

## Cretney, Hannah

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**From:** darryl@ukpremierlicensing.co.uk  
**Sent:** 08 June 2023 21:03  
**To:** Cllr Robert Ward; '  
'addingtonresidents@gmail.com'; 'Addington Village'  
**Subject:** Police proposed conditions re Festival in Park in Addington

Cllr Ward, Mr , Mr et al,

As previously stated in our meetings and conversations I would keep you all updated regarding any changes to the proposed event. Following our meeting today with Croydon Council and Police Licensing changes were made to the conditions that were proposed by Police Licensing which are listed below. One of the main changes are that all activity (music and sale of alcohol) will cease at 21:30 (as before) but the event needs to be cleared by 22:30. The additional half hour is to ensure that attendees can leave in a staggered manor rather than one large group, finish their drinks and food and more importantly make use of the toilet facilities.

The second change is to the style of fencing used, the original proposal was for double walled heras fencing, the fencing will still be double walled but the outer wall will be 'steel sheild' (pictured below).

Finally the third major change is to the number of SIA, the initial ratio 50 has been increased to 58. There will still be a minimum of 50 support stewards to assist SIA, marshal attendees and traffic.

If there is and questions or feed back, please do get in contact.

Kind Regards

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Proposed event license conditions:

Licensed activity to finish by 2130 hours.

Site clear of members of the public by 2230 hours.

The EMP will specify steel shield perimeter fencing of at least 2.4m, with heras/ mesh fencing in an inner cordon for the event site.

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 Security Industry Association (SIA) front line license holders to ensure that there is no nuisance or obstruction to the public highway and footpaths.

2. All overt security 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. It shall be a condition of entry that customers agree to be searched and that police will be informed by event security staff 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 security who are frontline license holders will be deployed inside and around the perimeter of the event at a minimum ratio of 1:43 members of the public attending. At least eight of these SIA security will be female. A number of SIA security staff will wear body Worn Video (BWV).
  
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. Full16 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 in line with the latest Event Management Plan (EMP) that has not been objected to during a relevant SAG meeting by a relevant responsible authority.
  
15. The EMP for each event shall include the following information as a minimum; site plans and minimum specifications of perimeter security fencing, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, site safety policy, traffic management plans, noise nuisance prevention 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. Entry for members of the public shall be by non-transferable tickets purchased a minimum of 48 hours prior to the commencement of the event by using a single online platform. Tickets may be distributed to the relevant persons by the event organiser as they see fit as long as they were ordered and purchased in full made at least 48 hours prior to the commencement of the event. No ticket purchases will be refundable in cash at any time.
  
22. CCTV and Body Worn Video (BWV) will be operated on the site in accordance with the event organiser's EMP. Static cameras will operate at the bar, stage, and entrance/ exit areas. Recordings from CCTV and BWV must be retained for up to 31 days after the event and made available to Police or Council upon request.

During the event, CCTV recordings requested by Police must be provided in a useable digital format within 2 hours.

23. 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.
  
24. 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 EMP submitted to and agreed by the Safety Advisory Group (SAG).
  
25. The event site will be built in accordance with the EMP submitted to and agreed by the SAG and accessible to the police and relevant council officers at least 24 hours prior to the start of the event.