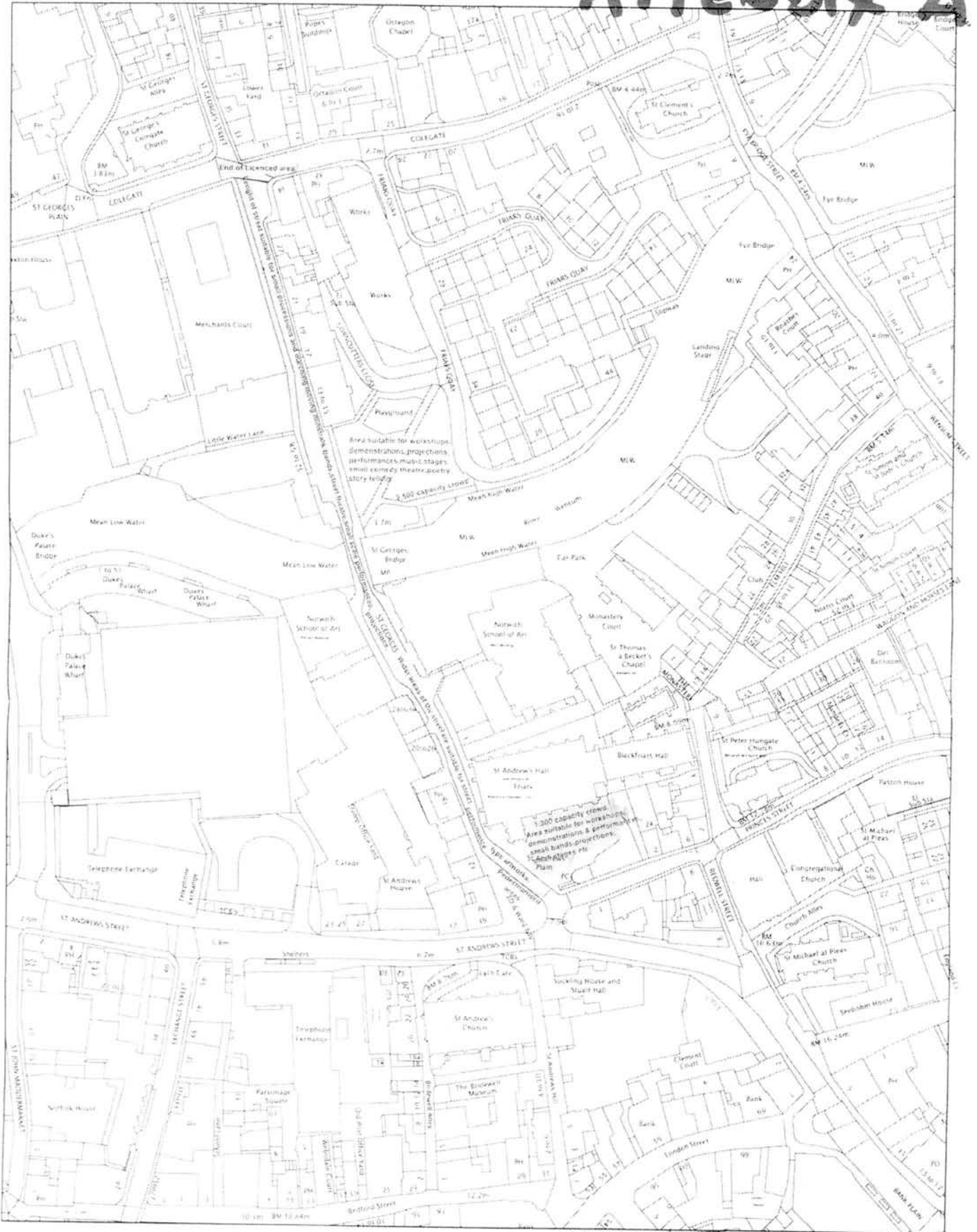


APPENDIX A



Location: St. Georges Street
Information: Street Performance Licence
Date: 2008



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LICENSING OFFICE



APPENDIX B

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

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

Licensed activities will comply with guidance and legislation regarding Health and Safety and event management. Risk assessments will be drawn up for each activity. Plans have been drawn up for each street to identify the type of activity that can be programmed on each area and the maximum numbers the areas can accommodate.

b) The prevention of crime and disorder

1. The licence holder will give the Police a minimum of 10 working days notice of any regulated entertainment. The notice will stipulate the licensable activities proposed together with the location(s) time(s) and date(s) they are proposed to take place. This applies where the licensable activities are to take place in a defined area and the premises user intends to restrict the number of people present in the defined area at any one time to less than 500.

Where the licence holder itself has less than 10 days notice of such an entertainment it shall immediately give such notice to the Police.

2. In the case of all other events involving regulated entertainment the licence holder must give the Police a minimum of 28 days notice stipulating the licensable activities proposed together with the location(s) time(s) and date(s) they are proposed to take place.

3. The licence holder must consult with the police before permitting or facilitating any events involving regulated entertainment.

4. In response to such a consultation as is referred to in paragraph 3 above, the Police may make a recommendation to the licence holder that :

A. The event takes place but with requirements, restrictions or limitations considered to be necessary by the Police to promote the crime and disorder and / or public safety licensing objectives.

B. The event does not take place in the interests of the promotion of the crime and disorder and / or public safety licensing objectives.

If the licence holder disagrees with the Police recommendations then the matter shall be referred without delay to a District Superintendent and the Chief Executive of the licence holder and they shall consider the matter and decide jointly whether or not the event should take place and, if so, the requirements, restrictions or limitations necessary to promote the crime and disorder and /or public safety licensing objectives.

5. The licence holder will consult quarterly with the Police to provide information on forthcoming events and proposed events to discuss crime and disorder and public safety issues and agree which of the events require a multi-agency approach and subsequent meetings. If required these full multi-agency meetings will be minuted and circulated to all attendees.

6. In addition to the meetings referred to in the preceding condition, at the request of the emergency services (the Police, Fire and Ambulance Services), the licence holder will arrange for multi-agency meetings to discuss specific public safety issues.

c) Public safety

Licensed activities will comply with guidance and legislation regarding Health and Safety and event management. Risk assessments will be drawn up for each activity . Plans have been drawn up for the open spaces to identify the type of activity that can be programmed on each area and the maximum numbers the areas can accommodate. The plans are appended to this application and form part of this operating schedule. A risk assessment will be carried out and a Risk Management Plan produced for the activity. All activities will comply with recognised British Safety Standards. Each area has been risk assessed to ascertain the limitations of use and numbers of participants and will be risk assessed for each activity proposed.

d) The prevention of public nuisance

"The operation of public address systems, and similar sound amplification, shall be such as to prevent nuisance to the nearest noise sensitive premises. To achieve this, maximum sound levels will be set by the Environmental Health Dept prior to the event, where practicable. In all other cases guidance from The Noise Council's 'Code of Practice on Environmental Noise Control at Concerts' will be followed, such that the music noise level should not exceed the background noise level by more than 15dBA over a 15 minute period."

Litter

The licensee will ensure that all litter is removed after any event and will comply with the Environmental Protection Act 1990 Code of Practice on Litter and Refuse or any replacement code.

Projections on to buildings will only occur when permission has been obtained from the residents of the buildings and those directly affected by any light spillage.

Stages may be lit with the light focused only on the stage area.

Access will be maintained for businesses and residents.

e) The protection of children from harm

The Norwich City Council Child protection policies and event procedures will apply. If a member of staff or steward is working on a one to one basis with a child they must have CRB checks in place. No member of staff will be left on their own with a child at any time.

Code of Conduct for all contracted and employed personnel when dealing with children on Norwich City Council Events

The safety of children is paramount on any event. It is the responsibility of each of us to prevent the physical, sexual and emotional abuse or neglect of every individual accessing our provision.

It is the duty of all those working on the children's events to be vigilant at all times in order to minimise the risk of harm or abuse. Any observations relating to this must be reported immediately to the site manager.

Code of conduct for event staff when working with children.

You will be seen as a role model and will be expected to conduct yourself accordingly. You must

- Put safety before any other task
- Know your responsibilities regarding Health and Safety and abide by your duty of care to yourself and others
- Comply with the site rules
- Treat everyone with respect, tolerance and equality
- Use respectful language
- Avoid inappropriate physical or verbal contact with others
- Respect a child's right to personal privacy
- Where possible you must not be alone at any time with a child
- Recognise that caution is required in one-to-one situations
- Never inflict punishment on a child
- Identify and report to the site manager abusive behaviour.
- Do not smoke or drink alcohol on site
- Familiarise yourself with the safety policy for the event
- Be vigilant at all times
- Comply with Norwich City Councils child protection policy. A copy of this is available on request.

Lost Children Procedure for events

To protect yourself and the child do not be alone with a child at any time.
Please note you can only release a child in to the custody of someone over the age of 16yrs.

If a parent/guardian reports a lost child:

- Take the parent/guardian to the Information Unit. The Information Steward will radio through to the Control (when in operation) or the Lost Children Steward. Do not send parents/guardian to the secure area
- The Lost Child Steward will meet the parents at the information tent, take the child's details, and relay this information to central control (when in operation).
- If the child has been found, the parents/guardian will be required to go the Information Unit, meet the Lost Child Steward and give a description of the child. The parents will be taken to the child and be required to sign a release form. (Lost child form)
- If the child has not been found the parents/guardian will need to be advised to report the loss to the police. They will be requested to report back to the information unit in case the child is located on site and let information know if they find the child.

If a child is found:

- Radio through to control (when in operation) or Lost Child Steward, and take the child to the Information Unit where they will be collected by the Lost Child Steward.
- The Lost Child Steward will take the child to the lost children area and complete the lost child form (If Central Control is operating they will radio through the child's details)
- If a lost child has not been collected after an hour and the parents cannot be contacted the steward must contact the police.

Reporting

The Lost Child Steward (and control when in operation) must complete the lost child form at every stage and keep it secure. This will be handed in at the end of the event.

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