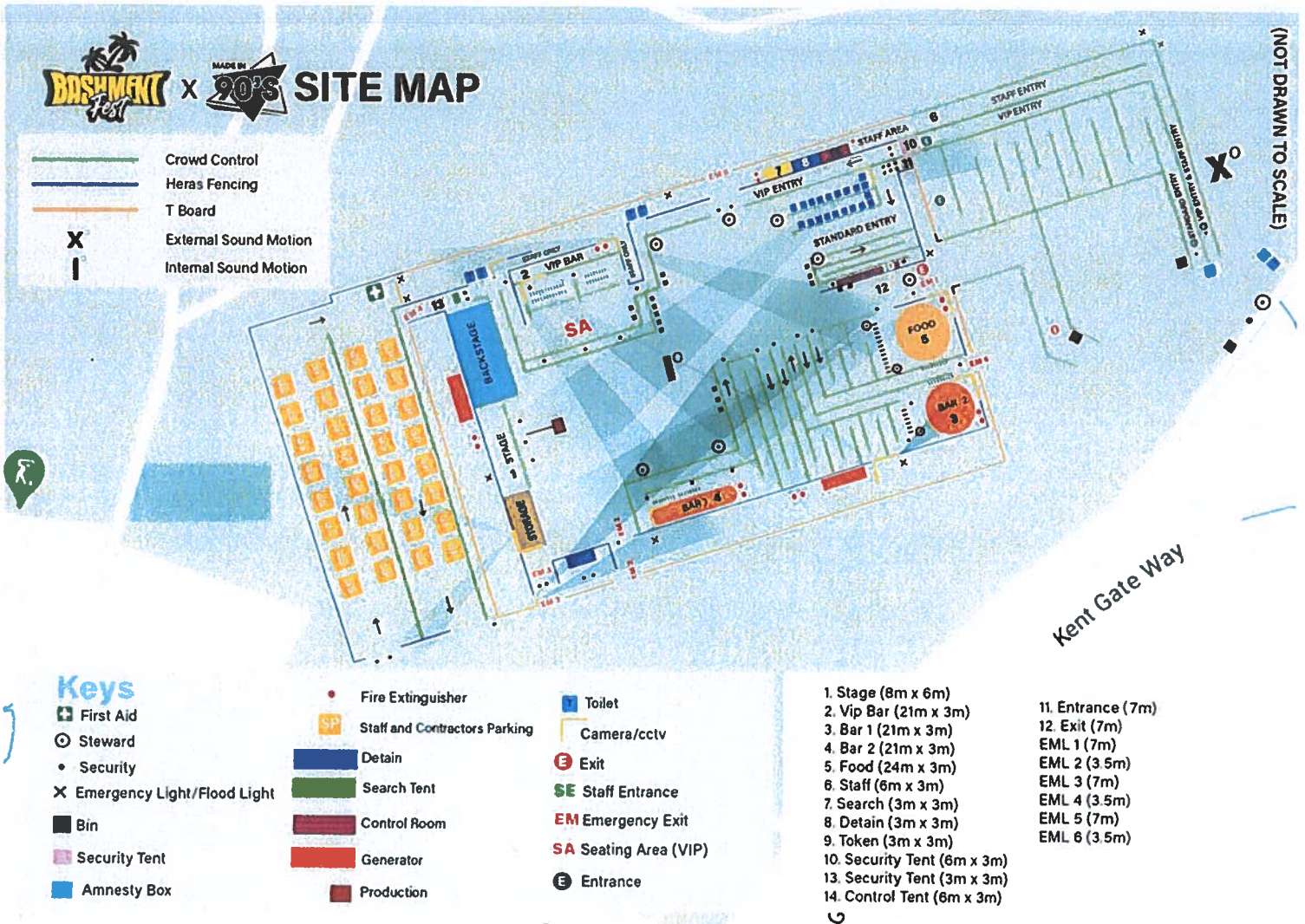
We cannot guarantee complaints made via social media will be seen and responded to within the timescales set out in this policy. We do not have the resources to monitor the wide range of social media channels available. We will aim to acknowledge complaints made via these channels but refer the complainant to an alternative method of communication so that the complaints policy can be followed.

If a criminal offence is alleged, the police will be informed.

**Addington Park Site Map – both Bashment Fest & Made In 90s Outdoor Fest**

**Site Map Brief**

Please note the VIP Entrance / Exit route to the left will not be used on either event day (unable to remove from Site Map, however, has been 'X' out).



**Sizing Overview**

The entire event area will measure to a minimum of 0.5sqm per person (as per purple guide). There will be a total of 110m x 85m [9,350sqm aprx] - slight increase than what the guidelines state. Please see key measurements below for important areas within the site:

- Overall Site Measurement 110m x 85m
- Staff Car Park 21m x 85m
- Stage 8m x 6m

inside the venue and the external manager (~~XXXX~~) will oversee the break for staff personnel outside the venue.

| RADIO SECURITY CODES |



## **Lighting**

We will be using **TRIME X-ECO 8.5M LED LIGHTING TOWERS – DIESEL 920 KG** to provide lighting on walk paths, entrance and exits during the event, of which will be positioned 40 metres apart from each other.

Trim X-Eco is an 8.5m diesel lighting tower featuring 6 x 150W LED lights and has the following features and benefits:

- Auto start / stop light sensors
- AMOSS System automatically lowers mast if removed
- 6 x LED flood lights which give an instant bright light
- Adjustable stabilisers
- Reduction of CO2 emissions
- Hydraulic raising system
- 50 metre light coverage per tower.

Appendix 3

**Event Risk Assessment**

**Risk Assessment**

Location, activity, or issue being looked at: Addington Park, Croydon, CR0 5AR Date: Thursday 28<sup>th</sup> April, 2022

| Hazard (something with the potential to cause harm)   | What could go wrong?                           | Who may be harmed?         | What is done now, that helps control the risk?  | Is the risk still high, medium | What extra controls need to be put in place?   | By when? | By whom? |
|---|--|----------------------------|---|--------------------------------|--|----------|----------|
| Vehicle movements                                     | Collisions with other vehicles and pedestrians | Staff, public, contractors | <ul style="list-style-type: none"> <li>vehicle and pedestrian access and egress are separated</li> <li>event starts at 1pm. Vehicle movements between 9am-11pm.</li> <li>event closes at 10pm.</li> <li>during periods of movements vehicles</li> </ul> | Medium                         | <ul style="list-style-type: none"> <li>vehicle marshalling to be introduced</li> <li>marshals to wear high visibility vests/jackets</li> <li>site to be cleared of pedestrians after event before vehicles are admitted</li> <li>only marshals in</li> </ul> |          |          |
| Lack of access for emergency services.                | Delay in casualty receiving first aid          | Staff, public, contractors | <ul style="list-style-type: none"> <li>clear route kept for emergency vehicles through site</li> </ul>  | Medium                         | <ul style="list-style-type: none"> <li>incorporate this in to an events emergency action plan.</li> </ul>  |          |          |
| Insufficient and/or unsuitable first aid cover        | Untrained person(s) administering first aid    | Staff, public, contractors | <ul style="list-style-type: none"> <li>first aid equipment on site and close to use</li> <li>designated qualified first aiders.</li> </ul>  | Medium                         | <ul style="list-style-type: none"> <li>risk assessment for differing events to gauge the varying activities and numbers that will attend and ensuring suitable and sufficient first aid cover.</li> </ul>  |          |          |
| The use of external companies for activities          | Various injuries                               | Staff, public, contractors | Management of Contractors Policy.   | Medium                         | <ul style="list-style-type: none"> <li>Standard &amp; Main Use site policy for events organised in partnership with other organisations.</li> </ul>  |          |          |
| Intrinsic hazards from outside companies' activities. | Various injuries.                              | Staff, public, contractors | <ul style="list-style-type: none"> <li>Management of Contractors Policy. Including method statements, risk assessments and public liability insurance.</li> </ul>   | Medium                         | <ul style="list-style-type: none"> <li>view and copy all information</li> <li>set-up an events folder where all documentation is</li> </ul>  |          |          |



|                           |                          |                            |   |        |  |  |  |
|---------------------------|--------------------------|----------------------------|---|--------|--|--|--|
| Poor supervision of event | Unsafe working practices | Staff, public, contractors | <ul style="list-style-type: none"><li>• none at present</li></ul> | Medium |  |  |  |
|---------------------------|--------------------------|----------------------------|---|--------|--|--|--|

|                               |   |                                       |   |     |   |  |  |
|-------------------------------|---|---------------------------------------|---|-----|---|--|--|
|                               |   |                                       |   |     | <ul style="list-style-type: none"> <li>responsibilities for event supervision to be established between school and</li> </ul> |  |  |
| Welfare facilities            | Slips/trips / falls.                          | Staff, public, contractors            | <ul style="list-style-type: none"> <li>portaloo toilets are used</li> <li>Event staff will have clean water &amp; toilet facilities.</li> </ul> | Low | Event co-ordinator will be  |  |  |
| Unauthorised access to school | Various injuries, property damage entrapment. | Staff, public, contractors.           | <ul style="list-style-type: none"> <li>toilets and main body of building can be separated and secured. No access is possible.</li> </ul>        | Low |   |  |  |
| Disposal of waste             | Fire risk, Health risk                        | Staff, public, contractors, premises. | <ul style="list-style-type: none"> <li>Skips will be hired to remove waste from site</li> </ul>   | Low | <ul style="list-style-type: none"> <li>ensure events organisers are aware of these protocols.</li> </ul>                      |  |  |

|                                  |  |                                       |  |        |  |  |  |
|----------------------------------|--|---------------------------------------|--|--------|--|--|--|
| Fire (Hot activities e.g. BBQ)   | Burns and scalds.                              | Staff, public, contractors, premises. | <ul style="list-style-type: none"> <li>crowd control barriers to keep public away from / hot hazardous areas i.e. tables or barriers</li> <li>only designated persons allowed in immediate area</li> <li>area is kept clear of rubbish and trip hazards</li> </ul> | Medium | <ul style="list-style-type: none"> <li>these need to be included in the emergency action plan for events.</li> </ul> |  |  |
| Surface of field (pot holes etc) | Slips, trips, falls. Vehicles becoming trapped | Staff, public, contractors, premises. | <ul style="list-style-type: none"> <li>If heavy rain during event, vehicle movements are prohibited on the field.</li> </ul>   | Low    |  |  |  |
| Poor food hygiene preparation    | Food poisoning, other illnesses                | Staff, public, contractors            | <ul style="list-style-type: none"> <li>people handling and preparing food should have a minimum of a basic food hygiene certificate</li> <li>for additional guidance refer to our Food Hygiene Policy and</li> </ul>   | Medium | <ul style="list-style-type: none"> <li>ensure certificates are verified prior to event.</li> </ul>                   |  |  |

## Appendix 4

### **Food and Hygiene Policy Statement**

Bashment Fest and Made in 90s will ensure all staff and service users are kept as safe as possible from poisoning and related food-associated illness by adopting high standards of food hygiene alongside food preparation. Bashment Fest and Made in 90s will ensure the Catering Manager must be registered with the food safety team where they are based, trading or live. Caterers must be published on the Food Standard Agency website <http://ratings.food.gov.uk/>.

#### Aim of Policy

This policy intends to:

- Ensure that service users benefit from having food provided for them that is of high quality, well presented and prepared, and nutritionally sound.
- Ensure that those with special dietary needs are supported
- Protect staff and service users from food-related illness. At Bashment Fest and Made in 90s events:
  - All food will be prepared, cooked, stored, and presented following the high standards required by the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2005.
  - Hot and cold drinks will be always available and offered regularly.
  - Religious, personal, and cultural special requirements will be catered for.
  - Vendors will offer a choice of foods and drinks
  - Vendors will be reviewed frequently and request feedback from service users.
    - Food will be presented in a manner that is attractive and appealing. Food Hygiene

#### Policy

Poorly prepared, stored, or contaminated food can be the source of potentially fatal infections such as salmonella and listeria. Event and Catering Managers are responsible for food hygiene. Bashment Fest and Made in 90s believe the effective management of food safety relies heavily on having written operational policies for the safe preparation, storage, and handling of food.

#### Food Preparation Facilities

- All food preparation areas will be designed to permit good hygiene practice, easy to clean and thoroughly disinfected
- All food preparation and storage areas will be designed to provide adequate ventilation and to protect food against external sources of contamination such as pests and vermin — adequate pest control measures will be taken to ensure the risk of contamination is minimised

- All food preparation areas, storage areas and serving areas should be always kept in good repair and condition — regular risk assessment and maintenance checks will be made with the findings recorded and logged
- All food preparation areas, storage areas and serving areas should be always kept clean— kitchens will be subject to regular cleaning by cleaning staff using colour coded equipment solely for use in kitchen areas. Catering staff will be expected to clean food preparation surfaces, equipment and utensils at regular intervals and as required during food preparation and cooking. Records of cleaning activity will be kept, and random quality checks made by the Event Manager.
- Adequate sanitary and handwashing facilities will be made available for all catering staff.
  - Toilets will not lead directly into food-handling areas. Food Preparation and Handling
- All food will be prepared, cooked, stored, and presented following the high standards required by the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2005.
- All food safety and hygiene policies and procedures will be implemented by having effective management of food safety systems in place, which include a form of risk assessment based upon the Hazard Analysis and Critical Control Point or HACCP system. All risk assessment findings will be documented, and records kept.
- Catering Staff and Managers preparing food will take all reasonable, practical steps to avoid the risk of contamination of food or ingredients.
- All tools, equipment and surfaces that meet food being prepared or served must be always kept clean.
- Everyone in a food handling area must maintain a high level of personal cleanliness, and food handlers must wear suitable clean appropriate, protective clothing
- At every stage of the meal, preparation food must be protected from contamination likely to render it unfit for human consumption
- Cooks should ensure that the correct colour coded knives and chopping boards are used when preparing food to avoid cross-contamination, i.e.
  - · Red - raw meat
  - · Yellow – cooked food
  - · Blue – raw fish
  - · White - bread and dairy products
  - · Green - salads and vegetables
- All meat and hot food should be thoroughly cooked or reheated, especially poultry. Caterers should use an appropriate cooking thermometer to check the temperature in the middle of the food, particularly meats. Cooked meat should be cut open to check that it is piping hot in the middle.
- Digital probe thermometers should be checked daily to ensure that they are giving an accurate reading. They should be serviced regularly and recalibrated as required. Manufacturer’s instructions and guidelines should be followed when conducting tests or arranging for servicing. Results of checks and services should be recorded.

- Starchy foods should be served directly after cooking — if this is not possible, they should be cooled within an hour and kept in the fridge until reheating
- Cooked food should never be reheated more than once.
- All deep-frozen food should be thawed before cooking (especially important when using a microwave oven)
- Cooks should be aware of the risk of salmonella infection associated with foods containing uncooked eggs.
- Cooks should never reuse utensils with which have been used to prepare raw eggs or meat without first washing them with hot water and detergent.
- Catering staff should never allow juices from raw meat to meet other foods - cooked food and uncooked food should not be stored together, separately marked cutting boards and knives should be used for raw and ready-to-eat food.
- Salads must be washed thoroughly
- Food handlers should receive adequate supervision, instruction, and training in food hygiene
- When serving food; all staff should observe appropriate hygiene standards
- All staff **MUST** wash their hands before and after handling food and, in addition, all staff helping in the preparation or serving of food should wear the protective equipment provided, such as disposable gloves, hats and aprons.
- When serving or displaying food, it can be kept out of temperature control for a limited period, but this should only be done once, and if any food is left after this time, it must be thrown away or kept chilled at eight °C or below until it is used — cold foods can be kept above 8°C for up to four hours.
- Wherever possible, staff should use utensils or packaging when serving to avoid direct contact with hands.

#### Food Waste Disposal

- All food waste should be disposed of in a hygienic and environmentally friendly way in line with Bashment Fest and Made in 90s waste management policy
- Refuse should not be allowed to accumulate in kitchens and should not be left overnight.
- Food waste should be disposed of in appropriately labelled receptacles. Receptacles that are usually used for the storage of food for consumption should not be used for refuse.
- Other kitchen waste generated may be stored in black polythene bags, which should be removed at the end of each event day. The bags should not be overfilled and should be tied to prevent problems from insects and pests.
- The containers for such bags should be maintained in a clean condition and be foot-operated, and staff should be trained to wash their hands after using the receptacles.
- Suitable outdoors waste storage facilities will be provided for the storage of food waste prior to its removal from the establishment. These facilities must be maintained in a clean and secure manner to ensure that they are free from pest activity and do not present a health hazard.

#### **Food Procurement and Storage Product Date Codes**

To ensure good stock rotation and compliance with the Food Labelling Regulations, all foods (except for unprepared and uncut fruit and vegetables, sugar, wine salt, fresh bread) must be date coded.

Bashment Fest and Made in 90s understand date codes to be of two types:

1. "USE BY" date codes apply to highly perishable, "high risk" products such as cooked meats and dairy products.
2. "BEST BEFORE" date codes apply to perishable and non-perishable foods, for example, cereals and packed products, cans, and bottles.

At Bashment Fest and Made in 90s events:

- All catering products will be procured from reliable, high-quality sources.



- All products must be used before the expiry of date codes.
- Care must be taken when using products to check labelling instructions.
- The rule FIRST IN - FIRST OUT should always be applied.
- Opened packs of food should be decanted into clean containers with close fitting lids labelled and date coded.

At Bashment Fest and Made in 90s events the following rules should be applied when storing food in a refrigerator:

- High risk food should be stored between 0 - 4oC
- Fresh meat, poultry and fish should be stored between 0 - 1oC · Frozen foods to be stored at or below -18o.
- Cook-chill products to be stored at 3oC or below.
- High risk foods are usually those which contain protein and are intended for consumption without treatment which would destroy such organisms, e.g., all cooked meat and poultry, cooked meat products including gravy and stock, milk, cream, artificial cream, custards and dairy produce, cooked eggs and products made with eggs, for example mayonnaise, but excluding pastry, bread and similar baked goods, shellfish and other seafood, for example, oysters, cooked rice.
- Refrigerators should be packed in a manner which allows good air circulation.
- All food should be covered to prevent drying out, cross contamination and the absorption of odour.
- Higher risk foods should be stored at the rear of the refrigerator where possible and consistently above raw foods.
- Refrigerators should be cleaned on at least a weekly basis using food-safe chemicals.
- Spillages should be cleaned as soon as they occur. After cleansing, the surfaces need to be thoroughly dried.
- Refrigerator temperatures should be checked weekly, and refrigerators should be serviced regularly, at least twice a year.
- In the event of illness in a food handler or a suspected food-related health problem among residents:
- Any staff member who becomes ill while handling food should stop work at once and report to the Catering Manager. Staff involved in food handling who are sick should see their GP and only return to work when their GP states that they are safe.
- Suspected outbreaks of food-related ill-health should be reported immediately to the event manager.
- Any suspected outbreaks of food-related ill-health should be reported immediately to the local consultant in communicable disease control (CCDC) and infection control team.



## **Traffic Management Plan (TMP)**

### **Purpose of this Plan & Overview**

This written plan is to be used in conjunction with CAD plans shown on the OS tile map. The traffic management plan is designed to ensure safety to event users, staff, and public, whilst also minimising the disruption to residents.

### ***Aims of TMP and Organisers Responsibility:***

The objectives of this Traffic Management Plan are outlined below:

- o Provide a safe environment for all road users, including attendees, the public, cyclists, motorists etc.
- o Prevent any traffic hazards that may arise due to the events taking place.
- o Minimise disruption, delays and/or congestion for road users.
- o Ensure access to surrounding residential and commercial properties is always maintained. To achieve these objectives, we, The Event Organisers will:
- o Ensure only roads suitable for event traffic are used by attendees.
- o Ensure delays and congestion within and on the road immediately surrounding and, or, leading up to the site is diminished using traffic stewards.
- o Use appropriate and sufficient road signage to ensure adequate guidance is provided so attendees/staff use the advised travel routes.
- o Ensure the needs of all attendees are accommodated at and within the event site, including cyclists, taxi arrivals, and people with reduced mobility.
- o Staggered departure times to the site to avoid unnecessary congestion in/around the site.
- o SIA / Stewards are allocated within the key areas (please see staffing allocations on page 22).

This TMP provides details of all procedures to be implemented by ourselves "The Event Organiser", event personnel (Security, Marshalls etc.), and necessary Local authority assistance.

### **PARKING SUSPENSIONS**

Please note tow truck and CEO Officer will be organised by ~~████████████████████~~  
Enforcement in place from 00.01am on 29th July, until 23.59pm on 30<sup>th</sup> July 2023.

- o Gravel Hill Slip Road both sides of the road Crosswayside
- o Kent Gate Way up to the Roundabout Left-Hand Side only coming from Gravel Hill
- o Lodge Lane Both sides leading to Spout Hill.
- o Spout Hill Both sides up to Roxton Gardens
- o Spout Hill- Left – Hand side Only up to solid white line
- o Addington Village Road -Park Side only
- o Addington Village Road outside church both of road up as far as paddocks
- o Roxton Gardens both sides 10 metres junction with Spout Hill
- o Gravel Hill slip road short section by Addington Palace near exit out to Gravel Hill

### **CLOSURES**

In place on both 29<sup>th</sup> and 30<sup>th</sup> July 2023 from 12pm – 22.00pm on both days.

- o Addington Village Road: closed at its junction with The Paddock eastwards
- o Addington Village Road: closed west of the entrance with The Harvester
- o Roxton Gardens: closed o/s/ 2 Roxton Garden
- o The Crossways from its junction with Gravel Hill
- o The Crossway closed to all incoming traffic from its junction with Selsdon Park

### **RESIDENT ACCESS ONLY ZONES**

These will be residential roads in which will prevent attendees from trying to park. We will manage this by:

- Suspending parking on these roads. Croydon council will suspend the parking with signs along the zones.
- Signs on entrances into these residential areas stating "RESIDENT ACCESS ONLY ZONE"
- Yellow no-parking cones will be placed along these roads in-between the initial signs at the junction and the stewards.
- Stewards will be strategically placed along these roads and areas enforcing the parking suspensions. The stewards will not be positioned at the junctions of zones – this will ensure no traffic stopping on the main roads.
- No parking cones around Lodge Lane roundabout.

### **THE TOW AWAY ZONES AREAS**

- The whole length of Gravel Hill including Abbots Green (residential side road-not the dual carriageway)
- Gravel Hill northbound residential side road by Crossways.
- Whole length of Addington Village Road including Boundary Way and The Wicket.
- Spout Hill, from junction of Addington Village Road up until start of white line outside no.17.
- Roxton Gardens
- Lodge Lane from roundabout for 20m south on southbound side of road.
- Kent gateway eastbound from Gravel Hill to Addington Village Road

### **RESIDENT ACCESS ONLY ZONES**

- Crossways including Kerr Close and Rawlina Close
- No access into Crossways from Selsdon Park Road. Crossways becomes one-way system all traffic into Crossways vetted by stewards at Gravel Hill entrance
- This zone will have stewards at the only access point. All event goers will be turned away and all residents will have passes to be allowed in.

### **STAFF CARPARK**

- Staff car park will have signs stating 'STAFF CAR PARK ONLY' before entrance.
- Traffic to be allowed to turn into the staff car park, vetted within car park and turned around / exit, if required.
- No traffic to be stopped on Kent Gate Way.

### **TAXI/DROP OFF**

- Taxi and drop off to be signed from Gravel Hill.
- It is located on Addington Village Road, west of Lodge Lane.
- Stewards to vet taxis/ drop off just west of Harvester carpark to allow free flowing access to harvester, with no stopping on main road.
- Special worded sign for Harvester stating 'HARVESTER OPEN AS USUAL"

### **PARKING FOR ATTENDEES**

We have managed to secure parking arrangements for attendees at the following school facility:

**Coombe Wood School** 30 Melville Avenue Croydon  
South Croydon CR2 7HY

Attendees will be directed to the car park, should they try to park in restricted areas. Parking will be free of charge and attendees using the car park will be able to travel to the event via Tram, once they have parked and secured their vehicle.

**COMMUNICATION STRATEGY**

There will be three-way radio communications between staff on site to assist with traffic management of vehicles travelling into, through and/or around the premises.

**SIGNAGE AND INFRASTRUCTURE**

All signs will be positioned in accordance with Traffic Signs Regulations and General Directions 2002, by a competent person wearing high visibility clothing. All signs will be clearly visible, ensuring they are not presenting an obstruction to footpaths, vehicles in the road, or sight lines for traffic / pedestrians, with consideration to all road users including disabled persons or those with wheelchairs. Signs will be sandbagged if required and will not obstruct any existing signs.

Please read notes on diagram



**TGTM LTD**  
**TRAFFIC MANAGEMENT**  
 WWW.TGTM.LTD.COM

**KEY**

|  |                               |
|--|-------------------------------|
|  | RESIDENT ONLY - TOW AWAY ZONE |
|  | PEDESTRIAN ROUTE TO FESTIVAL  |
|  | SIGN                          |
|  | NO PARKING CONES              |

**NOTES**

- All traffic signs are installed in accordance with the Traffic Signs Manual.
- All traffic management signs are installed in accordance with the Traffic Signs Manual unless otherwise specified.
- All signs shall be placed in accordance with the Traffic Signs Manual unless otherwise specified.
- All signs shall be placed in accordance with the Traffic Signs Manual unless otherwise specified.
- All signs shall be placed in accordance with the Traffic Signs Manual unless otherwise specified.
- All signs shall be placed in accordance with the Traffic Signs Manual unless otherwise specified.

**CLIENT**

**PROJECT**

CROYDON-  
 ISLAND PUNCH FEST-  
 MADE IN 90S-  
 ADDINGTON PARK- CRO 5AR

**TITLE**

TRAFFIC MANAGEMENT-  
 OVERVIEW

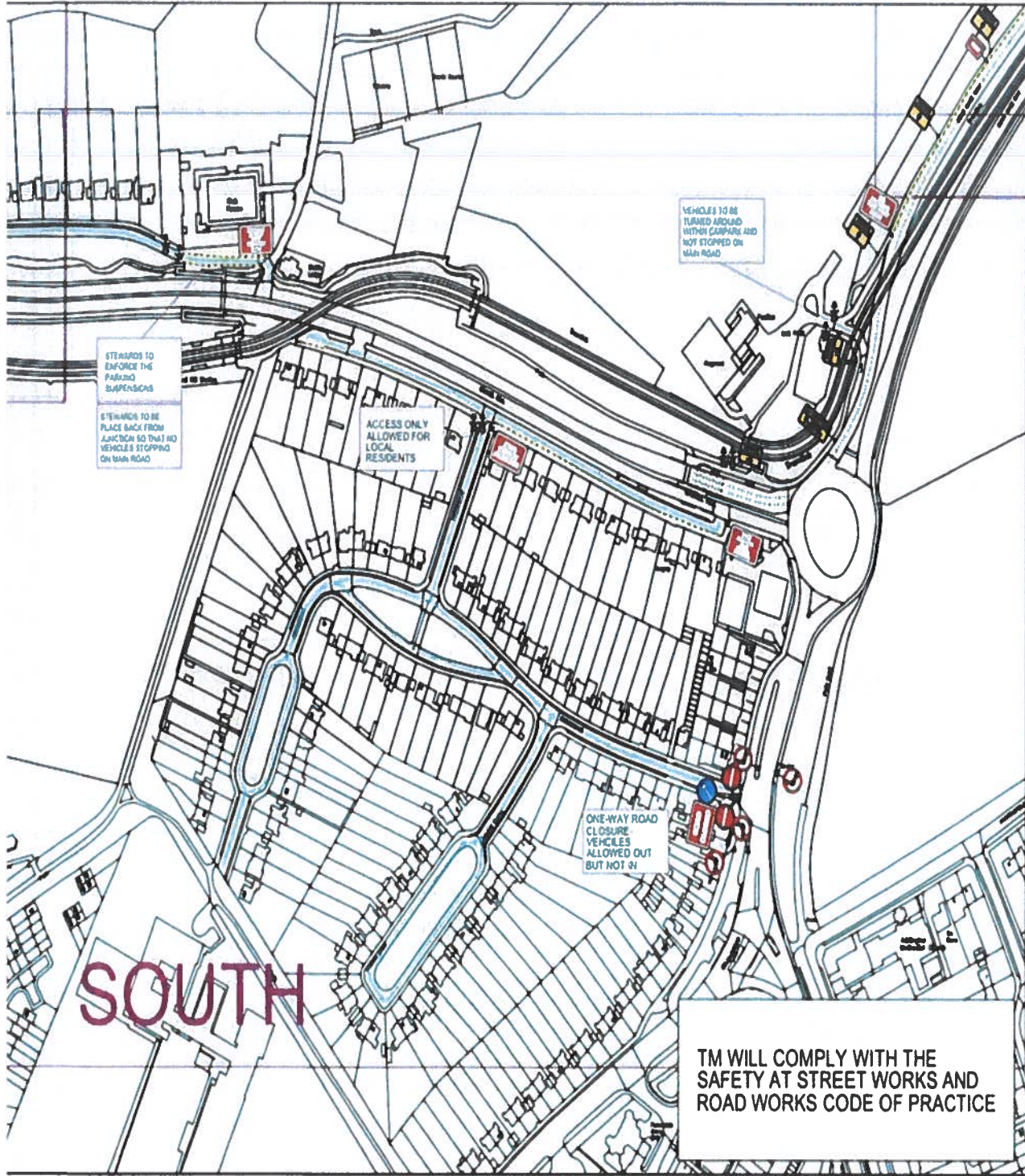
**DATE** 05/08/2022

TM-CRO-ISLANDPUNCH FEST- MADE IN 90S-  
 ADDINGTON PARK- CRO 5AR-2022-001-OVERVIEW-REV03

TM WILL COMPLY WITH THE  
 SAFETY AT STREET WORKS AND  
 ROAD WORKS CODE OF PRACTICE



Please read notes on diagram



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**TRAFFIC MANAGEMENT**  
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**KEY**

|  |                          |
|--|--------------------------|
|  | RESIDENT ONLY - TOW-AWAY |
|  | PEDESTRIAN ROUTE TO F1   |
|  | SIGN                     |
|  | NO PARKING CON           |

- NOTES**
- All traffic signs shall comply with the Traffic Signs Manual.
  - All traffic management equipment shall be provided by the Contractor, unless otherwise stated.
  - All signs shall be positioned so as not to be obscured by any other objects and shall not obstruct the permanent or temporary use of any road, where practicable.
  - All traffic signs shall meet the requirements of BS 6732 Part 6, 1993, Table 1.
  - All traffic signs to be positioned as per the notes.

**CLIENT**

**PROJECT**  
 CROYDON-  
 ISLAND PUNCH FEST-  
 MADE IN 90S-  
 ADDINGTON PARK- CR0 5AF

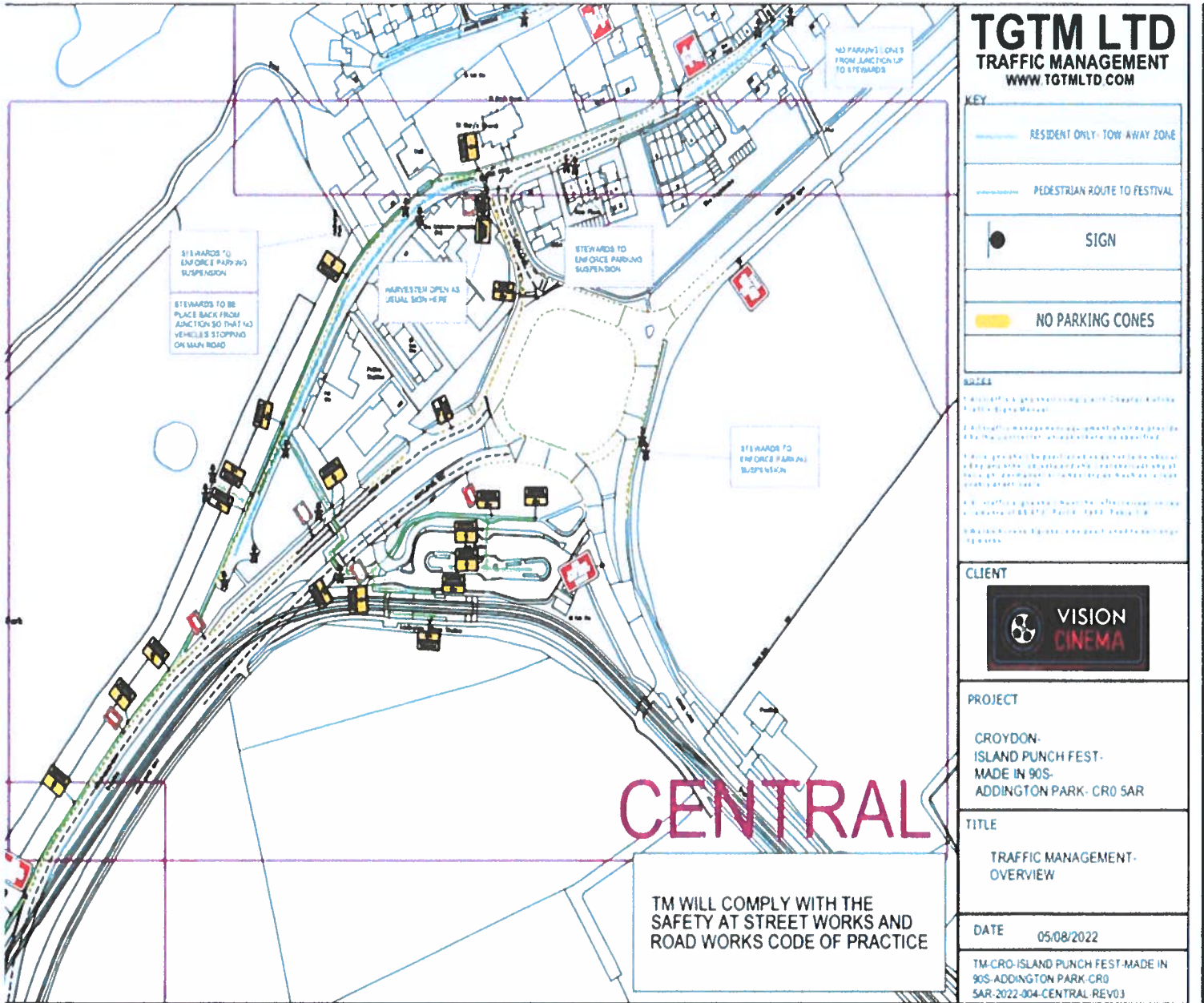
**TITLE**  
 TRAFFIC MANAGEMENT-  
 OVERVIEW

**DATE** 05/08/2022

TM-CRO-ISLAND PUNCH FEST-MA  
 90S-ADDINGTON PARK-CR0  
 5AF-2022-003-SOUTH-REV03

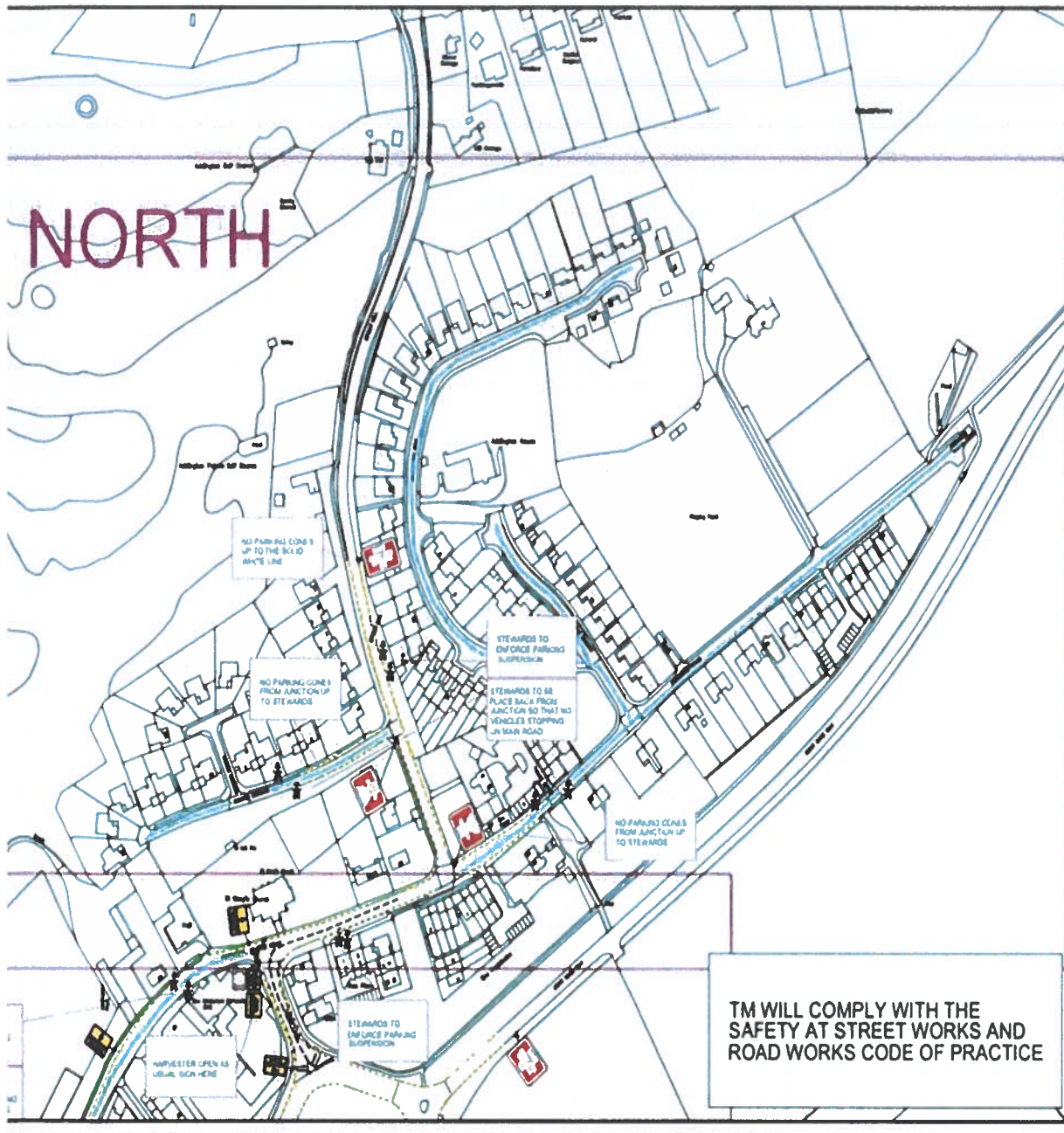


Please read notes on diagram





Please read notes on diagram



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**KEY**

|  |                               |
|--|-------------------------------|
|  | RESIDENT ONLY - TOW-AWAY ZONE |
|  | PEDESTRIAN ROUTE TO FESTIVAL  |
|  | SIGN                          |
|  | NO PARKING CONES              |

**NOTES**

- All signs to be placed in accordance with Chapter 6 of the Traffic Signs Manual
- All traffic management equipment shall be provided by the Contractor unless otherwise specified
- Signs shall be placed in accordance with the Traffic Signs Manual and shall be observed by any other vehicles and shall be observed by any other sign, permanent or temporary as well as any other traffic signs
- All traffic signs shall be placed in accordance with the Traffic Signs Manual and shall be observed by any other sign, permanent or temporary as well as any other traffic signs
- All signs shall be placed in accordance with the Traffic Signs Manual and shall be observed by any other sign, permanent or temporary as well as any other traffic signs

**CLIENT**

**PROJECT**

CROYDON ISLAND PUNCH FEST - MADE IN 90S - ADDINGTON PARK - CR0 5AR

**TITLE**

TRAFFIC MANAGEMENT - OVERVIEW

**DATE** 05/08/2022

TM-CROY ISLAND PUNCH FEST-MADE IN 90S-ADDINGTON PARK-CR0 5AR-2122-015-NORTH-REV03

TM WILL COMPLY WITH THE SAFETY AT STREET WORKS AND ROAD WORKS CODE OF PRACTICE

## **Noise Monitoring Plan**

### **Pre-Event Information**

Bashment Fest and Made in 90s Staff will distribute letters to residents within the surrounding area of Addington Park, introducing themselves whilst briefly explaining the event details and timelines of activities and movements taking place.

Residents will be provided with contact details of the Events Management Team for each day, providing them the opportunity to highlight any area of concerns and / or queries they may have, in relation and not limited to, noise issues, movement issues, etc.

### **Sound monitoring**

Stewards working on behalf of Bashment Fest and Made in 90s events will be responsible for monitoring sound levels and checking equipment every 30 minutes, ensuring event days remain compliant with the Control of Noise at Work Regulations. The Stewards will also ensure the sound level data will be used to identify any noise increase.

### **Sound Propagation and Pre-Event Test**

A sound propagation test will be carried out prior to the commence of each event day which requires the play of pre-recorded music through the PA systems whilst measuring sound levels simultaneously at the internal and external specified locations.

During this process, the sound system will be fine-tuned using the PA characteristics and Digital Signal Processing, ensuring the maximum attenuation can be achieved. A maximum level will also be set at the mixer positions in compliance with premises licence conditions.

### **Sound monitoring and control**

Sound level data will be replayed to a central point indicated on the site map and permanently monitored by the screening / sound engineer, enabling real time sound levels to be reviewed via a laptop/computer. Should the offsite monitoring levels reach a critical level, it will be possible to view the relevant FOH levels and judge whether the stage has caused the exceedance or if the issue is caused by other extraneous environmental factors. Where necessary, an intervention can then be made via the central control point to the screening/sound engineer, reducing the onsite sound levels.

### **Complaints Procedure**

Bashment Fest and Made in 90s Staff will observe neighbour procedures and deal with any complaints in a speedy and empathetic manner. On receiving a noise related complaint, the Event Co- Ordinator / Manager on duty will be responsible for administering the complaints procedure. A noise assessment will be undertaken to investigate the source and implement noise attenuation/ control measures, ensuring noise levels are not exceeding agreed trigger levels.

### **Conclusions**

Bashment Fest and Made in 90s have reviewed and recommended procedures for event and sound control at Addington Park, ensuring the event achieves the requirements of the premises licence conditions and the public nuisance objective of the Licensing Act 2003.

Appendix 7

**Letter to Residents: Sunday 30<sup>th</sup> July 2023**

Dear Resident,

My Name is [REDACTED]; the Event Manager who has been set the task of managing a proposed event Bashment Fest at Addington Park on Sunday 30<sup>th</sup> July 2023.

The event will cater to a crowd of up to 3,000 attendees who will be over the age of 21+year-olds, celebrating music derived from the Caribbean.

Please note, food and beverage vendors (alcoholic and non-alcoholic) will be available for attendees to purchase on site.

Further event details:

Start: Gates open to the guests from 13:00pm (Gates will close for entry at 7pm) End: All Activities to cease by 22:00pm (bars to close at 9.30pm)

We can assure you our team will do the up most to ensure there will be minimal disruption during this time, and would like to provide you with contact details for the key management personnel on the day:

- o Event & Site Manager: [REDACTED]
- o Event Co-ordinator: [REDACTED]
- o Production Manager: [REDACTED]
- o Security Liaison Manager: [REDACTED]
- o Traffic & Road Management Manager: [REDACTED]
- o Noise Control Manager: [REDACTED]
- o Medical Services Manager: [REDACTED] Contact Numbers: [REDACTED]

Please feel free to contact us via email or phone to discuss any issues or queries you may have at this time.

Kind regards, [REDACTED]

Vision Cinema / Bashment Fest

[REDACTED]

**Letter to Neighbours: Saturday 29th July 2023**

Dear Resident,

My Name is ~~XXXXXX~~; the Event Manager who has been set the task of managing the Made In 90s Outdoor Party event at Addington Park on Saturday 29th July 2023.

The event will cater to a crowd of up to 3,000 attendees who will be over the age of 28-years-old, celebrating R'n'B, Hip-Hop, Reggae and Dancehall music from the 90s era, alongside a touch of present-day music genres.

Please note, food and beverage vendors (alcoholic and non-alcoholic) will be available for attendees to purchase on site.

Further event details:

Start: Gates open to the guests from 13:00pm (Gates will close for entry at 7pm) End: All Activities to cease by 22:00pm (bars to close at 9.30pm)

We can assure you our team will do the up most to ensure there will be minimal disruption during this time, and would like to provide you with contact details for the key management personnel on the day:

- o Event Manager: ~~XXXXXX~~
- o Site Manager: ~~XXXXXX~~
- o Production Manager: ~~XXXXXX~~
- o Security Liaison Manager: ~~XXXXXX~~
- o Traffic & Road Management Manager: ~~XXXXXX~~
- o Noise Control Manager: ~~XXXXXX~~
- o Medical Services Manager: ~~XXXXXX~~ Contact Number: ~~XXXXXX~~

Please feel free to contact us via email or phone throughout the event process, should you have any issues or queries.

Kind regards,

~~XXXXXX~~ Made In 90s Ltd  
info@madein90sevents.co.uk

Please note, event update letters will be sent to the Residents two weeks prior to the first event, which will also include their parking permit codes. A draft of this letter will be sent to ~~XXXXXX~~, prior to distribution.



*Appendix 8*

**Waste Management Plan**

This waste management plan states how we manage waste during our events.

**Stallholders:**

- Choose vendors and stallholders that meet our event expectations.
- Communicate with employees, contractors, and other event service providers in the planning phase of the event about their role in reducing waste.

**Bin Stations:**

- Order equal number of clearly labelled waste bins and recycling bins.
- Pair one waste bin and one recycle bin to make a bin station.
- Place bin stations at entry and exit points, food/beverage areas, high usage locations and 'back of house' for vendors.
- Waste contractors for collection

**Promote actions:**

- Advise all staff of recycling arrangements and organics.
- Provide information to the public before the event to bring their reusable food and drink storage items.
- Throughout the venue, provide clear information of what can go into each bin to reduce contamination levels.

**Post Event Meeting:**

- Discuss what worked and what can be improved next time.

| <b>EVENT DETAILS</b>   |   |  |                             |
|--|---|--|-----------------------------|
| Name of event  | Bashment Fest & Made In 90s Outdoor Party   |  |                             |
| Venue/location   | Addington Park, 3 Kent Gate Way, Croydon, CR0 5AR   |  |                             |
| Event Date(s)  | <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Saturday 29<sup>th</sup> July 2023 to Sunday 30<sup>th</sup> July 2023</td> <td>Duration of event<br/>2 days</td> </tr> </table>   | Saturday 29 <sup>th</sup> July 2023 to Sunday 30 <sup>th</sup> July 2023 | Duration of event<br>2 days |
| Saturday 29 <sup>th</sup> July 2023 to Sunday 30 <sup>th</sup> July 2023   | Duration of event<br>2 days   |  |                             |
| Type/style of event  | Music Festival / Party  |  |                             |
| Maximum size of the crowd expected at any one time.  | 3,000   |  |                             |
| Alcohol available  | Yes   |  |                             |
| <b>WASTE PROFILE</b>   |   |  |                             |
| <p>Materials expected at the three stages of an Event:</p> <ul style="list-style-type: none"> <li>(a) During Bump-in</li> <li>(b) At Event</li> <li>(c) During Bump-out</li> </ul> | <p>List the type of waste that will be generated, including some crucial specific items. An example provided below.</p> <ul style="list-style-type: none"> <li>a) General waste coming led recycling<br/>- Cable ties, cardboard, soft plastic</li> <li>b) General waste, commingled recycling, paper/cardboard, organics, container deposit<br/>- Food waste, compostable packaging(plastic cups, plates and cutlery)</li> <li>- Waste brought into the event – picnics, snacks</li> <li>c) General waste commingled recycling signage.</li> </ul> |  |                             |
| <b>BIN INFRASTRUCTURE</b>  |   |  |                             |
| What waste streams are to be collected?  | General waste, Recycling, Cardboard and Container deposit.  |  |                             |
| How <b>many bin stations</b> are required?   | 8 x bin stations  |  |                             |



| Waste Strategy   |  |
|--|--|
| <p>What actions will be taken to <b>reduce contamination</b> of recycling bins and food&amp; organics bins?</p> <p><i>e.g. waste signage, use of volunteers as 'waste warriors', waste audit</i></p>                 | Waste signage and use staff as waste warriors.   |
| <p>What actions to <b>avoid single-use plastic waste</b>?</p> <p><i>Include in vendor terms and conditions that no single-use plastics to be used.</i></p>   | Events Management will ensure all banned products are not used or sold at our event.   |
| <p>How frequently will the <b>bins be serviced/emptied</b> during the event?</p>   | All bins will be emptied and cleaned after each screening.   |
| <p><b>Who is the waste contractor</b> for the different waste streams? When will bins be taken away?</p> <p><i>Note: Maybe different contractors for different waste streams for recycling and food organics</i></p> | We have elected metro waste to remove all recyclable and general waste every day between 22:00 and 02:00.  |
| <p>How will the <b>council's public place bins</b> be managed?</p> <p><i>e.g. placing covers over council's bins or empty the public place bins along with the event bins</i></p>                                    | Our dedicated waste team will place waste bins near entrances and exits.   |
| <p>What <b>other waste facilities</b> are required (liquids/ greywater)?</p> <p>How will greywater and oils be managed?</p> <p><i>e.g. greywater collection tank will be supplied</i></p>                            | Waste tanks will remove greywater and grease fat between 8:00 and 10:00  |
| <p><b>What litter management actions</b> will be taken, so it keeps the site clean?</p> <p><i>Also, include management of cigarette butt litter</i></p>  | We will complete regular site walks to ensure the site is clean and tidy.  |
| <p><b>How will waste management be communicated?</b></p>   | In the staff meetings, event management will inform all staff of waste management protocols and provide hand-out books that detail relevant information. |
| <p>What <b>other waste strategies</b> are to be implemented?</p>   | Designated team to complete entire site walks during the event to ensure the area is kept clean and tidy.  |
| Evaluatio  |  |
| <p>Complete a waste management report including:</p> <ul style="list-style-type: none"> <li>- Waste date</li> <li>- What worked</li> </ul>   | This will be completed on each day of collection.  |

A2

|                                   |  |
|-----------------------------------|--|
| - Identify areas for improvements |  |
|-----------------------------------|--|

72-75

## **No Smoking Policy**

Bashment Fest and Made in 90s are committed to providing and maintaining a safe and healthy working environment for all its visitors, employees, and contractors.

In line with this commitment Bashment Fest and Made in 90s have adopted a No Smoking Policy at all event locations. The objective of this policy is to provide a smoke-free environment across all our events to achieve a healthier and pleasant environment and safeguard non-smokers from potential risks to the health of passive smoke and protect sites from increased risk of fire.

### **1. Background Legislation:**

- 1.1 The Health and Safety at Work Act 1974 (The Act) places a duty on employers to provide a working environment safe, without risks to health, and adequate regarding facilities and arrangements for their welfare at work.
- 1.2 The Smoke-Free (Premises and Enforcement) Regulations 2006 made under The Act require employer to:
  - o Ban smoking in enclosed or substantially enclosed workplaces (including work vehicles) and enclosed and substantially enclosed places to which the public have access.
  - o Display no smoking signs at each entrance to smoke-free premises and in smoke-free vehicles.
  - o Enforce a policy to stop people smoking in smoke-free places and vehicles.
  - o Ensure cigarettes and other smoking materials are extinguished and spent matches adequately disposed of.

### **2. Definitions used in this policy:**

- 2.1 Electronic cigarette/ e-Cigarette: battery-powered product releasing a vapour containing liquid nicotine or other substance and is inhaled by the user.
- 2.2 Vaping is the use of an e-cigarette.

### **3. Policy:**

- 3.1. This policy applies to all employees, temporary workers, contractors, sub-contractors, and attendees to all Bashment Fest and Made in 90s event sites.
- 3.2 We seek to provide non-smokers with the right to work in a space free of tobacco smoke whilst also considering the needs of those who smoke. Bashment Fest and Made in 90s are committed to providing a safe and healthy working environment, limiting the exposure of all workers and

## **Alcohol Policy**

### **Scope**

This Alcohol Management Plan addresses the bar operations that will be managed and overseen by the Designated Personal and Event Managers.

This plan will be updated when required by Bashment Fest and Made in 90s.

The sale of alcohol will commence no earlier than 13:00 hours and cease no later than 21:30 hours.

The bar will be referred to as the Catering area, this will correspond with the site map.

### **Specific action to protect children from harm**

Bashment Fest and Made in 90s are committed to ensuring that alcohol is not sold to anyone under 18. All attendees who attend Bashment Fest and Made in 90s events who look under the age of 25, will be asked to prove that they are over 21 by way of photographic identification (as per the Challenge 25 Company policy).

Bashment Fest and Made in 90s attendees will be advised of the Challenge 25 Policy through the website and other social media, stating that identification will be requested consistently at all bars. This publicity both serves to ensure attendees bring identification with them to the event.

Challenge 25 posters will be clearly displayed in the entrance area along with posters stating it is an offence to attempt to purchase alcohol if you are under 18 or on behalf of an under 18.

*Acceptable forms of identification to prove someone is over 18 include:*

- 1) *Valid Passport*
- 2) *Full or Provisional UK Photo Card Driving Licence.*
- 3) *A proof of age card*
- 5) *A national identity card*

Bashment Fest, Made in 90s and Vendors on the front line will be required to check the ID of any customer who appears to be under 25 and will be reminded of this obligation at their daily briefing.

All Bashment Fest and Made in 90s staff will have participated in a training session delivered by a member of the Staffing Team, covering Challenge 25, conflict management and serving intoxicated customers. They will have all signed to confirm they have received training and understood the policy.

A log will be kept on each bar detailing any customers who are refused service or entry to the queuing lanes as satisfactory ID has been requested but not been presented.

A log will also be kept of the number of challenges that have been made. All challenge/refusal information will be reported back to event organisers and will be available for inspection by local authorities if required. This information will be held for 2 years after the event.

### **Bar Management**

The bar will have a dedicated Bar Manager and team who are conversant with the requirements and responsibilities for the sale of alcohol.

They will directly instruct, monitor, and support their staff in ensuring the requirements of the Licensing Act 2003 are always adhered to.

We will ensure the Bar Manager / Events Co-Ordinator has obtained a Personal Licence Holders. A copy of each licence will be held by the Event Organiser, a copy can be provided upon request.

The bar Manager is responsible for briefing all their staff before each trading day.

### **Control of Illegal Sales**

Any amount deemed to be above acceptable or reasonable for personal consumption may be confiscated. This system is employed by us at all Bashment Fest and Made in 90s events and proves successful in helping control illegal alcohol sales.

Site security will monitor all areas of the site for illegal sales of any alcohol, or any unacceptable products offered for sale.

Bashment Fest and Made in 90s will work closely with the site security, police, and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

We will take immediate steps to stop any breach of the Licensing Act 2003 in respect of alcohol sales when they become known to us and will inform the DPS immediately of any such breach.

### **Equipment**

All equipment owned by the company is maintained in a safe condition and maintenance records are kept in accordance with the Provision and Use of Work Equipment Regulation 1992. The use of all equipment has been the subject of risk assessment in accordance with the management of Health and Safety at Work Regulations 1999. All bar employees have been trained in the use of the equipment, as applicable, and have been assessed as being competent in its operation.

### **Staff Welfare**

To ensure the wellbeing of our vendor staff, facilities will be provided at the bar to enable them to take breaks, have water or a hot beverage and a meal will be provided during each six-hour shift. There will be suitable and enough toilets and hand washing facilities available.

### **Drink and Drugs Policy**

Bashment Fest and Made in 90s encourage those employees who drink alcohol outside of working hours to do so in sensible quantities. The abuse of drugs of any form will not be condoned.

All staff and vendors are expected to always convey a professional image and to refrain from drinking alcohol during the working day, including break times.

Managers should take responsibility for the welfare of their staff and must undertake to provide a trusting, confidential and supportive relationship.

### **CHALLENGE 25 COMPANY POLICY & PROCEDURE**

**Bashment Fest and Made in 90s operate a 'Challenge 25' age verification policy.**

This means that if a person looks under the age of 25 years, they must prove they are over 18 years old by presenting an acceptable form of photo identification bearing their photograph, date of birth, and a holographic/ultraviolet mark. This company Policy and Procedure has been put in place to not only protect the business but also the employees, sub-contractors, and anyone else affiliated with the company including the venue/attendees.

**The following procedure must be complied with at every event where Bashment Fest and Made in 90s are selling alcohol:**

- Bashment Fest and Made in 90s will have a list of all contractors on site including Personal Licence Holders' details on the bar prior to the event.
- Test purchasing will occur randomly at event days and feedback will be presented.
- A training representative will provide staff training before the event.
- Training Events will be held prior to the event.
- This training must be documented (syllabus, who delivered it, when and where), auditable and signed for by the recipient and be available for examination at reasonable request by police or an authorised officer
- Each member of staff, following training/onsite refresher training and signing of the register, each staff member will receive a "Challenge Trained" wristband to indicate that they have completed the training. This



will be issued by the Staffing Team. The bar will also have a register of all staff, signed, to confirm that they have received training

The bar on site **MUST** be given a Challenge 25 Policy folder which clearly identifies the issues and provides the following:

1. Points of Contact
2. Challenge 25 Briefing
3. Examples of acceptable forms of ID
4. Refusal of Service & Conflict Management
5. Handling fake/false ID
6. An example of the date of birth relevant to customers being 21
7. A refusal register (all staff must fill in details of customers that have been refused service)
8. Challenge 25 Training log
9. SIA Security Personnel Log
10. Incident form – this form should be used to document any issues relevant to any of the licensing objectives that may have happened during the day, or for accidents and injury
11. Fake ID documents – for logging the surrender of suspected fake ID, receipts, and sealable envelopes.

All documents relating to staff training, refusals and incident forms must be handed to the Event Manager at the end of each day. This is the responsibility of the Personal Licence Holder and Bar Manager.

**If an incident occurs, the following steps outlined below must be always adhered to:**

- Contact your manager.
- Fill in the **Incident Report Form** within your Challenge 25 Policy pack.
- Obtain a statement from the member of staff involved in the incident.
- Obtain a statement from the Bar Manager.
- Where possible, obtain a statement from the customer/staff member.

#### **First Aid**

The bar will have first aid kits and all staff will be advised of the location of first aiders. The bar manager will be fully aware of how to contact the onsite medical team for either a staff or public response.

**TESTING & SPOT CHECKS**

**Please be reminded that testing on Challenge 25, dealing with drunk customers and conflict management will occur at events randomly. Staff may be asked individually, and Bar Manager may be asked to show proof of training/briefing documents.**

**IF AT ANY POINT YOU ARE UNSURE OF ANY OF THE ABOVE STEPS, PLEASE CONTACT THE EVENT MANAGER WHO WILL GO THROUGH ANY ISSUES YOU MAY HAVE**

A2

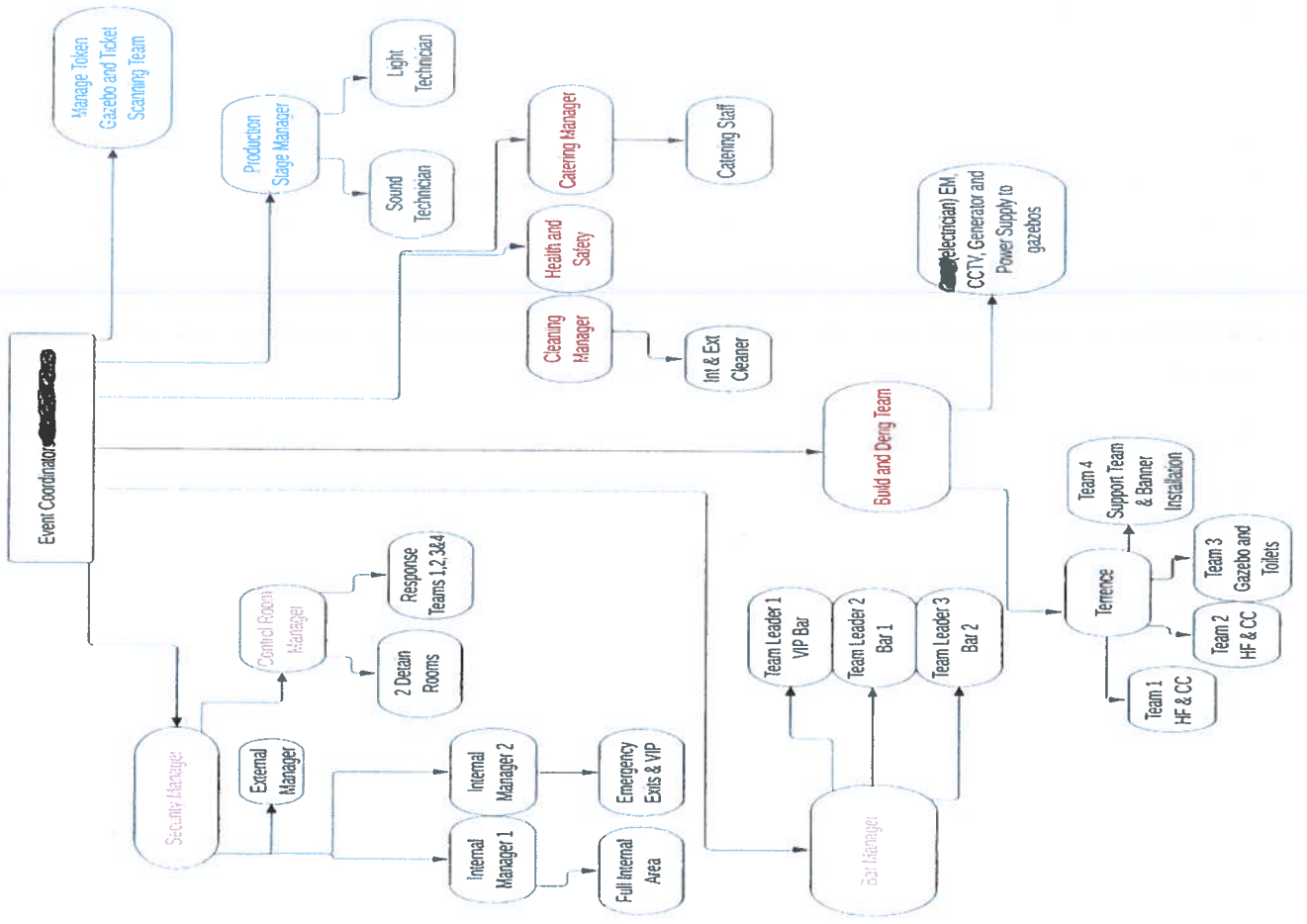
# Staff Sign in sheet

|                               |                         |
|-------------------------------|-------------------------|
| <b>Festival: Made in 90's</b> | <b>Date: 29/07/2023</b> |
|-------------------------------|-------------------------|

| <b>Forename</b> | <b>Surname</b> | <b>SIA Badge Number</b> | <b>First Aid (Y/N)</b> | <b>Time in</b> | <b>Time out</b> | <b>Signature</b> |
|-----------------|----------------|-------------------------|------------------------|----------------|-----------------|------------------|
|                 |                |                         |                        |                |                 |                  |
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|                 |                |                         |                        |                |                 |                  |
|                 |                |                         |                        |                |                 |                  |
|                 |                |                         |                        |                |                 |                  |

## Radio sign in sheet

| <u>Forename</u> | <u>Surname</u> | <u>Radio Number</u> | <u>Time in</u> | <u>Time out</u> | <u>Signature</u> |
|-----------------|----------------|---------------------|----------------|-----------------|------------------|
|                 |                |                     |                |                 |                  |
|                 |                |                     |                |                 |                  |
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|                 |                |                     |                |                 |                  |
|                 |                |                     |                |                 |                  |
|                 |                |                     |                |                 |                  |







The premises licence holder shall (ensure) –

1. Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised by SIA door supervisors to ensure that there is no nuisance or obstruction to the public highway and footpaths.
2. All staff having contact with the public shall wear high-visibility tops.
3. Operate crime prevention policy part of which will encompass a search and seizure policy that includes searching everyone who enters the event including all staff and artists. All bags will be searched and all those entering the event enclosure will pass through the metal detector and/or wands search area.
4. Storage and disposal procedures for contraband found and seized at the entrance and bars will be agreed with the police prior to the event.
5. Public signage will be displayed throughout the premises regarding contraband, and that it is a condition of entry that customers agree to be searched and that police will be informed if anyone is found in possession of a controlled substance or weapons. The policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
6. An incident log shall be accessible at the premises by the organiser and made available on request to police or other officer with lawful authority. The following details shall be recorded:
  1. Date of incident
  2. Time of incident
  3. Location of incident
  4. Persons concerned
  5. Summary of incident
  6. Identification of any Emergency Services Personnel who attended
7. There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the premises and a copy lodged with the Police Licensing Team. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
8. A Challenge 25 scheme will be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are over 18 years of age. Proof of age shall only comprise a valid and in

date passport, photo card driving licence, military card or a card bearing the PASS hologram. Refusals shall be recorded by bar staff and these records shall be viewable to the public.

9. All drink will be served to members of the public in plastic or polycarbonate containers without screw cap lids.
10. Ensure that customers are prevented from leaving the event site with bottles or open containers.
11. SIA door staff will be deployed inside the event at a minimum ratio of 1:50 members of the public attending, with 13 SIA staff in addition to this for outside deployments. Body Worn Video will be worn by a number of SIA door.
12. A record of all SIA security staff who are on site and have received a security briefing specific to the events will be kept with the following details:
  1. Name and date of birth
  2. Full 16 digit SIA badge number
  3. Dates and times employed
  4. Copy of the security briefing
  5. Signature of person confirming they have understood and received the security briefing provided
13. A direct telephone number (mobile to be held by a duty manager) will be provided to neighbouring premises to be used in the event of a complaint of noise nuisance.
14. The premises shall run each event with the latest Event Management Plan that has been agreed in writing at the latest SAG meeting.
15. The event management plans for each event shall include the following information as a minimum; site plans, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, specific safety policies, risk assessments, traffic management plans, possible noise nuisance plans, and ingress/egress plan.
16. All bar staff at the event will be trained, a record of this training will be documented and signed by the member of staff that they have received and understood this training that will include relevant input on the Licensing Act 2003 and include the licensing objectives, proof of age, identifying and seizing counterfeit documents, and conflict management. All staff training records should be maintained and kept on site. A designated member of

- staff should be able to produce the records on the request of police or other authorised person.
17. The event will operate a vulnerable person policy, and include WAVE training for all relevant members of staff.
  18. Each bar shall be individually managed by a personal licence holder, during licensable hours.
  19. Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.
  20. No persons under the age of 18 years will be permitted to attend the event.
  21. CCTV will operate at the site to cover the entrance and exit points, bars, stage, and other areas identified through a risk assessment. CCTV must be retained for 31 days after the event and made available to Police or Council upon request. During the event any CCTV request made by Police should be provided on a useable digital format within 2 hours.
  22. All event management, staff, stewards, and security employed at the event must carry out reasonable requests by police officers to ensure the licensing objectives are met.
  23. Evidence will be provided within 7 days and at least 24 hours prior to the event (whichever is soonest) upon request of relevant council and police officers. This evidence will demonstrate relevant suppliers and contractors have agreed to supply to the event organisers sufficient critical staff and materials necessary to support the event management plan to the Safety Advisory Group.
  24. The event site will be built and accessible to the police and relevant council officers at least 24 hours prior to the start of the event.

A4

**From:** [REDACTED]  
**To:** LICENSING  
**Subject:** Licensing Application - Addington Park Objection  
**Date:** 14 March 2023 09:00:33  
**Attachments:** [Addington Park Event Objection - August 2022.pdf](#)  
[St1RespPKiernanSep21.doc](#)

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Hello,

I would like to object to the proposed licencing request for the event at Addington Park 29/07/23 – 30/07/23 ([link here](#)) on the grounds of the prevention of **crime and disorder** and **public safety**. I have attached full details of my complaint, based upon the residents experience in 2021, the details within this complaint hold true for this application and must be taken into consideration.

I denote that a similar event was planned last year and adequate controls were put in place to mitigate any issues, it is unclear from the application which (if any) of these controls will be implemented for this event if approved. I also denote that from the vendors ticket sales [website](#) that they make no mention of parking restrictions on adjacent roads during the event

As per the previous applications, I would like to make a complaint that the council or the applicant hasn't made adequate attempts to engage with local residents prior to making this application. I do not accept that placing signage around the park during the colder winter months is likely to capture the attention that such an event deserves.

Thanks,

[REDACTED]

[REDACTED]  
[REDACTED]

From: ~~xxxxxx~~  
Sent: 11 June 2022 20:44  
To: licensing@croydon.gov.uk  
Subject: Addington Park Licensing Application - August 2022

Hello,

I would like to **object** to the proposed licencing request for the event at Addington Park 26/08/22 – 27/08/22 (link [here](#)) on the grounds of the **prevention of crime and disorder** and **public safety**. This event is believed to be similar in composition to an event that was held in the same location last year. I felt compelled to complain to the council following that event due to the negative impact on residents that was caused. The council acknowledged shortcomings related to the event last year, all of which remain just as relevant today. This application for this event does not make it clear how these issues will be mitigated or avoided.

My concerns:

1. The event will result in an increase in rubbish and broken glass which will prevent me from allowing my toddler to walk along the street during and after the events – this was an issue last year.
2. Last year, **emergency vehicles larger than a car would not have been able to reach the top end of Crossways** (photos attached below), everybody is fortunate that this need did not materialise. The event organiser has included the following within their application “Trained traffic wardens will be employed to ensure the attendees park within the allocated are of Addington Park, not causing a nuisance to local residents” In practical terms it is not clear what this means:
  - a. Is the organiser suggesting that they will use civilian wardens on my road?
  - b. If this is the suggestion then given they will have no legal authority how will enforcement work?
  - c. How many wardens will the organiser provide?
  - d. There are no details of any additional controls or support that the council or police will provide in this regard. Events like football matches are adequately managed
3. I will not be able to safely cross the road due to the excessive numbers of cars parked bumper to bumper and blocking dropped curbs at multiple crossing points – this was an issue last year.
4. Vehicles parked illegally and dangerously on street corners, this could have severely injured or killed a vulnerable road user
5. It is likely that I will be unable to ingress and egress Crossways via motor vehicle due to legally and illegally parked vehicles – this scenario occurred last year
  - a. With regards to the event last year, the council acknowledged “The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues.”
  - b. Last year, the council stated and acknowledged “In respect of the concerns you raise about parking, in the months preceding, the event was discussed by the Safety Advisory Group (SAG), a multi agency group comprising different Council teams, the Metropolitan Police, the London Ambulance Service and public transport providers, such as Transport for London and Tramlink, amongst others. The event organiser also attended the SAG meeting. Please note that the SAG is distinct from the licensing process. A post event SAG debrief meeting was recently held. This meeting



- considered the positive safety controls and the safety aspects that were lacking in respect of the event. "
6. The response from Michael Goddard last year confirmed that the parking restrictions on Crossways were designed to manage commuters for the tram Monday – Friday. This confirms that these are **not suitable** for managing a major event such as the one proposed within this application (which is obvious).
    - a. Last year, in some cases cars were parked illegally on single yellow lines, but did so adjacent to a marked bay which then caused the road to unacceptably narrow. This has not been addressed in the intervening period, therefore I have no reason to believe that the outcome would be any different this time.
    - b. The parking controls and restrictions on my road in general have not been addressed in the intervening period, therefore I have no reason to believe that the outcome would be any different this time.
    - c. As a slightly wider point, yes, the restrictions on my road have been implemented to deal with commuters and as such the zone does permit vehicles to park on the road. For the avoidance of any doubt, last year, the vast majority of these vehicles were still committing an offence by the way that they were parked on the verges etc (they **had** to park on the verges to avoid fully blocking the road in many cases). The restrictions on this road are clearly designed for the odd handful of cars which might need to park outside of the operational hours, not for a social event which will be attended by thousands of people.
    - d. I stated last year, "As this exercise has proved, it is impossible for cars to park on the existing single yellow lines opposite each other (and in some cases opposite driveways) without causing a severe narrowing of the road. If there is a chance that the Council might consider future events at this location then the parking controls need to now be reviewed urgently as these are now not fit for purpose."
  7. The mitigations and controls within the licencing request do not adequately state how issues relating to parking controls and anti-social behaviour will be managed outside of the park. The application contains no details of which supporting personnel will be protecting local residents. Examples that are missing, that were required last year:
    - a. Last year, no council traffic wardens were seen after midday on the Saturday afternoon (read: for the entirety of the two-day event)
    - b. Last year, the council could not be contacted via telephone and reports via the councils application were ignored
    - c. Last year, no local police were seen within my road after the event, exposing the residents to anti-social behaviour (men urinating against a tree)
    - d. Last year, vehicles remained illegally parked for the duration of the event – No police or council towing enforcement was present
    - e. Last year, no additional teams were deployed to clean the streets
  8. My family will not be permitted to access my local green space over a summers weekend, forcing me to make an unnecessarily trip elsewhere which is bad for the environment (if it is even possible due to the likelihood of a blocked road)
  9. The increased number of vehicles to the area will cause an increase in air pollution.
  10. Last year it was stated "The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues." – What assumptions have been made for this event?

The application does not adequately state how these likely issues will be mitigated or controlled outside of the park itself. If granted, this will commit local residents to a miserable weekend through



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no fault of their own. It is also not clear who will be responsible for any required repairs to grass verges?

In the event that the nightmare scenario occurs that somebody is seriously injured or dies within the area, due to the inaccessibility of the roads then who would be held responsible? This isn't a theoretical concern of what *might* happen when this volume of people descend on the area, we have experience now which we should learn from. In the event that something does happen then who would be legally accountable from the council? I would ultimately like to forward this communication to them now, rather than the individual(s) hiding behind a public enquiry after the fact.

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Photographs attached from last year below



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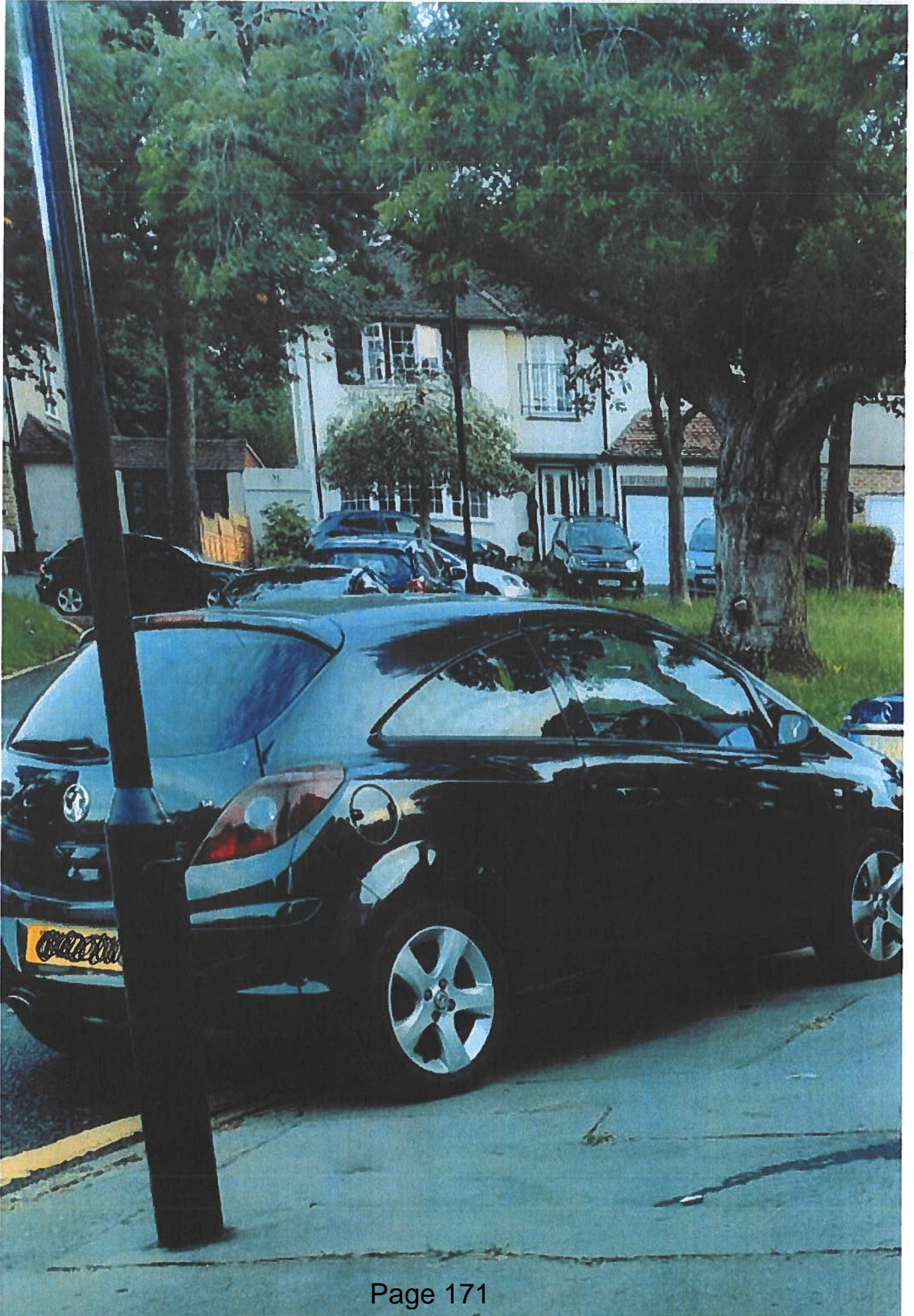
Saturday ~8pm:



14









A4





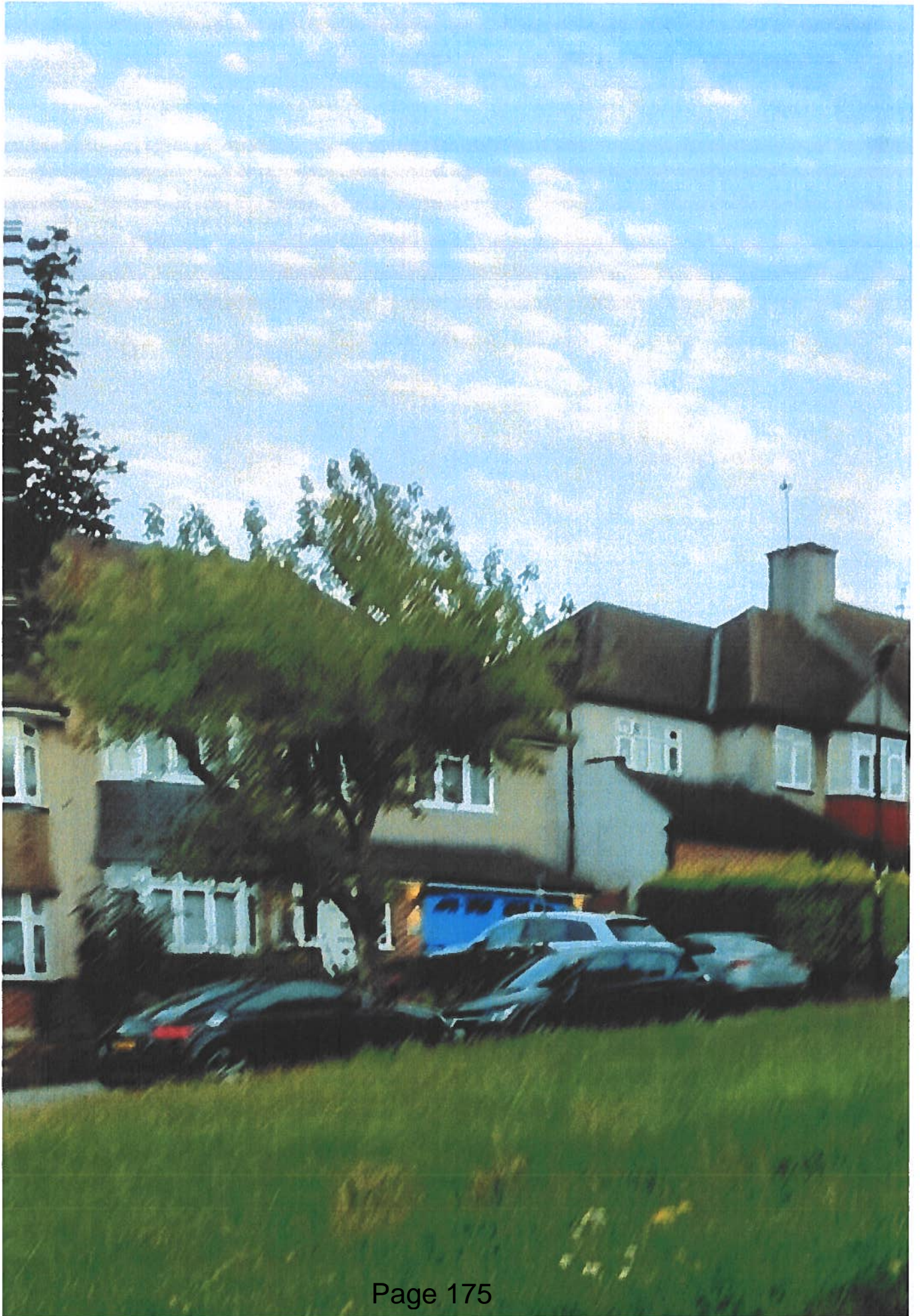








AK



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Sunday ~7pm:



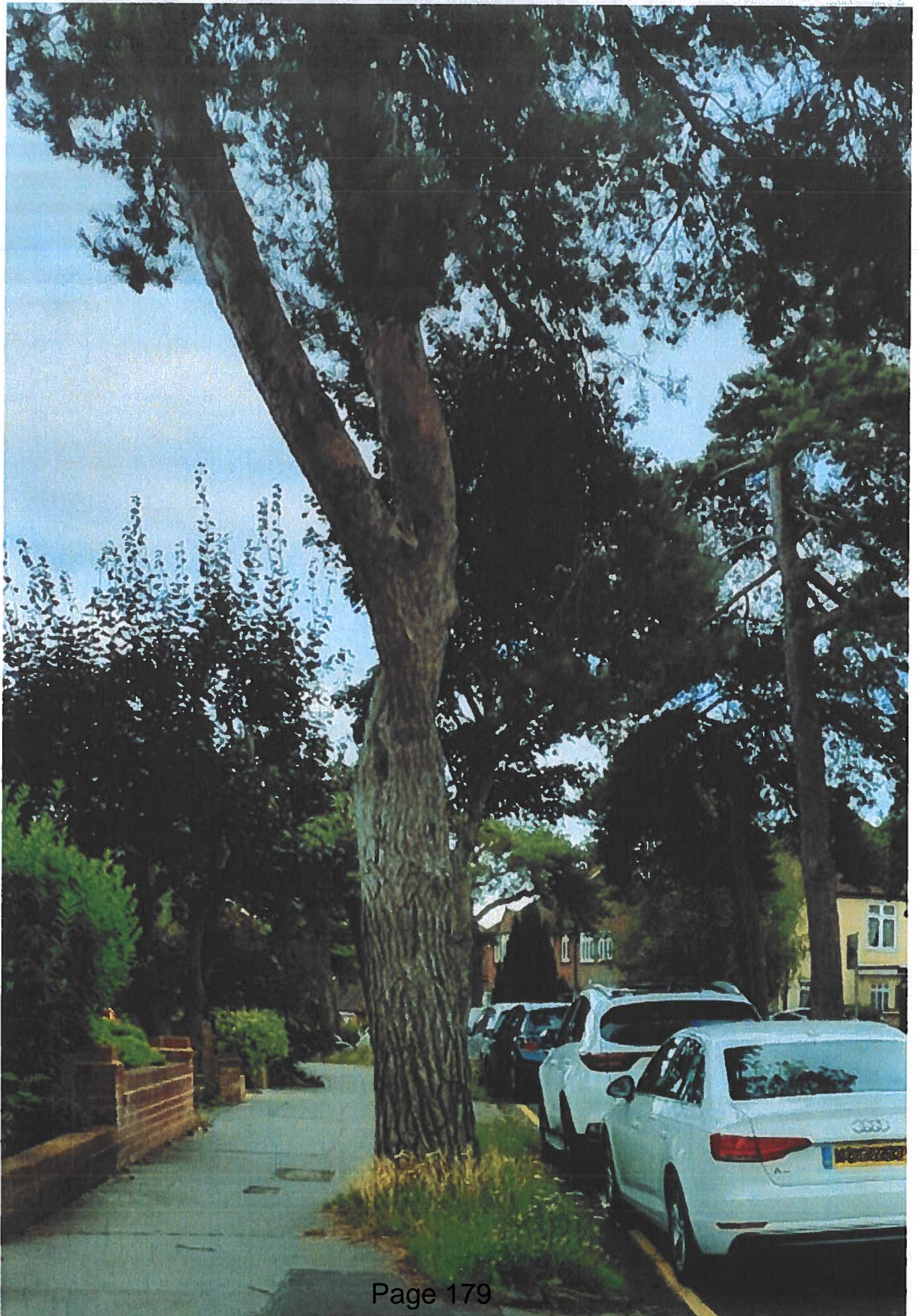
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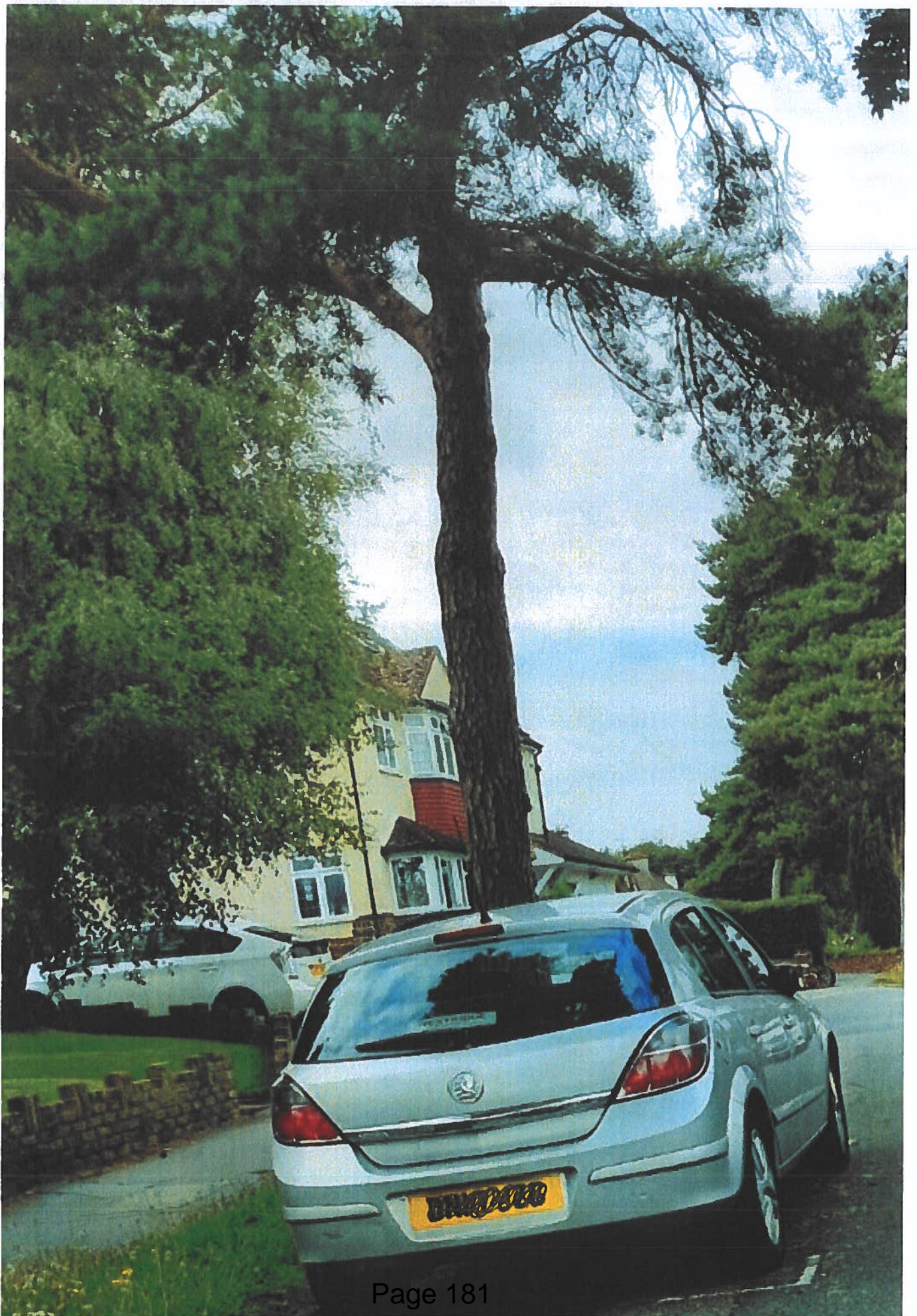


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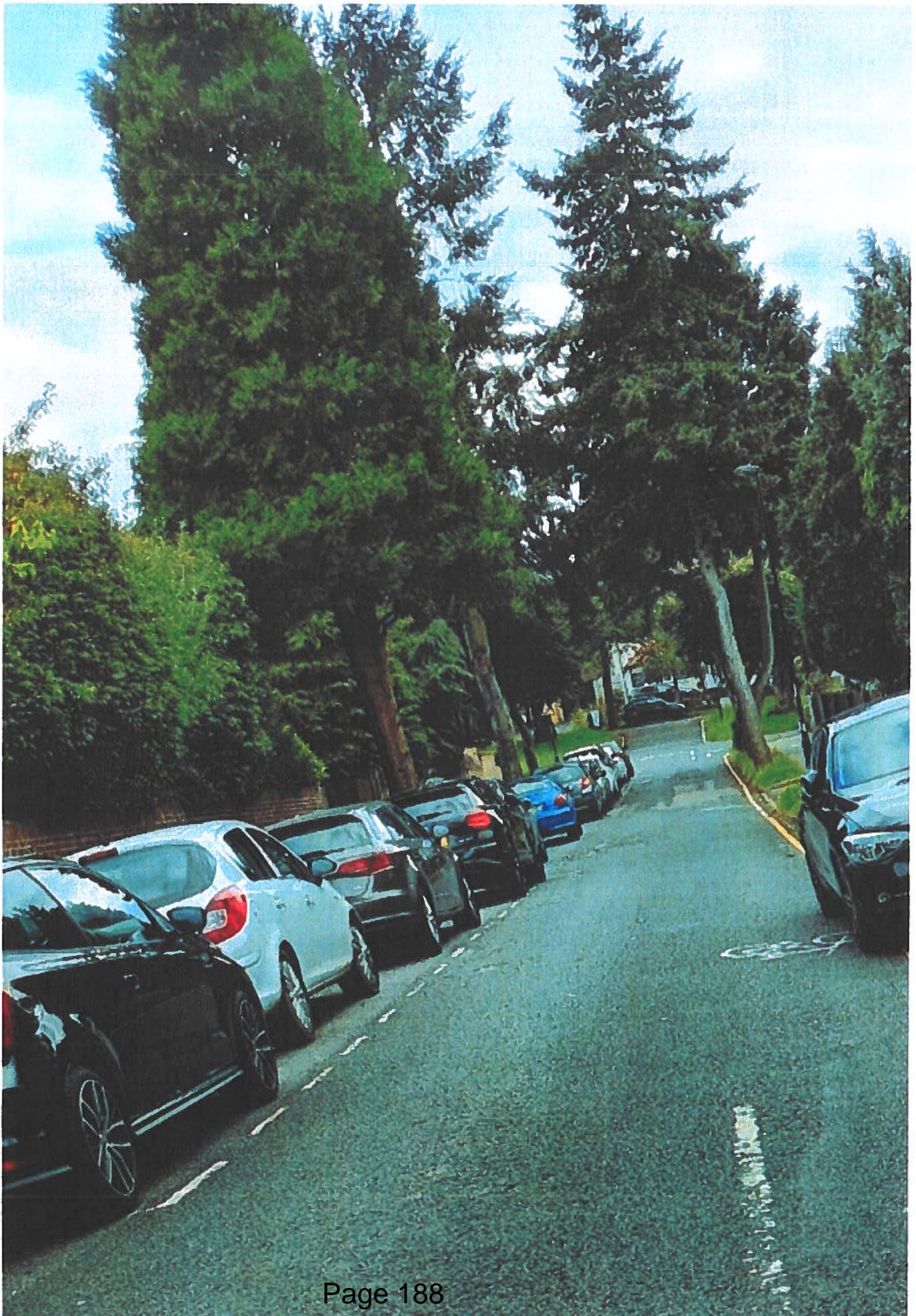


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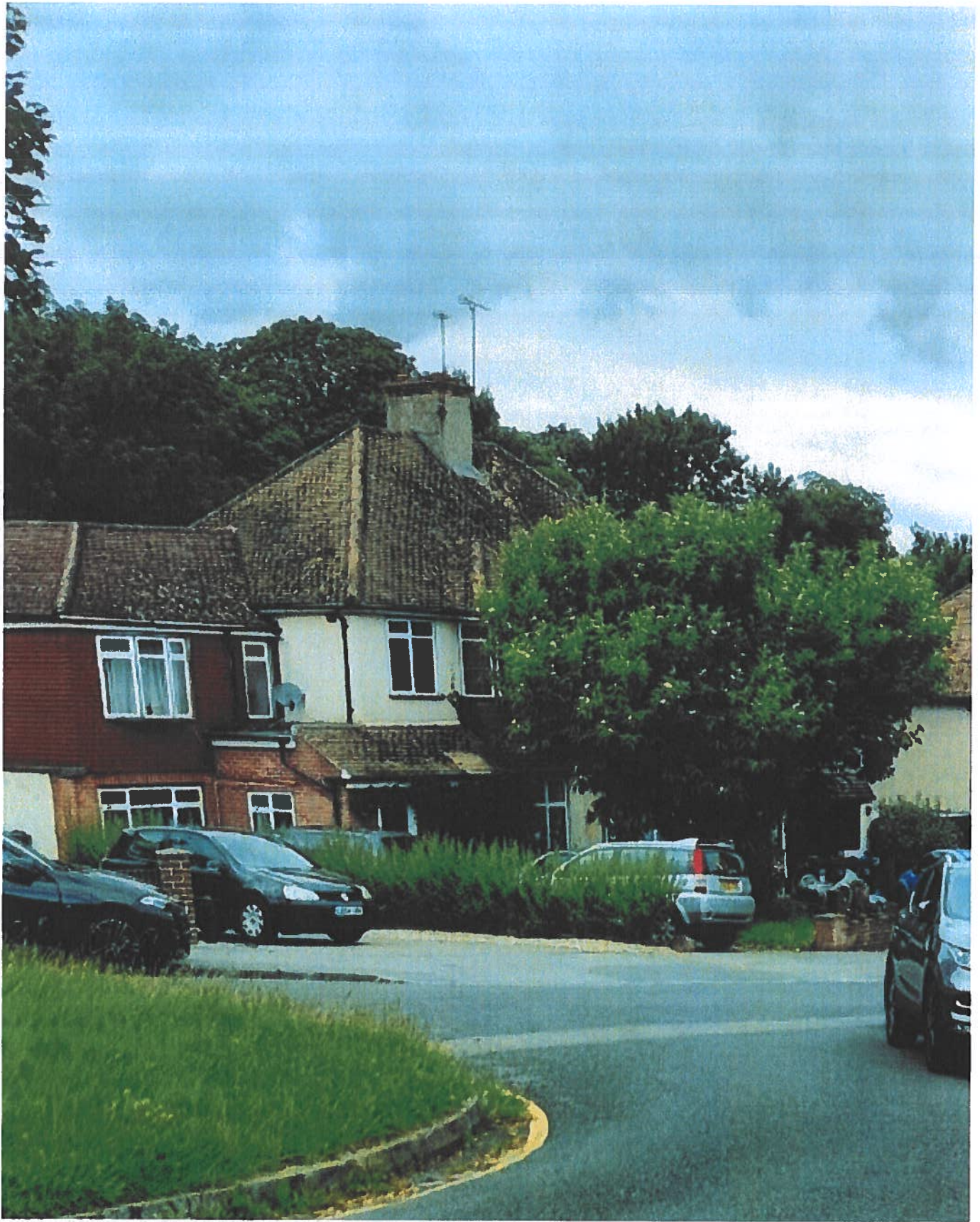


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If you would still like to continue, please click on the “Log a New Report” button at the bottom of the page. If you have found the report has been reported, click on “Return to Home Page” to return to the home page.

Unfortunately due to limited resources, the system is only able to prioritise the removal of graffiti. Please submit reports of graffiti here

Highways parking

A screenshot of a map interface showing two buttons: "Map" and "Satellite". The "Map" button is currently selected, indicated by a white background and a dark border. The "Satellite" button is currently unselected, indicated by a light blue background and a dark border. The background of the image is a blurred map of a road and surrounding area.

**Map**

Satellite

~~Robert Ward~~

e:

**From:** Goddard, Michael <Michael.Goddard@croydon.gov.uk>  
**Sent:** 25 September 2021 23:34  
**To:**  
**Subject:** Complaint

Hello ~~Robert Ward~~, thank you for your email, below.

I have spoken with the Council parking team who advise that they are unable to pull off any reporting data with regards to call volumes made. They advise the parking team was operational over the weekend in question and so it may be that the telephony issues that I made reference to in my original response may have played a part in you being unable to contact the parking team over that weekend. The parking team advise that if working properly, the phone lines will normally continuously ring until either answered or the caller hangs up.

In respect of planning for the event, I would just re iterate that the belief about how people would attend the event was the consensus view of the SAG, which does not just comprise Council officers.

In respect of notifications for the licence application, under the Licensing Act 2003, it is the responsibility of the applicant to advertise the application and I can confirm that the application was properly advertised, as per the relevant regulations.

I hope this assists.

Michael.

**From:** ~~Robert Ward~~ [mailto: ]  
**Sent:** 18 September 2021 11:30  
**To:** Goddard, Michael <Michael.Goddard@croydon.gov.uk>  
**Cc:** Complaints <Complaints@croydon.gov.uk>; Ward, Robert <Robert.Ward@croydon.gov.uk>; Pollard, Helen <Helen.Pollard@croydon.gov.uk>  
**Subject:** RE: Complaint

~~Robert Ward~~,

Thanks for taking the time to share the response to my queries. I am encouraged by the fact that it has been acknowledged that the parking was poorly controlled. I am however astounded by the assumptions that it wasn't anticipated that a brand such as Garage Nation which advertises [events](#) across the country wouldn't result in excessive attendees electing to drive to an event.

I have to say that the lack of Council coordination regarding the lack of targeted parking patrols is just sheer incompetence. I attempted to place no fewer than 2 dozen calls to the parking enforcement team across both days, during the operational period that you have shared on both days, I was unable to reach the team once. Can you please share details as to the number of contacts that this Council team received over these two days from residents within my ward and beyond – this seems to have highlighted another critical failings.

Regarding the post event clean up, I would invite you to see this from my perspective. As a result of this event;

1. I couldn't let my toddler walk along the street with me because of the risk of him falling on broken glass (of which there was more than you would typically expect)
2. I couldn't take him out in his pram due to the excessive numbers of cars parked bumper to bumper and blocking dropped curbs at multiple crossing points
3. I could (just) pass through the narrowing within the road to drive my car out of the area but I was worried that I would return to find attendees parked on my driveway, and that the road might indeed become fully blocked upon my return
4. I couldn't access my local green space over a lovely summer weekend

Croydon Council's lack of risk anticipation and ability to effectively respond to these incident essentially resulted in my family being locked in our home over that weekend. I really don't think that is this good enough for a Council that I am paying to provide services for me.

Who is responsible for communicating notices of these types events to residents? How should a resident find out about such events? I can't just be expected to call up my local councillors every week to check that an event isn't running can I? I note that you have shared details of who was made aware during the application process but this ultimately did not result in a note being cascaded to residents. The Council manages to write to me when they want me to pay my Council tax and also has my email address on file. I don't think it is too much to ask that considering the amount of money I pay that a note is shared. TFL manage to write to local residents when there is a chance that their works might cause disruption – why can't the council? I really don't think that a resident noticing a swarm of vehicles descending on their street should be the point when this is made clear – do you?

As a slightly wider point, yes, the restrictions on my road have been implemented to deal with commuters and as such the zone does permit vehicles to park on the road. For the avoidance of any doubt, the vast majority of these vehicles were still committing an offensive by the way that they were parked on the verges etc (they had to park on the verges to avoid fully blocking the road in many cases). The restrictions on this road are clearly designed for the odd handful of cars which might need to park outside of the operational hours, not for a social event which will be attended by thousands of people. As this exercise has proved, it is impossible for cars to park on the existing single yellow lines opposite each other (and in some cases opposite driveways) without causing a severe narrowing of the road. If there is a chance that the Council might consider future events at this location then the parking controls need to now be reviewed urgently as these are now not fit for purpose.

I look forward to your response.

~~Michael Goddard~~  
e

**From:** Goddard, Michael <[Michael.Goddard@croydon.gov.uk](mailto:Michael.Goddard@croydon.gov.uk)>  
**Sent:** 16 September 2021 19:01  
**To:**  
**Cc:** Complaints <[Complaints@croydon.gov.uk](mailto:Complaints@croydon.gov.uk)>  
**Subject:** Complaint



A4

Dear ~~Michael~~, please see my letter attached – and apologies for the delay in getting this response to you.

Michael.

Michael Goddard  
Head of Environmental Health, Trading Standards and Licensing  
Place Department  
LB Croydon  
Council services, online, 24/7 [www.croydon.gov.uk/myaccount](http://www.croydon.gov.uk/myaccount).

Please use this web site address to view the council's e-mail disclaimer -  
<http://www.croydon.gov.uk/email-disclaimer>

Council services, online, 24/7 [www.croydon.gov.uk/myaccount](http://www.croydon.gov.uk/myaccount).

Please use this web site address to view the council's e-mail disclaimer -  
<http://www.croydon.gov.uk/email-disclaimer>

A4

**CROYDON**  
www.croydon.gov.uk

Food & Safety Team  
Place Department  
6<sup>th</sup> Floor, Zone A  
Bernard Weatherill House  
8 Mint Walk  
Croydon  
CR0 1EA  
Tel/typetalk: 020 8726 6000

[Redacted]

Croydon

By email

Contact: Michael Goddard  
Email:  
Michael.goddard@croydon.gov.uk  
Our Ref: COM/6922  
Date: 16 September 2021

Dear [Redacted],

I am writing in respect of your email of complaint dated 16 August 2021, with accompanying photographs, in respect of Addington Festival Event – Crossways – Council Failings. I have dealt with your complaint at Stage 1 of the Council’s complaint procedure.

**Your Complaint**

I would like to make a complaint regarding the event that took place in Addington Park over the weekend of the 14<sup>th</sup> – 15<sup>th</sup> August. This complaint will likely involve the failings of multiple departments within the council and therefore the webform on complaint area of your website that expects me to pre-filter this to a single team is unhelpful. I expect a coordinated response from the council, rather than an attempt to blame a different team.

I am a resident on Crossways and as a result of this event I would like to complain about the lack of parking controls, anti-social behaviour and the inability to contact the council / the council to respond in a meaningful timeframe.

To summarise my complaint:

1. The council granted a licence to use this park for the weekend, why weren’t residents notified or warned in advance? Given this restricted access to green space and (as I will detail) this was always likely going to negatively local residents I find this to be disappointing
2. The event attracted a lot of visitors that elected to drive to the event. The parking controls on Crossways are clearly not designed for an additional 50+ cars to park on the road safely, let alone the hundreds of cars that spent the majority of Saturday and Sunday afternoon circling

- trying to find a parking space – Why wasn't this anticipated and controls reviewed in advance?
3. To expand this point, myself and my neighbours experienced 'desperate' event attendees parking opposite and adjacent to driveways, making it extremely dangerous to exit our properties. Again, no provisions were put in place to protect residents.
  4. In many cases these attendees parked on the pavement, on the grass verges, on the corners of junctions and in at least one case, smack bang in the middle of the green space island on Crossways.
  5. Early Saturday afternoon it was noted that a traffic officer did ticket 2 vehicles within sight of my property (the aforementioned vehicle on the island and one partially blocking the pavement). After this initial ticketing a traffic warden wasn't seen for the rest of the weekend, allowing attendees to park illegally with impunity from the council, at the expense of the local residents.
  6. In some instances cars parked dangerously opposite each other, severely impeding the width of the road – this almost certainly would have prevented a large emergency vehicle from accessing the road. At the same time, a vehicle on the Gravel Hill / Crossways slip road had also parked badly (read: at least 30cm off the curb) which would have also prevented an emergency vehicle accessing the top end of Crossways as this is the only alternative route into the road. The council should think themselves extremely lucky that there wasn't an emergency and nobody lost their life over the weekend.
  7. On both Saturday and Sunday afternoon I attempted to call the parking offence team (020 8726 7100 – option 3) but the number would just disconnect after the initial ring. Why can't this team be effectively contacted? Why isn't there an answerphone? Why isn't a duty officers contact details published?
  8. The main contact number for the council is Monday – Friday 9 – 4pm, in this type of example how is a resident supposed to contact the council? It might surprise you that people can illegally park their vehicles outside of these hours, especially when there is a large event ongoing (which the council ultimately authorised)
  9. I reported multiple offences via the council 'report it online' service, as mentioned, nobody from the council attended – why not? [Image attached]
  10. As mentioned, 10's of vehicles parked on the grass verges – when will the council be inspecting these for damage? Who will ultimately brunt the cost of any repairs?
  11. As mentioned, several vehicles were parked dangerously on the corners of junctions and this was reported inline with the councils process. Why wasn't action taken to remediate these issues? A vulnerable road user (such as a cyclist) could have been injured
  12. I have seen several examples of smashed bottles on the pavement (likely linked to the event). I haven't seen anybody from the council cleaning up the streets – why not?



13. Directly opposite my property I witnessed a man urinating on a tree after the event, again, no council presence or any community policing presence was to be seen

I would like to understand:

1. Who is responsible for each of these failings?
2. Why these risks were not foreseen and if they were, what mitigations were put in place?
3. A response as to why the council just left residents on my road on their own?
4. What steps are going to be put in place to deal with the issues mentioned?
5. Cynically, given the council ignored these issues your official metrics are not going to make record of the vehicles that were illegally parked and the other issues outlined are they? How is this to be recorded the next time a licence request is made this is taken into account?

I have attached a range of images captured at around 8pm on Saturday and 7pm on Sunday which should add some colour to the words above. Croydon Council should be embarrassed by the way this has been handled. As a local tax payer I believe there are serious examples of incompetence and neglect here which need to be urgently addressed.

### **My Findings**

I have spoken with officers from the Council's Public Events, Parking Services and Environmental Services teams. For ease of reading, I will endeavour to answer each of your points in turn.

An application for a premises licence (under the Licensing Act 2003), time limited to 14 and 15 August, was submitted to the Council (as Licensing Authority) by the applicant, Butterfly Enterprise Limited. I can confirm that the application was properly advertised by the applicant. Representations were made on the application by local residents and ward councillors and the application was therefore referred to the Council's licensing sub committee to consider, which they did at a meeting on 23 June 2021. The licence was granted, with conditions attached and expired at the end of 15 August.

In respect of the concerns you raise about parking, in the months preceding, the event was discussed by the Safety Advisory Group (SAG), a multi agency group comprising different Council teams, the Metropolitan Police, the London Ambulance Service and public transport providers, such as Transport for London and Tramlink, amongst others. The event organiser also attended the SAG meeting. Please note that the SAG is distinct from the licensing process. A post event SAG debrief meeting was recently held. This meeting considered the positive safety controls and the safety aspects that were lacking in respect of the event.

Whilst conversations had taken place between the Councils Highways Team and the event organisers prior to the event, it was formally recognised that parking was extremely poorly controlled. The belief was that due to the location and the available public transport links, most attendees would use public transport. Many will have done but clearly, a significant number attended in private motor vehicles, which caused the resultant parking issues.

It was recorded by the SAG that traffic/parking restrictions and parking enforcement must be fully considered and appropriately implemented should any future, similar events take place in the same location. Without such controls, any such similar event may not be considered as safe to proceed by the Event Safety Advisory Group. In addition, the Council's events process will be reviewed.

In respect of calling re parking offences, I am advised the parking enforcement team are operational 7 days a week, Monday to Saturday 7am to 10pm and Sunday 9am to 4pm but that currently, there is no service outside of these hours. Parking offences can be reported to the parking team directly during these operational times on 020 8760 1966 option 3.

With regards to enforcement during the event weekend in question, the restrictions in the area are as follows:

Crossways – Monday to Friday 8am – 6:30pm and Monday to Friday Noon – 1pm  
Rawlings Close – Monday to Friday Noon - 1pm  
Gravel Hill – Monday to Friday Noon – 1pm  
Kerr Close – Private

These restrictions were implemented for the purpose of preventing commuter parking and therefore at weekends the entire area is unrestricted, which means that all of the vehicles parked on yellow lines during this event weekend did so legitimately and there are no grounds for us to legally enforce any of these vehicles. The parking bays are also unrestricted and offer free parking to anyone all day every day.

The footway and grass verge parking can be enforced and it is unfortunate that our officers did not patrol at the peak times of parking, but due to there being no weekend restrictions in the area it would not have been part of our routine patrols over the weekend.

With regard to the online reporting system, this method of reporting issues is not as immediate as reporting over the phone and the reports wouldn't have been processed and reached the front line enforcement team until Monday morning, which would have been too late to take any action in regards to this specific case.

In respect of the main contact number for the Council, I can confirm that the core hours are 9am to 4pm Monday to Friday. The Council can still be contacted on that number over a weekend but callers may experience delays in calls being answered due to reduced staffing resources outside of the core hours. I am also advised that there have been recent technical issues, particularly at weekends, with the telephony system which has resulted in calls not being able to be answered and this may have coincided with a time when you tried to call the Council.

In respect of vehicles parking on grass verges, the council will endeavor to inspect all roadside verges via its Highways contractor and Grounds Maintenance teams and check for damage. If found to be damaged the Council will attempt to recover all associated costs from the event organisers.

In respect of a post event clean up, this was done but only extended to the immediate vicinity outside of the event space and did not extend on to the highway/roads. Waste and litter on the highway/roads would be cleared by our street cleansing contractor as part of scheduled cleansing. Please let me know if there is still broken glass in the area and I will ensure this is removed as a priority.

In respect of the individual urinating on a tree, this is clearly unacceptable behaviour and the Police would have dealt with this individual, as they would anywhere in the borough, if they had been in vicinity at the time and seen this.

In summary, it is acknowledged that parking issues were underestimated prior to the event, specifically in regard to the number of people who might attend the event in private vehicles and where they may decide to park as a result and that steps need to be taken, going forward to try and ensure this does not happen again – and the SAG have undertaken to do that. I can only add my apologies that you and other residents were inconvenienced by this and I also acknowledge the potential risks you highlight to emergency vehicle access/egress.

If you feel that your complaint has not been investigated properly or you wish to provide significant new information then you may complain to the next stage of the complaint procedure. For your complaint to be considered you will need to contact the Complaint Resolution team explaining clearly why you feel your complaint has not been investigated properly, or provide details of any new significant information or evidence that may alter the decision made:

Complaint Resolution Team  
Floor 7, Zone C  
Bernard Weatherill House  
8 Mint Walk  
Croydon CR0 1EA  
Phone: 020 8604 7015  
Email: [complaints@croydon.gov.uk](mailto:complaints@croydon.gov.uk)



Should you wish to discuss matters or require clarification on any point, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, consisting of several overlapping, scribbled loops and lines, positioned above the printed name.

Michael Goddard  
Departmental Complaints Officer  
Croydon Council

London Borough of Croydon  
Place Department, Licensing Team,  
6 th Floor, Zone A  
Bernard Weatherill House  
8 Mint Walk  
Croydon, CR0 1EA  
[licensing@croydon.gov.uk](mailto:licensing@croydon.gov.uk)

Dear Sirs

We are writing to strongly object to the licensing application mentioned above in particular with regard to the following headline issues:

- 1) The prevention of crime and disorder
- 2) Public safety
- 3) Prevention of public nuisance
- 4) The protection of children from harm

The location of the proposed Music Festival is completely unsuitable especially as it is awarded Conservation Area status alongside Addington Village.

Organisers have for some time been promoting this 2 day event nationally and it is expected to attract at least 3100 ticketholders not to mention many other people who will come to watch and listen from outside the festival boundary.

The influx and exodus of so many people will inconvenience local people who use local transport for work, shopping in Croydon and access to other transport routes. It is estimated that it would take at least 24 trams (six hours until 4am) for so many people to vacate the area using trams. A recipe for unrest and likely safety issues given some people will have been drinking for several hours.

Being a 2 day event, many people will be looking to pitch tents on any green space available and the majority of attendees, unable or unwilling to use local transport, will likely be parking cars (some illegally?) around Addington Village and the Gravel Hill area in surrounding narrow streets. Yet more visitors will be on foot, causing mayhem along local thoroughfares and potentially creating a real nuisance to local residents going about their business. Police, Fire and Ambulance services may well be blocked from accessing people in need.

Our hard-pressed local police force, who apparently have genuine concerns that this festival is being staged at this unsuitable location, have said that they would be unable to control such crowds and would need to rely on assistance from special Police units outside the Borough.

A4

**From:** [REDACTED]  
**To:** LICENSING  
**Subject:** Application for licensing in Addington Park by Made in 90s Ltd.  
**Date:** 17 March 2023 12:31:47

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Your reference – DSFX1676817341911

I object to the granting of an alcohol licence by this or any other organization for any event in Addington Park for the following reasons –

1. This increases the chances of anti-social behavior on site and the surround area.
2. This also increases noise unnecessarily which from events there in past summers has reached the residences on the other side of the valley (including mine in Palace Green) at times when windows have had to be opened.
3. Although the Police Station is in the immediately vicinity, extra disturbances increase the work load taking its limited resources away from crime.
4. Increases the risk of forays in crossing Kent Gate Way (despite being traffic light controlled) and at the Addington Interchange tram and bus station with increased chance of abuse to staff there.

The organisers should be made responsible for banning all alcohol taken to the event and so be treated in the same way as drug taking.

Regards, [REDACTED]

Sent from [Mail](#) for Windows



A 4

**From:** [REDACTED]  
**To:** LICENSING  
**Subject:** Re: Made in the 90s Event 29th and 30th July 2023 Addington Park  
**Date:** 21 March 2023 12:50:40  
**Attachments:** image001.png

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Ref: DSFX1676817341911 Addington Park Event 29th and 30th July 2023

Dear [REDACTED],

Firstly, apologies for directing my original email to [REDACTED] whom I was corresponding with last year.

I understand the criteria on which a representation to the Committee would be considered and therefore allow me to attend the hearing. So I write this in my capacity as a Resident and not as Addington Village Resident's Association [REDACTED]. Although I would point out that I was allowed to speak at last year's hearing in that capacity.

My main concerns are based on last year's event held by Made in the 90s and to ensure that certain conditions placed on the Organisers in the granting of an alcohol license will be adhered to by the Organisers. It is noted that there is an expected 3,100 attendees on both days. This is 1,000 more than last year.

**Security:**

Some of the Off Site security personnel were fairly inexperienced. And there was an issue with the Security Fencing in the Park that caused the Police Inspector in charge to force a delay to the start time on the first day until 4.30pm (approx) until she was satisfied that the requisite Safety measures were in place. This delay created a problem at the gates to the Park with a large number of ticket holders who had paid money for the event that was due to start at 1pm but were not permitted entry until 4.30pm (approx). Also, I understand that there was little or no adequate lighting for the egress at 10pm which could easily have caused an accident if the Police had not organised some emergency lighting.

I would point out that the off site measures with regard to the No Parking and Road Access, Council Enforcement and tow away zones worked well last year. To prevent the inevitable and determined attendees who try to park their cars in the local Roads etc. can the Organisers ensure on all tickets and publicity the restrictions that will be in place on the event days.

**Public Nuisance:**

With the increase in numbers attending can there be enough Toilet facilities at the entrance to the Park. The off site Litter collection on a regular basis worked well last year and I hope the Organisers have similar measures in their plan.

I attach last years plan that was issued to all Residents by Made in the 90s in conjunction with other stakeholders as a guide to what happened in 2022.

Thank you in advance for considering my representation.

My address is: [REDACTED], Croydon, [REDACTED]

Kind regards,

[REDACTED]  
[REDACTED]



AK

**IN COLLABORATION WITH ADDINGTON VILLAGE RESIDENTS' ASSOCIATION**

Dear Local Community,

As we have shared in recent communications, we wanted to provide local residents, businesses and the community with the details for our upcoming events taking place in Addington Park.

**EVENT DETAILS**

| Date                                  | Event                | Gates Opening Time | Music Finish Time |
|---------------------------------------|----------------------|--------------------|-------------------|
| Friday 26 <sup>th</sup> August 2022   | Island Summer Splash | 13:00              | 22:00             |
| Saturday 27 <sup>th</sup> August 2022 | Made in 90's         | 13:00              | 22:00             |

*Each event will have up to 2,000 guests in attendance.*

Thank you for your feedback and comments throughout the planning process. We have appreciated your careful consideration to our plans and believe learnings have been taken onboard and reflected in our plans for 2022.

Event Build/Break: We will be on-site at the park from Thursday 25<sup>th</sup> August 2022 – Sunday 28<sup>th</sup> August 2022.

Sound Checks: Sound checks will take place on each of the event days prior to opening. No sound checks will take place earlier than 10:00am. Sound checks will not be at maximum event levels and although they may last an hour or two, tests will be carried out in short intervals.

**ACCESS**

The community will still have access to the rest of the Park, including the children's playground and the carpark.

**TRAFFIC MANAGEMENT**

We have been working closely with various organisations, local authorities and emergency services with the aim to cause as little disruption as possible to residents and provide safe access and exit from the site. Traffic routes will be managed by Offsite Traffic Co-ordinators and marshalled by an experienced traffic management company accordingly.

Our events are non-parking. To minimise attendees parking in the local area and maintain resident & business parking, there will be some resident-only access road closures in place on August 26<sup>th</sup> and August 27<sup>th</sup>. These roads will be accessible for residents only, and they will need to show a permit or this letter and/or proof of address such as a utility bill or driving licence. It is very important that residents have this letter with them, or other proof of address as noted above, to show to traffic marshals on the days of the road closures in order to gain access. We appreciate you may have scheduled visitors or deliveries that need access your road. Please advise visitors arriving via car to state your full name and address to the traffic marshals, who will also be briefed to ensure delivery vehicles are allowed access either with a branded vehicle or by showing proof of delivery.



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## **RESIDENT ACCESS ONLY / TOW AWAY ZONES**

These will be residential roads that we do not want event goers to park. We will manage this by:

- Suspending parking on these roads. Croydon council will suspend the parking with signs along the zones.
- Signs on entrances into these residential areas saying "RESIDENT ACCESS ONLY"
- Yellow no-parking cones will be placed along these roads in-between the initial signs at the junction and the stewards.
- Stewards will be strategically placed along these roads and areas enforcing the parking suspension. The stewards will not be at the junctions of zones so there will be no traffic stopping on the main roads.
- No parking cones around Lodge Lane roundabout

## **THE TOW AWAY ZONES AREAS**

- Gravel Hill northbound residential side road by crossways.
- Spout Hill from junction of Addington Village road up till start of white line outside no.17.
- Roxton Gardens, both sides 10 metres junction with Spout Hill
- Lodge Lane from roundabout for 20m south on both sides of the road.
- Kent gateway eastbound from gravel hill to Addington Village Road

## **RESIDENT ACCESS ONLY ZONES**

- Crossways including Kerr Close and Rawlins Close.
- No access into Crossways from Selsdon Park Road. Crossways becomes one-way system all traffic into crossways vetted by stewards by Gravel Hill entrance.
- This zone will have stewards at the only access point. All event goers will be turned away and all residents will have passes to be allowed in.

## **STAFF CARPARK**

- Staff carpark signed to say only for staff before entrance.
- Traffic to be allowed to turn into carpark and vetted within carpark and turned around and exit if required.
- No traffic to be stopped on Kent gateway.

## **TAXI/DROP OFF**

- Taxi and drop off to be signed from Gravel Hill.
- It is located on Addington Village Road west of Lodge Lane.





A4

- Stewards to vet taxis/ drop off just west of Harvester carpark so as to allow free flowing access to harvester and no stopping on main road.
- Special worded sign for Harvester saying 'HARVESTER OPEN AS USUAL'

## **PARKING SUSPENSIONS**

Enforcement in place from 00.01am on 26th Aug, until 23.59pm on 27th Aug 2022.

Please note a tow truck and CEO Officer has been arranged to remove vehicles not following suspension guidelines in the following areas:

- Gravel Hill Slip Road both sides of the road Crossways side
- Kent Gate Way up to the Roundabout Left-Hand Side only coming from Gravel Hill
- Lodge Lane Both sides leading to Spout Hill from Roundabout
- Spout Hill Both sides up to Roxton Gardens
- Spout Hill Both sides up to solid white line both sides of road
- Addington Village Road - Park Side only
- Roxton Gardens both sides 10 metres junction with Spout Hill
- Gravel Hill slip road short section by Addington Palace near exit out to Gravel Hill

## **CLOSURES**

In place on both 26th Aug & 27th Aug 2022 from 12pm – 22.00pm on both days for the following roads.

- Addington Village Road: closed at its junction with The Paddock eastwards
- Addington Village Road: closed west of the entrance with The Harvester
- Roxton Gardens: closed o/s/ 2 Roxton Garden
- The Crossways from its junction with Gravel Hill
- The Crossway closed to all incoming traffic from its junction with Selsdon Park

## **SECURITY STAFFING ALLOCATIONS - OUTER PERIMETER / OUTSIDE OF EVENT**

- Gravel Hill Entrance - 1 x SIA, 1 x Steward
- Gravel Hill Tram stop – 1 x Steward (from 1pm-7pm, advising guests to stay on for one extra stop)
- Addington Village Tram stop – 2 x Stewards & 4 x SIA (2 x uniformed / 2x covert)
- Kent Gateway Entrance – 2 x SIA
- Kent Gateway to Addington Village Walk– 3 Stewards + 1 dog handlers
- Drop off Area - 2 x SIA & 1 x Steward
- Crossways – 1 x SIA & 1 x Steward
- Crossway Slip Road entrance (access only) – 1 x SIA & 1 X steward
- Roxton Gardens (30mtrs in) – 1 x SIA & 1 x Steward
- Addington Village towards Spout Hill (30mtrs in) – 1 x SIA & 1 x steward
- Spout Hill – 2 x stewards
- Addington Village Road (after Harvesters) – 3 x stewards patrolling this area through to pick up / drop off



A4

- Addington Village Road (between Harvester, church and towards Spout Hill) – 2 x stewards

## TRANSPORT

We anticipate there will be minimal impact on public transport throughout the day due to phased arrivals although the busses and tram may be slightly busier than normal. The tram stop nearest the event will be much busier on Friday 26<sup>th</sup> and Saturday 27<sup>th</sup> August from approx. 12:00-23:00. We would advise people allow more time when travelling at these times. All necessary provisions will be made to facilitate access for locals.

## NOISE

We are working with a leading acoustic consultant from Croydon Council who alongside ourselves will be monitoring the noise levels. Learning from feedback given in 2021 and extensive conversation with Croydon Council our noise management plan will also include reduction to the maximum music noise levels by 5dB, which will mean a substantial reduction to the off-site sound levels

## GOOD NEIGHBOURS

We want to be good neighbours and have made arrangements for additional cleaning in the local area, both within the park and off-site, with additional litter pickers covering a wide range of roads and streets. We have also arranged for additional toilets to be deployed in prominent areas around the park.

Further information on this can be made available via our community phone line or email.

## CONTACT DETAILS

You can contact us via the Community Hotline telephone number on:

**0800 689 0100**

Op 1 – Security

Op 2 – Noise Management

Op 3 – Management Team

Op 4 – Island Summer Splash

Op 5 – Made in 90s

Or alternatively, you can send us an email at [info@madein90sevents.co.uk](mailto:info@madein90sevents.co.uk).

Thank you.

**Made In 90s Limited Management.**



