

NORWICH CITY COUNCIL

Report for Resolution

Report To Licensing Sub-Committee
11 February 2010

Report of Head of Legal, Regulatory & Democratic Services

Subject Licensing Act 2003:
Application for the Grant of a Premises Licence -
Norfolk & Norwich Festival Trust Chapelfield Gardens
Chapel Field Road Norwich NR2

Purpose

Members are asked, in accordance with the delegation of licensing functions contained in the Norwich City Council Statement of Licensing Policy (Licensing Act 2003), to consider the application to grant a Premises Licence in respect of the Norfolk & Norwich Festival Trust Chapelfield Gardens Chapel Field Road Norwich NR2 following the receipt of Interested Party objections.

Recommendation

That Members determine the application to grant a Premises Licence in respect of Norfolk & Norwich Festival Trust Chapelfield Gardens Chapel Field Road Norwich NR2 in accordance with the:

- Licensing Act 2003;
- Guidance issued under Section 182 of the Licensing Act 2003; and
- Norwich City Council Statement of Licensing Policy.

Financial Consequences

The financial consequences for this report are nil.

Corporate Objective/Service Plan Priority

The report helps to achieve the service plan priority of protecting the interests of the public through the administration of the licensing function.

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Background Documents

The Licensing Act 2003
Guidance issued under Section 182 of the Licensing Act 2003
Norwich City Council Statement of Licensing Policy

1.0 The Application

1.1 The applicant is the Norfolk and Norwich Festival Trust.

1.2. Chapelfield Gardens is a public park situated within the City inner ring road.

1.3 This grant application seeks to allow the provision of regulated entertainment, entertainment facilities, late night refreshment and the supply of alcohol at the premises for a fixed period between 7 May 2010 and 23 May 2010.

1.4 The details of the Operating Schedule are as follows:

1.4.1 The Licensable Activities are:

- Live Music (indoors and outdoors)
- Recorded Music (indoors and outdoors)
- Performances of Dance (indoors and outdoors)
- Anything of a similar description to live music, recorded music and performances of dance (indoors and outdoors)
- Provision of Facilities for Making Music (indoors and outdoors)
- Provision of Facilities for Dancing (indoors and outdoors)
- Provision of facilities for entertainment of a similar description to making music and dancing (indoors and outdoors)
- Late Night Refreshment (indoors and outdoors)
- Supply of Alcohol (for consumption on the premises)

1.4.2 The proposed standard days and hours for the licensable activities are:

• Live Music	12:30 – 01:00	Mon - Thurs
	12:30 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday
• Recorded Music	11:00 – 01:00	Mon - Thurs
	11:00 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday
• Performances of Dance	12:30 – 01:00	Mon - Thurs
	12:30 – 02:00	Friday
	10:30 - 02:00	Saturday
	10:30 – 00:00	Sunday
• Anything of a similar description	11:00 – 01:00	Mon - Thurs
	11:00 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday
• Provision of Music Facilities	10:30 – 17:30	Mon - Fri
	10:30 – 18:30	Sat - Sun
• Provision of Dance Facilities	11:00 – 01:00	Mon - Thurs
	11:00 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday

• Facilities of a similar description	10:30 – 17:30	Mon - Fri
	10:30 – 18:30	Sat -Sun
• Late Night Refreshment	23:00 – 01:00	Mon – Thurs
	23:00 – 02:00	Fri - Sat
	23:00 – 00:00	Sunday
• Sale by Retail of Alcohol	17:00 – 01:00	Mon - Thurs
	17:00 – 02:00	Friday
	12:00 – 02:00	Saturday
	12:00 – 00:00	Sunday

1.4.3 The opening hours requested are:

10:30 – 01:30	Monday – Thursday
10:30 – 02:30	Friday
10:00 – 02:30	Saturday
10:00 – 00:30	Sunday

1.4.4 The steps proposed by the applicant to support the Licensing Objectives are attached to the report as Appendix A.

1.4.5 Following discussions with Norfolk Constabulary, the applicant has proposed to include the following additional conditions within their operating schedule:

- All areas licensed for the sale and consumption of alcohol will be separated and enclosed with barriers, access to these areas will only be allowed by festival ticket holders.
- Alcohol licensed areas will be guarded and patrolled by SIA registered Door Supervisors.
- The Event Manager will liaise with Norfolk Police to ensure that security staff and stewards are appropriately SIA qualified in line with the Security and Industry Act 2001.
- All security staff will wear fluorescent arm bands to display their SIA badge.

2. Relevant Representations

2.1 The responses from the Responsible Authorities are as follows:

Police – No representations.
Environmental Services – No representations.
Fire Officer – No representations.
Planning Officer – No representations.
Area Child Protection Committee – No representations.
Trading Standards – No representations.

2.2 Representations objecting to the application have been received from Interested Parties with concerns relating mainly to the licensing objectives of the Prevention of Crime and Disorder and the Prevention of Public Nuisance. Copies of these representations are attached to the report at Appendix B.

- 2.3 A site map of the area identifying the application premises is attached as Appendix C. A more detailed map of the area detailing the Interested Party addresses will be available at the meeting.

3.0 Norwich City Council Statement of Licensing Policy

- 3.1 Attached at Appendix D are the elements of the City Council's local Licensing Policy which are considered to have a bearing upon the application:

4.0 National Guidance (issued under section 182 of the Licensing Act 2003)

- 4.1 Attached at Appendix E are the elements of the National Guidance issued by the Secretary of State that are considered to have a bearing upon the application.

5.0 Summary

- 5.1 The Sub-Committee is obliged to determine this application with a view to promoting the licensing objectives which are:

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

- 5.2 In making its decision, the Sub-Committee is also obliged to have regard to guidance issued under Section 182 of the Licensing Act 2003 (National Guidance) and the Council's own local licensing policy. The Sub-Committee must also have regard to all of the representations made and the evidence it hears.

- 5.3 The Sub-Committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant the application as asked;
- Modify the conditions of the licence by altering or omitting or adding to them;
- Reject the whole or part of the application

- 5.4 The Sub-Committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

- 5.5 The representations received from the Responsible Authority and the Interested Parties appear to relate to issues that fall under the licensing objectives of the prevention of crime and disorder and the prevention of public nuisance. The Sub-Committee is directed to paragraphs 21 and 25 of the local licensing policy at Appendix D which contain examples of factors that

impact on the licensing objectives of the prevention of crime and disorder and the prevention of public nuisance that the applicant could consider when addressing these issues. These paragraphs also contains examples of control measures that may be taken into account in operating schedules having regard to the type of premises and/or the licensable activities.

- 5.6 Insofar as the issue of licensing hours is concerned, the Sub-Committee is directed to paragraph 13.41 of the national guidance, which states that licensing hours should not inhibit the development of evening and night-time local economies, and that providing consumers with a greater choice and flexibility is an important consideration. However, this should always be carefully balanced against the duty to promote the four licensing objectives and the rights of local residents to peace and quiet. The Sub-Committee is also directed to paragraph 31.7 a) of the local licensing policy, authorising the restriction of licensing hours, where the licensing authority believes, on the basis of representations, that to not do so would exacerbate public nuisance.

The Committee must decide whether there is a strong enough case for the restriction of licensing hours, based on the representations made, to promote the licensing objectives.

- 5.7 The Sub-Committee is also reminded of the contents of appendices 2 and 4 of the local licensing policy (not re-produced in this report) that contain pools of model conditions relating to the prevention of crime and disorder and the prevention of public nuisance.

APPENDIX A

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)

Event organisers undertake a consultation and planning development process with the local authority, statutory bodies, a professional security company, experienced stewards and other interested parties through a series of round table meetings. An operating schedule and risk assessment are developed alongside these meetings and distributed to all agencies and personnel. These documents outline the agreed policies and procedures for all aspects of the event, including the 4 licensing objectives and form the basis of briefings and documentation given to event personnel prior to the event. A professional security company and experienced stewarding staff will be in attendance throughout to ensure the smooth running and management of the events in the Festival Garden. Security and stewarding staff will report directly to the Site Manager who will have responsibility for the management of the site delegated to them by NNF Executive Producer. All systems and procedures will be defined by the NNF Management Team in consultation with an experienced Safety Advisor.

b) The prevention of crime and disorder

Event organisers and the professional security company will work closely with Police to identify and plan for any potential threats to crime and disorder. Stewards and security will be located prominently and be visible throughout the event to manage crowds and report any issues to the Site Manager. All Festival staff, stewards, Site Manager, along with Security Chief Steward will carry radios. Any incident-reporting and authorising of remedial action will be done via Site Manager.

c) Public safety

A detailed risk assessment has been undertaken for the event as a whole and individual artists and performers are also supplying their own performance-related risk assessments. Appropriate measures will be taken to ensure the safety of all performers, staff and general public. Event equipment and structures will be stewarded at all times or cordoned off to prevent public access. Stewards and security personnel will be located throughout the performance areas amongst the audience. Qualified first aiders will be in attendance throughout the event and in radio contact with the Site Manager.

d) The prevention of public nuisance

The event is oriented towards a family audience and public nuisance is not a major anticipated threat. Event organisers and the security company will work closely with the Police to identify and plan for any potential nuisance through round table meetings. Stewards will be briefed as to how to manage potential nuisance. Noise nuisance will be minimised through controlled use of PA systems, each PA system clearly sited and scheduled, and levels kept within limits set by Norwich City Council Environmental Health.

e) The protection of children from harm

OPERATING SCHEDULE

THIRD DRAFT

16 December 2009

‘Festival Garden’

Chapel Field Gardens, Norwich

7 - 22 May 2010
(plus set up 3-6 May; get out 23/24 May)



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1 EVENT DESCRIPTION

Building on the considerable success of the Festival Gardens project in May 2009, the Norfolk & Norwich Festival is planning a return to Chapelfield Gardens in 2010 with a longer and more ambitious programme of events, again centred on Salon Perdu, the beautiful and hugely popular Spiegeltent the Festival brought in from the Netherlands.

Festival Gardens 2010 would comprise:

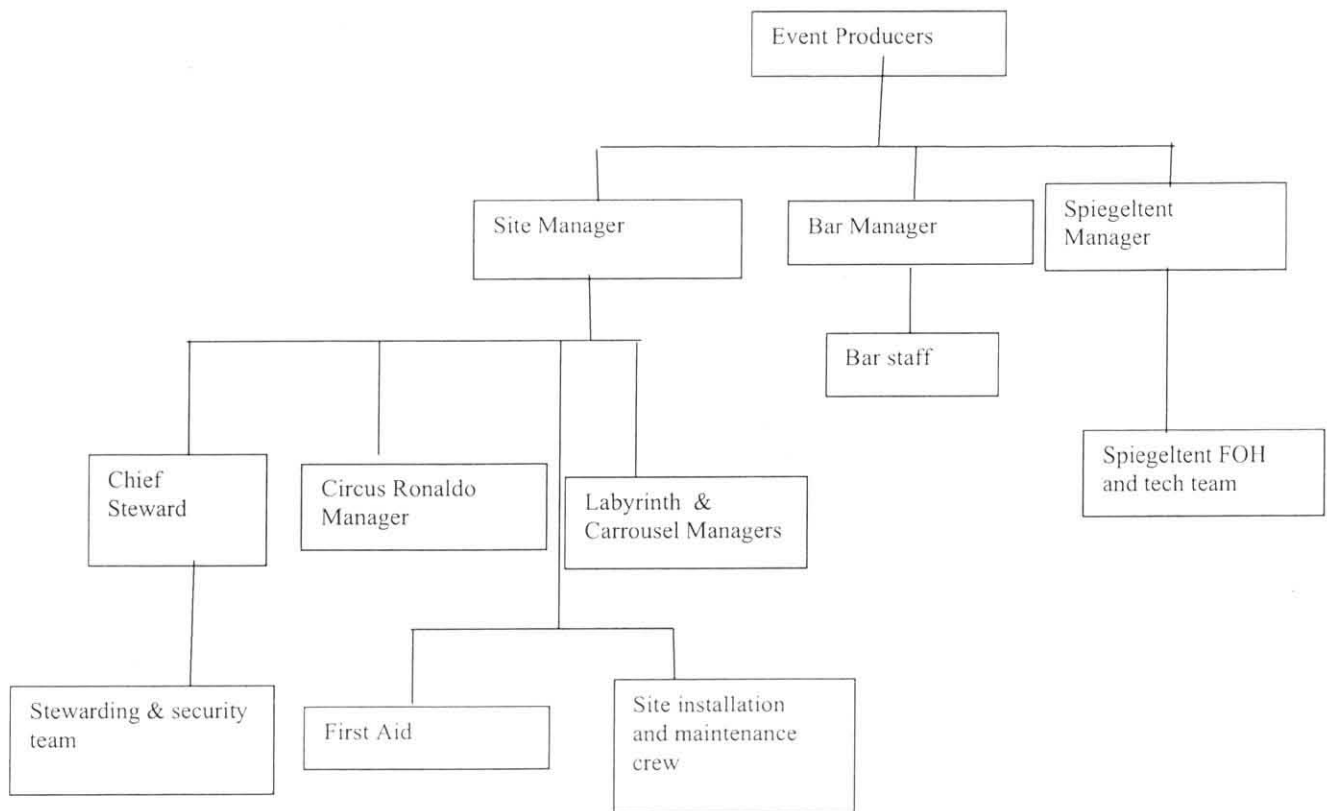
- Festival Spiegeltent: installed in Chapelfield Gardens for the whole of the Festival (7-22 May 2010). The programme will follow similar lines to 2009: two shows a night (20:00, 22:30) but with more being made of the space during the day, with a programme of workshops for young and old alike (dance, circus, music) and social activities that will engage a range of communities. The programme will again be an eclectic selection of music, dance, theatre and cabaret/variety/burlesque, mixing future retro, classic contemporary, the accessible and the innovative.
- a programme of free outdoor work along similar lines to Garden Party (2009) and City of Secrets (2008) on the weekend 15-16 May
- Visual Arts installations. Following the success of Architects of Air's luminary *Levity III*, we are planning to install 'EI Laberint', an open air labyrinth appealing to all ages on the site where the Luminary sat in 2009, and a 20 seat Carrousel for children up to 7 years old. (see Appendix 7 & 8)
- Replacement of the outdoor bar of 2009 with a stunning bar tent with strict drinking controls and a capacity limit monitored by door staff (and management). There will be a small live programme in this area, and an ambient music policy outside of main performance times.. This area will be an extension of the area around the Spiegeltent.. There will also be food and drink served by a variety of LA-registered outlets. Entry to the area will be to Spiegeltent ticket-holders only.
- A tented structure, 'Circus Ronaldo' will be on site Monday 10th – Saturday 15th May with performances 12th, 13th & 14th May (see Appendix 9)

2 EVENT MANAGEMENT

The Event Management Team will be headed by the Event Producers - Matt Burman and Jenny Vila for NNF, the Site Manager (tbc), the Chief Steward (Premier Security), the Spiegeltent Manager (tbc). Premier Security will work with the Event Management team, via the Chief Steward, to a stewarding plan identifying where observation and public information will be most useful, and these positions will be maintained throughout performance hours. The team will be supplemented according to the requirements of the programme of activity (see Crowd Management - below).

Together the event team and the stewards will work to ensure the following;

- A free movement for the public along existing pathways
- Monitoring of all installations and temporary venues once in place.
- That information is readily available to the public regarding programme of events and timings, location of welfare facilities
- That a clear communication line is maintained at all times between stewards and the Event Management Team.



3 CROWD MANAGEMENT

Requirements of the overall management of the site will vary with the level of activity at any particular time:

3- 6 May & 23/24 May

The installation and removal of the Spiegeltent and the bar tent will take place within daylight hours in an open city park and work activity will be managed to reflect the potential hazards associated with this type of working environment. In particular, construction sites will be delineated, and vehicle movement and parking will be strictly controlled. Security staff will be employed to staff the vehicle access gate during working hours and to guard the site at all other times.

7 - 22 May

There will be a professional stewarding and security presence in the Gardens throughout, performing the following functions:

- 1) SIA-badged security acting as static guards at Spiegeltent back stage area
- 2) SIA-badged security acting as static guards at any temporary installation deemed vulnerable
- 3) SIA-badged response team moving around the park at peak times
- 4) SIA-badged door staff on café/bar when operating (licensed area)
- 5) SIA-badged door staff on Spiegeltent doors when the bar is operating
- 6) SIA -badged security on vehicle access gate during installation, de-rig and other peak periods (at other times gate key will be held by NNF site manager)
- 7) Norfolk & Norwich Festival stewards providing general public information and guidance
- 8) Professional stewards for crowd/audience management at open air performances whether static or walkabout

If any stewards become aware of a disturbance or incident, they should immediately contact the Chief Steward, with details of the location and a brief description of the activity.

The Chief Steward, in conjunction with the Producer or their on-site representative (Site Manager), will make the assessment as to whether the matter can be dealt with, or whether the emergency services need to be called. Stewards must not put themselves at risk.

4 EMERGENCY PROCEDURES

The Event Managers and the Stewarding teams will be in communication at all times.

All stewards will be briefed on;

- Evacuation routes
- Procedures for clearing the public to allow emergency access
- Code words for differing procedures
- Positions of First Aid point: 7 - 22 May (normal hours): *Spiegeltent production office*
15,16, May: *First Aid unit parked at clearly visible point (close to day nursery & existing public toilets)*
nb St John Ambulance staff on duty within Spiegeltent area during public performance times
- Lost Children point: *Chapel Field Day Nursery (15, 16, May only)*
- Correct procedures to be adopted when dealing with members of the public.

- Correct procedures for dealing with lost children incidents (see below)
- The Event Liaison Point where the event site map will be on display with fire safety equipment positions indicated, along with static steward deployment. Additionally all key mobile numbers will be available along with details of the radio channels: *Spiegeltent production office*
- Emergency Services RVP: tbc

5 EVACUATION PROCEDURES

Site Evacuation:

An incident involving a fire, accident, bomb scare or crowd disturbance could necessitate the evacuation of part or all of Chapel Field Gardens.

Following the discovery of an incident, the Site Manager will inform the emergency services and the stewarding supervisor. The decision to evacuate the Gardens will be taken by the Site Manager unless emergency services are on site in which case authority is transferred to them.

Routes for evacuation would be:

- 1 . Towards junction of Chapel Field North & Chapel Field East
2. Towards junction of Chapel Field East and Chapel Field Road
- 3 Towards roundabout at Chapel Field Road/Chapel Field North/Cleveland Road

If the decision is made to evacuate, this will be relayed to all stewards through the radios.

The message to indicate evacuation will be with the use of the code phrase;

“ WE ARE GOING TO LEVEL BLUE AT” (indicate part of the Gardens which needs to be evacuated)

“WE ARE GOING TO LEVEL BLACK AT” (indicate which venue is to be evacuated)

Venue Evacuation:

In the event of a single venue needing evacuation the venue manager will make this decision, communicate it to the Site Manager and co-ordinate evacuation using venue specific evacuation procedure (see below). When evacuation procedures are instigated, the message:

“ CIRCUS RONALDO/SPIEGELTENT AT LEVEL BLACK “ - will be broadcast over the radio channel by the Chief Steward or Site Manager. All staff in the vicinity of the venue concerned should act to move general public away from the venue for their own safety and in order to clear an area for the audience.

A subsequent or simultaneous evacuation of the entire Gardens may be necessary

“ CHAPEL FIELD GARDENS AT LEVEL BLUE “ - will be broadcast over the radio channel by the Chief Steward or Site Manager. On hearing this message, all performance activity will cease, and the music PA, if operational, will be used to make the announcement:

‘LADIES & GENTLEMAN I AM SORRY WE HAVE TO CLEAR THE GARDENS. PLEASE LEAVE TOWARDS NEAREST AVAILABLE EXIT (or specific exits as appropriate)’

Key stewards will utilise loud hailers, if required, to broadcast to the crowd not in the vicinity of the PA, or if the music PA is not operational.

On hearing this message, stewards will be deployed to inform the public which way to leave the Gardens and assist with the flow of the crowd to ensure an orderly movement.

Stewards to use arm signals to back up the announcements and to use firm but re-assuring language to encourage egress

Once evacuation is complete, the Event Team and the Chief Steward will meet at the Emergency Liaison Point to discuss further action.

Spiegeltent Evacuation

Decision to evacuate Spiegeltent and its subsequent implementation will be conducted by Spiegeltent manager with support from stewarding and security staff employed within the venue. There will be two nominated deputies to assist with this procedure.

Procedure along following lines:

- a. SPT manager to ensure all lights are put to full and sound track/live musicians stop playing.
- b. SPT manager to make announcement to audience via show PA along following lines:
Ladies & Gentleman we are sorry to announce that we have to evacuate the building. Please make your way to the nearest exit.
Message should be repeated as necessary and should be calm and reassuring. If an exit is blocked the remaining exits should be pointed out
Staff to assist by indicating exit with firm, straight arm pointing to exit nearest their particular location.
- c. Nominated deputy at main entrance to supervise egress and ensure audience and staff to gather at Muster Point - by toilet block in centre of Garden
- d. Nominated deputy at rear exits to supervise egress and ensure audience and staff gather at temporary Muster Point - by Production Portacabin. Deputy will also locate fence spanner and undo panels adjacent to portacabin to allow audience to move to main Muster Point in center of Garden when it is safe to do so.
- e. SPT manager to ensure venue is clear and call emergency services

In the event of a power failure the above procedure will be followed with the following alterations:

- 1 Emergency lighting will switch on and PA system cease to operate
- 2 SPT manager to make voice announcement

6 TRAFFIC MANAGEMENT

- There will be no vehicle movement on site during the performances
- During the build up there will be movement by cherry picker (powered access platform), a number of LWB Sprinter-style vans, a 7T box truck, Hi-Ab Container truck, waste water/sanitation truck. All vehicle movement will be monitored by Site Production Manager and site crew and banksmen will be deployed where necessary.
- A delineated working area will be set up around the Hi-Ab for unloading/loading, and around other delivery vehicles as necessary
- The entry gate will be staffed by SIA security in radio contact with Site manager during busy set up periods and at other times will be locked. NNF, via the Site Manager, will appoint a designated 'Gate Monitor' who will hold the gate key and open the gate for, and brief, any incoming vehicles. This person will also ensure that the gate is otherwise closed by monitoring use of the gate by other key holders
- Vehicles must not drive onto grass except when public safety demands, or over areas of tree root under tree canopies. Vehicle routes on and off to unload/load positions should be planned and communicated to drivers on arrival at vehicle entrance gate in order to avoid grass and tree root areas. Vehicle movement on and off the Spiegeltent site will remain on vehicle trackway installed for the purpose
- Regular replenishment of water supplies, bar stock, market stalls etc will all be scheduled out of operating hours in the early morning period. Site Manager or appointed deputy to meet all vehicle deliveries and brief on vehicle movement procedures prior to entry.
- Access for Emergency Service vehicles will be maintained at all times.

- Artists and technicians may enter the park in order to deliver or collect equipment but must not park on site. It is accepted that up to three technician vehicles may need to be parked adjacent to the Spiegeltent for short periods to facilitate on-going access to tools and equipment. These vehicles to be parked on trackway laid within the Spiegeltent compound for the purpose.
- NNF to identify parking area close to the park for service vehicles
- All staff and artists to be informed in advance of these parking restrictions

7 FIRST AID

- Qualified first aiders will be on duty during all opening hours, in radio contact with the stewarding and event teams. Staff will be based at the Spiegeltent area. During busier periods a St John Ambulance first aid unit will be brought on site to act as a visible First Aid point where all FA staff will be based. It is anticipated that the majority of first aid staff will be either St John Ambulance or Red Cross personnel.

Dates	Times (subject to change)	Activity	ESG score	provision
3 rd - 6 th May	0900 - 1700	Site set up	na	First Aid kit & nominated first aider on site
7 th May	1400 - 2200 1900 - 0200	Installations & café/bar open Spiegeltent open,	<20 <20	2 x first aiders 1400 - 0200
8 th May	1100 - 2200 1900 - 0200	Installations & café/bar open Spiegeltent open	<20 <20	2 x first aiders 2 x first aiders
9 th May	1100 - 2200 1900 - 0000	Installations & café/bar open Spiegeltent open, no outdoor shows	<20 <20	2 x first aiders 2 x first aiders
10 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
11 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
12 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
13 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
14 th May	1100 - 2000 1900 - 0200	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
15 th May	1100 - 2200 1300 - 1800 1900 - 0200	Installations & café/bar open Additional free entertainment Spiegeltent open, no outdoor shows	<20 22 <20	2 x first aiders 1 x first aid unit 2 x first aiders
16 th May	1100 - 2200 1300 - 1800 1900 - 0000	Installations & café/bar open Additional free entertainment Spiegeltent open, no outdoor shows	<20 22 <20	2 x first aiders 1 x first aid unit 2 x first aiders
17 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
18 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
19 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
20 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
21 st May	1100 - 2000 1900 - 0200	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0200

22 nd May	1100 - 1300	Installations & café/bar open	<20	2 x first aiders
	1300 - 1800	Additional free entertainment (café/bar open)	22	1 x first aid unit
	1900 - 0200	Spiegeltent open, no outdoor shows	<20	2 x first aiders
23 rd May	0800 - 2000	Site break down	na	First Aid kit & nominated first aider on site
24 th May	0800 - 2000	Site break down	na	First Aid kit & nominated first aider on site

- An incident book will be kept throughout the preproduction period by the Site Production Manager

8 FIRE PRECAUTIONS AND EQUIPMENT

- Appropriate fire safety equipment will be positioned by all generators, PA equipment and at designated fire points throughout the Gardens.
- Site crew, venue managers, stewards and other appropriate personnel will be briefed on the siting of extinguishers and their correct usage.

Extinguisher positions:

- Water extinguishers by the Exits in all tented venues and installations
- Dry powder by any heating equipment
- CO2 by all large generators and main elec distribution points
- Dry powder, CO2 and water all available in Spiegeltent backstage compound
- Dry powder and water at Ticket Booth when in operation

9 WASTE MANAGEMENT STRATEGY

NNF is committed to maintaining a safe, clean site and minimising impact from waste during and after the event.

- Litter collections will be the responsibility of all on-site staff during normal running. All staff will be instructed to dispose of unsightly litter. and will do a post-event litter pick up each evening once the Spiegeltent performances have started.
- In addition on the Saturday, Sunday and Monday mornings a litter-pick team will be employed.
- During the event build up, performances and break down additional bins, both for recyclable and non-recyclables, will be provided for staff usage.
- The main event waste point for staff usage will be bins within the Spiegeltent backstage compound where general waste and recycling bins will be located.
- Catering sub-contractors will be instructed to provide small bins for public usage and will be responsible for disposing of all waste in the immediate vicinity of their unit or stall into bins provided by NNF.
- Recycling will be encouraged and multi-use recycling bins will be available at all refuse points.
- A schedule of litter bin collections will be arranged with NCC refuse contractor

10 NOISE MANAGEMENT STRATEGY

PA Systems

The PA systems in use on site will be limited to:

- Spiegel tent system where limit will be set and managed in accordance with advice from Environmental Health officers but assumed to be a maximum 96Db (A weighted) at the front desk. NB run simultaneously with Circus Ronaldo and levels will be set to minimize interference with other shows.
- Café/bar PA system. This system will consist of two speakers playing ambient background music. Limits will be set and managed according to current Noise at Work regulations
- Circus Ronaldo PA system where limit will be set and managed in accordance with advice from Environmental Health officers but assumed to be a maximum 96Db (A weighted) at the front desk. NB run simultaneously with Spiegel tent and levels will be set to minimize interference with other shows.

Monitoring MNL

It is proposed to take background noise level readings (LA90,T) on a regular basis and at all times when deemed appropriate by the Event Producers at nearest residence on Chapel Field East and Chapel Field North. The aim of the measurements will be to ensure that the MNL from the PA systems does not exceed 15dB(A) above background over a 15 minute period.

Hours of Operation for entertainment and plant/machinery

- Site Crew will begin work on Monday 3rd May (an unobtrusive start may occur prior to this installing festoon cable runs, for example) and the site will be completely clear of staff and infrastructure by 20:00 on Monday 24th May.
- Work schedule starts 9am each day although a small number of deliveries may occur between 08:00 and 09:00 on some days.
- A 22:00 curfew will be set for all outdoor work, construction etc on May 3rd/4th/5th/6th and May 23rd/24th during site build up and break down. On all other days outdoor work, if any, will end at dusk or earlier.
- There will be no overnight working
- Soundchecks will all be conducted during daylight hours
- Daytime outdoor entertainment will be restricted to Saturday/Sunday 15th/16th
- Café/bar operating hours will end at 00:00 each evening
- Spiegel tent opening hours will end at 00:00 on Sundays, at 01:00 on Monday - Thursday, and 02:00 Fridays and Saturdays. A drinking-up period of 30 minutes will be imposed which will help to spread the departure of audience. The measures used last year to minimize noise nuisance were seen as successful and will be utilised again (see below)

Noise mitigation measures

- All local residences informed of event through leaflet drop and liaison with Residents Assoc.
- Many local residences visited in person by Festival staff prior to event
- Siting of all PA systems to take account of local residences.
- Strict outdoor work curfew at 22:00
- Strict outdoor performance curfew at 22:00
- No over night working
- Door and FOH staff at Spiegel tent will encourage attendees to leave quietly at closing time each evening and will repeat this message through full duration of egress.
- Door staff will be tasked with ensuring any audience outside the Spiegel tent doors behave quietly
- Outdoor café/bar to close by 00:00.
- Background noise level readings (LA90,T) will be taken on a regular basis at nearest residence on Chapel Field East and Chapel Field North to ensure levels fall within Noise Council Guidelines (no more than 15DBa above background over 15 minute period). These readings will be acted upon immediately should there be any cause for concern.
- Festival site mobile phone number circulated to local residences. Phone in possession of Site Manager.
- Festival management team to de-brief after each performance day and especially after Friday/Saturday events in order to review and adjust

Public egress

Crowd egress from site will be staggered due to varied finish times of free and ticketed entertainment.

Management to take active measures to underline message to leave Spiegel tent venue quietly (notices, reminders by door staff and other FOH staff, announcements at the end of performances)

No car parking in immediate vicinity ensures noise of vehicles departing kept to a minimum

Drinking up period in Spiegel tent helps spread departure time

11 LOST CHILDREN POLICY

A Lost Children point will be set up for the weekend daytime event days when a full programme of daytime, family-friendly activity will be in place. At all other times activity is ticketed but remains under supervision of professional security and stewarding staff fully briefed on Lost Children procedure below.

If a child is found and assessed as lost:

- staff should report in immediately to Chief Steward and Event Producer or Production Site Manager in their absence
- A clear location report should be given using the code phrase "Raising a Flag"
- Lost Children Point (Chapel Field Day Nursery) should be immediately informed.
- A nursery nurse should then be dispatched to the location. If nursery nurse is not available at this point another member of the event team must be sent to the location.
- Staff to wait for 10 minutes in situ with the child if appropriate,
- After maximum of 10 minutes, Nursery Nurse to take child to Lost Children Point and contact Police.
- Event Management Team must be kept fully informed of situation and will alert Emergency Services when or before child is taken to the designated point
- All staff briefed on how to deal with children appropriately
- If parents or guardian arrive prior to or during escort to Lost Children Point, staff to use discretion as to whether the adults are genuine and to ensure handover is witnessed. On no account should staff hand over a child if there is an element of doubt
- If there is doubt the member of staff should explain that procedural issues mean it is necessary to go to the Lost Children Point to log the handover. Once there a re-assessment can be made. Handover will remain the responsibility of Premier Security and/or NNF staff.

If a child is reported missing

- A detailed description of the missing child must be taken with specific information
- An alert should be put out to all staff. It is especially important that all Gate staff have a clear indication and description as soon as possible.
- Event Management Team must be immediately informed in order that they can then inform Emergency Services if appropriate.
- Parent/guardian should be taken to Lost Children Point at Chapel Field Day Nursery. NNF staff and/or Premier Security staff to record handover of child when found.

APPENDIX 1: PRODUCTION SCHEDULE

NNF2010

Festival Gardens [FG], Spiegeltent [SP] and Outdoor Performance Area [OPA]

Friday 30/04/2010

16:00 NCC site handover [FG]

Monday 03/05/2010

07:00 Barriers delivered and installed / Needle sweep and litter pick[SP]
 07:00-18:00 Van Rosmalen Spiegeltent [SP] arrival and installation
 09:00-17:00 Install Festoon LX [FG]
 12:00-00:00 Security on site [SP]

Tuesday 04/05/2010

00:00-00:00 Security on site [continues throughout event]
 08:00 Trackway delivered and laid [SP]
 Generators delivered and commissioned
 Portakabins delivered and sited
 Crew toilets delivered and sited
 Production area bins delivered and sited
 09:00 Outdoor performance area [OPA] tents and furniture installed
 10:00 LX installation begins [SP]
 Bar installation begins

Wednesday 05/05/09

09:00 LX installation continues [SP]
 Sound installation begins
 Bar installation continues
 17:00 La Vie install stage
 20:00 Lx programming

Thursday 06/05/09

09:00 La Vie Get In
 Sound installation continues
 Bar installation continues
 17:00 La Vie install stage
 20:00 Lx programming

Friday 07/05/2010

09:00 Public toilets [SP] delivered and sited [cleaning schedule (daily) begins]
 09:00-17:00 Complete Spiegeltent set up
 10:00 Labyrinth install
 10:00 Carrousel install
 14:00-18:00 **Installations open** [FG]
 17:00 **VIP launch** [SP/OPA]
 19:00 **SP Doors open**
 20:00-22:00 **La Vie performance 1**
 22:30-02:00 **Burlesque night 1**
 02:00 **Shutdown**

Saturday 08/05/2010

10:00-17:00 **Workshops/dance classes**
 11:00-20:00 **Installations open** [FG]
 19:00 **SP Doors open**

20:00-22:00	La Vie performance 2
22:30-02:00	Burlesque night 2
02:00	Shutdown
 Sunday 09/05/2010	
10:00-17:00	Workshops/dance classes
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 3
22:30-00:00	Spiegel Late 1
00:00	Shutdown
 Monday 10/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 4
22:30-01:00	Spiegel Late 2
01:00	Shutdown
 Tuesday 11/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 5
22:30-01:00	Spiegel Late 3
01:00	Shutdown
 Wednesday 12/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
19:30-01:00	Bo Nanafana Social Club 1
01:00	Shutdown
 Thursday 13/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 6
22:30-01:00	Spiegel Late 4
01:00	Shutdown
 Friday 14/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 7
22:30-02:00	Variety night 1
02:00	Shutdown
 Saturday 15/05/2010	
11:00-18:00	Installations open [FG]
11:00-17:00	Free Outdoor day: Garden Party
15:00-19:00	Performances [OPA]

19:00	SP Doors open
20:00-22:00	La Vie performance 8
22:30-02:00	Variety night 2
02:00	Shutdown
Sunday 16/05/2010	
11:00-18:00	Installations open [FG]
11:00-17:00	Free Outdoor day 2: Garden Party
15:00-19:00	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 9
22:30-00:00	Spiegel Late 5
00:00	Shutdown
Monday 17/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 10
22:30-01:00	Spiegel Late 2
01:00	Shutdown
Tuesday 18/05/2010	
11:00-20:00	Installations open [FG]
19:00-01:00	Sponsored private event
01:00	Shutdown
Wednesday 19/05/2010	
09:00-18:00	Bo Nanafana get-in/set-up
11:00-20:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
19:30-01:00	Bo Nanafana Social Club 2
01:00	Shutdown
Thursday 20/05/2010	
09:00-18:00	Die Roten Punkte get-in/set-up
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-21:00	Die Roten Punkte 1
21:30-01:00	Spiegel Late 7
01:00	Shutdown
Friday 21/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-21:00	Die Roten Punkte 2
21:30-02:00	Cabaret night 1
02:00	Shutdown
Saturday 22/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open

20:00-21:00 **Die Roten Punkte 3**
21:30-02:00 **Cabaret night 1**
02:00 **Shutdown**

Sunday 23/05/2010

10:00 LX de-rig
Sound de-rig
Stage de-rig
Bar de-rig
Spiegeltent de-rig and collection
Installations de-rig

Monday 24/05/2010

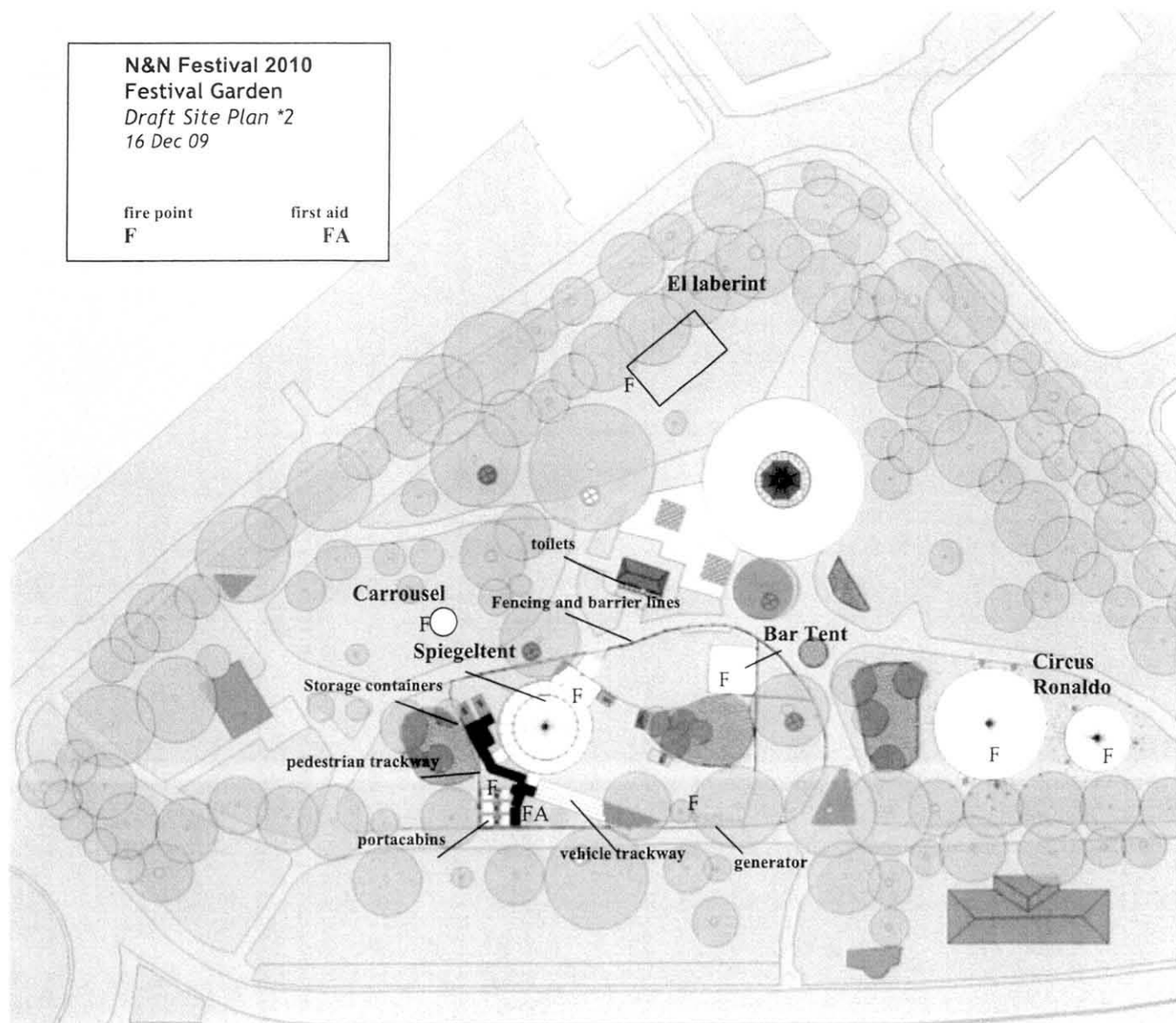
10:00 Trackway pick-up
Generators pick-up
Portakabins pick-up
Toilets pick-up

APPENDIX 2: STEWARDING AND SECURITY COVER

Date	Shift Times	Staff	Position/role	Type	Hours
3/5/10	1200-0000	2	Spiegel tent security	SIA	24
4/5/10	0000-1200	2	Spiegel tent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-0000	2	Spiegel tent security	SIA	24
5/5/10	0000-1200	2	Spiegel tent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-0000	2	Spiegel tent security	SIA	24
6/5/10	0000-1200	2	Spiegel tent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-0000	3	Installation & Spiegel tent security	SIA	36
7/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	0900-1900	1	Vehicle gate security	SIA	10
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegel tent door staff	SIA door staff	15
8/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegel tent door staff	SIA door staff	15
9/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 1230	2	Spiegel tent door staff	SIA door staff	11
10/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegel tent door staff	SIA door staff	13
11/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegel tent door staff	SIA door staff	13

Date	Shift Times	Staff	Position/role	Type	Hours
12/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
13/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
14/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegeltent door staff	SIA door staff	15
15/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	0900-1900	1	Vehicle gate security	SIA	10
	1100-1700	2	Outdoor performance stewards	SIA	12
	1100 – 1700	2	Roving security	SIA	12
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1400 – 1900	2	Outdoor performance stewards	SIA	10
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegeltent door staff	SIA door staff	15
16/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	0900-1900	1	Vehicle gate security	SIA	10
	1100-1700	2	Outdoor performance stewards	SIA	12
	1100 – 1700	2	Roving security	SIA	12
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1400 – 1900	2	Outdoor performance stewards	SIA	10
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 1230	2	Spiegeltent door staff	SIA door staff	11
17/5/09	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13

Date	Shift Times	Staff	Position/role	Type	Hours
18/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
19/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
20/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
21/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
22/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegeltent door staff	SIA door staff	15
23/5/10	0000-1200	2	Spiegeltent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-1900	2	Spiegeltent security	SIA	14
					=1666



APPENDIX 4: CONTACT LIST

Event Director

Jonathan Holloway
01603 877750
07971861821
jonathan@nnfestival.org.uk

Event Producers

Matt Burman
01603 877761
07980 003294
Matt@nnfestival.org.uk

Jenny Vila
01603 877767
07791 344008
jenny@nnfestival.org.uk

Production & Safety

Jon Linstrum
01273 566 007
07976 356 530
jon@magneticevents.org

Site & Spiegeltent Manager

Dhugal Harrison
07970 993484

Bar Manager & Licensee

Rob Howe
07738 753477

Security

Chris Yates
07759 116 382
Norwich Premier Security Services Ltd
yates.ct@btopenworld.com

Lighting, Staging Contractor (Spiegeltent)

tbc

Power & Distribution

tbc

PA system contractor

tbc

Lost Children Point

Chapel Field Day Nursery (Stella and/or Emmy)
01603 611 147

lostchildrenpoint@chapelfielddaynursery.co.uk

First Aid
tbc

Norwich City Council Events Dept

Helen Selleck

01603 212137

helenselleck@norwich.gov.uk

Fiona Roberts

01603 212136

fionaroberts@norwich.gov.uk

Police

Michelle Bartram

Tel: 01603-276020

Bartramm@norfolk.pnn.police.uk

APPENDIX 5:

RISK ASSESSMENTS

Activity /Area	Hazards	Persons at risk	Severity	Likelihood	Rating	Precautions	Residual rating
NATURE OF SITE - Public Gardens - site set up							
Vehicle Movements	crushing trips and falls collisions with public, performers,	Public Stewards artists	4	2	8	Vehicle entry controlled by security staff at gate If security staff not on duty, site manager to hold gate key All vehicles entering site to have route described All vehicles reminded to drive at 5mph and use audible warning signals if fitted Vehicles to use headlights when travelling on site Hazard lights NOT to be used when vehicle travelling Regular vehicle deliveries/collections to be scheduled outside opening hours All deliveries/collections to be timed around quiet periods Banksman to be used if deemed appropriate by site manager. Off-site parking to be identified in order to discourage attempts to park in the Gardens	6 or less
Loading/unloading in public space	Collisions with pedestrians, cyclists, injuries to staff	Staff public	4	2	8	Delineated work areas set up for loading/unloading where appropriate and for any on-going load/unload Banksman/lookout to be used if deemed appropriate by site manager	6 or less
Construction/ Dismantling Temporary structures	Falls from height Trips and slips Manual handling	Stewards Staff Artists	4	2	8	Delineated work areas to be set up as appropriate Method statements to be produced for all construction Structural drawings and calcs to be produced where necessary. Site manager to monitor work activity, especially in relation to manual handling, and intervene if necessary.	6 or less
Management of Construction & outside contractors	Compromising general safety	Staff Public Contractors	5	2	10	All contractors are vetted and approved by event organisers. Site Production Manager will monitor on site and empowered by organisers to halt any activity deemed unsafe	6 or less
First Aid	Accident, illness	Staff, contractors	3	2	6	Fully stocked first aid kit to be kept on site at all times Qualified First Aider to be nominated as responsible person during all main build periods	6 or less
NATURE OF SITE - Public Gardens - outdoor shows							
Crowd disturbance Overcrowding	crushing trips and falls	Public Stewards artists	3	3	9	Atmosphere designed to be gentle, calm. Stewards to encourage movement away from potential excess build up and at potential pinch points. Placing of outdoor shows based on maximising viewing areas Programming of outdoor shows to spread	6 or less

Activity /Area	Hazards	Persons at risk	Severity	Likelihood	Rating	Precautions	Residual rating
						audience at peak times Programming of outdoor shows to reflect capacity of park and viewing areas available Audience area ground conditions checked in lead up and on morning of shows by site production manager Professional security & stewarding available for re-deployment by organisers to divert public away and close any or all access gates with existing gates or temporary barriers No fireworks, thereby limiting numbers No celebrities thereby limiting numbers	
Audience Access & Egress	Crushing Trips & falls Public/vehicle conflict	Public Stewards	3	3	9	All access points remain open throughout – or staffed if subject to short term closure Additional lighting installed on entrance pathways No infrastructure on pathways Majority of audience anticipated to be familiar with site	6 or less
Vehicle Movements	crushing trips and falls collisions with public, performers,	Public Stewards artists	4	2	8	No vehicles on site during peak times Site Production manager to have full control over any vehicle entry at other times. Any vehicle on site during public hours must travel at 5mph max. with headlights on and utilise audible warning signals if fitted Off-site parking to be identified in order to discourage attempts to park in the Gardens	6 or less
First Aid	Medical incident or emergency	Public Stewards artists	3	2	6	First Aid unit set up close to centre of site for peak periods Peripatetic first aiders also in use Emergency services fully informed of event Emergency service vehicle access routes into park maintained at all times – show siteing to take account of emergency service vehicle route in RVP location circulated to relevant staff	6 or less
Nature of Structures - temporary tented structures							
Structural failure		Public Stewards Artists	3	3	9	All structures erected by professional contractors employed by owners, or by owners themselves. All structures must be signed off on completion and remain as built throughout installation period. Site Production Manager and Venue Managers to do daily visual checks on integrity of structure	6 or less
Fire		Public Stewards Artists	3	3	9	All fabrics certificated flame retardant Appropriate fire extinguishers in place in all structures. Structure managers to brief all staff and whereabouts and use of fire fighting equipment	6 or less
security		Public Stewards Artists	3	2	6	Marquee areas to remain under security surveillance when unattended. Luminarium structure deflated when not in use. Spiegel tent locked when not in use, café/bar has all stock locked away in secure container when not in use	6 or less
Nature of Structures - art installations							
Any installation subject to separate safety documentation produced by owner/operators:							
Nature of Structures - Spiegel tent							
Spiegel tent structure built by contractor's own staff to guidelines established in accompanying Baubüchle Spiegel tent shows subject to show-specific risk assessment							

Activity /Area	Hazards	Persons at risk	Severity	Likelihood	Rating	Precautions	Residual rating
Nature of Structures – Café/Bar tent							
Structure subject to separate method statement and risk assessment for construction and use once contractor have been identified							
Nature of Structures - electrical and lighting installations							
electricity		Public Stewards Artists	3	3	9	All installations installed by professional contractor issuing cert of compliance for all generators. All electrical supplies protected by 30ma RCD trips. All cables run in approved manner aware from public thoroughfares. Appropriate fire extinguishers placed by generators and electrical installations All generators fenced.	6 or less
Rigging installation		Public stewards artists	4	3	12	All rigging subject to method statement and to have secondary safeties in place at all times. All rigging at height to be installed in accordance with current Work At Height Regulations	6 or less

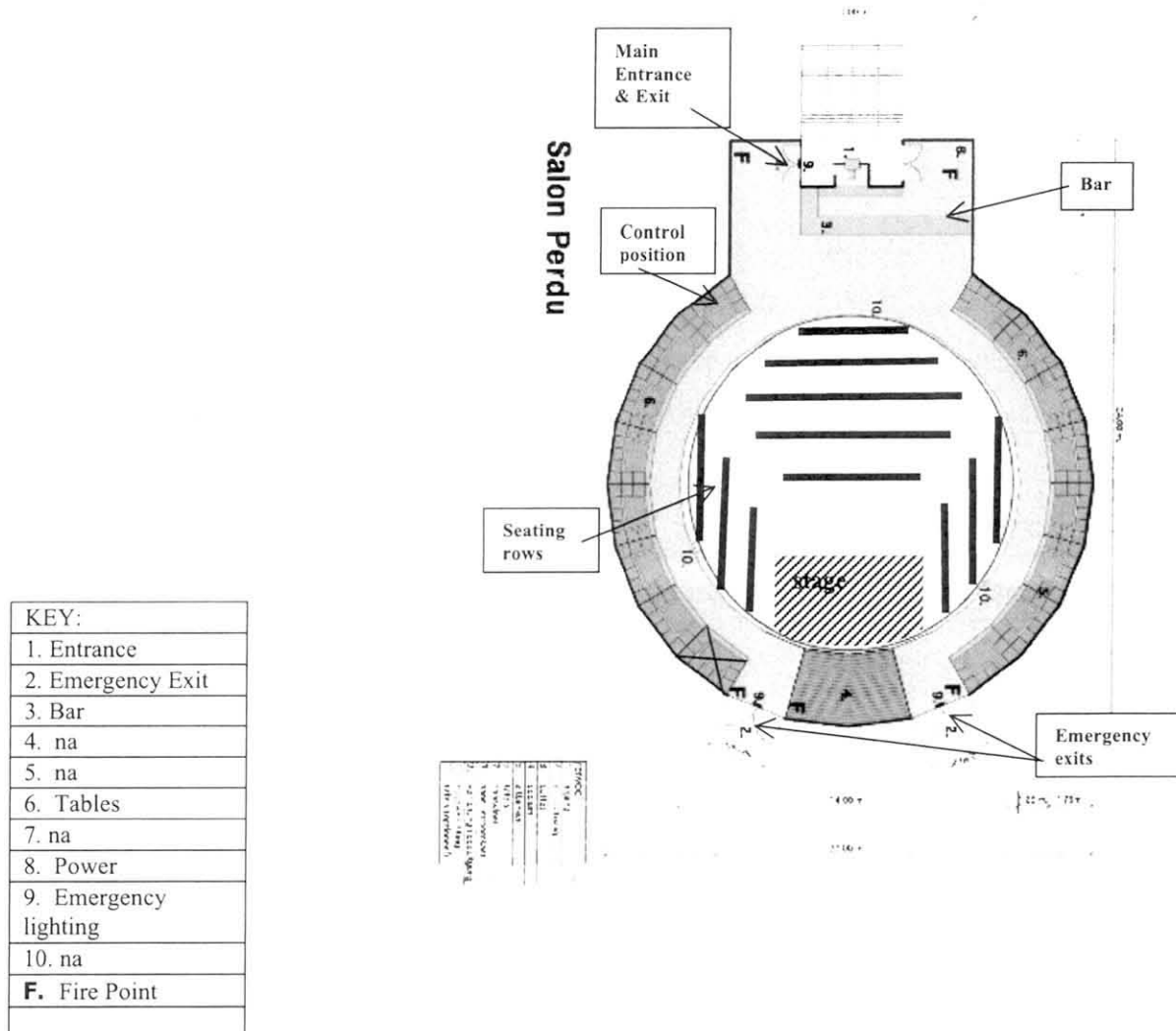
Severity Index			Likelihood Index			Risk Rating Matrix					
							Catastrophic	Serious	Significant	Minor	Insignificant
Catastrophic	fatality, major injury, fire or loss of property	5	Certain	harm is certain or near certain	5	Certain	25	20	15	10	5
Serious	over 3 day injury, long term damage to health, serious property damage	4	Likely	harm will occur frequently	4	Likely	20	16	12	8	4
Significant	Hospital treatment likely, some significant property damage	3	Possible	Harm may occur	3	Possible	15	12	9	6	3
Minor	slight injury, minor property damage	2	Unlikely	harm will seldom occur	2	Unlikely	10	8	6	4	2
Insignificant	no injury or damage	1	Improbable	Harm difficult to foresee	1	Improbable	5	4	3	2	1
Residual rating											
6 or less:			risks adequately controlled - no further actions required								
6 – 12:			major accident possible - further control measures required								
Above 12:			control measures ineffective, possibility of major accident high, immediate further action required, possibly suspend work								

Risk Assessment prepared by Jon Linstrum

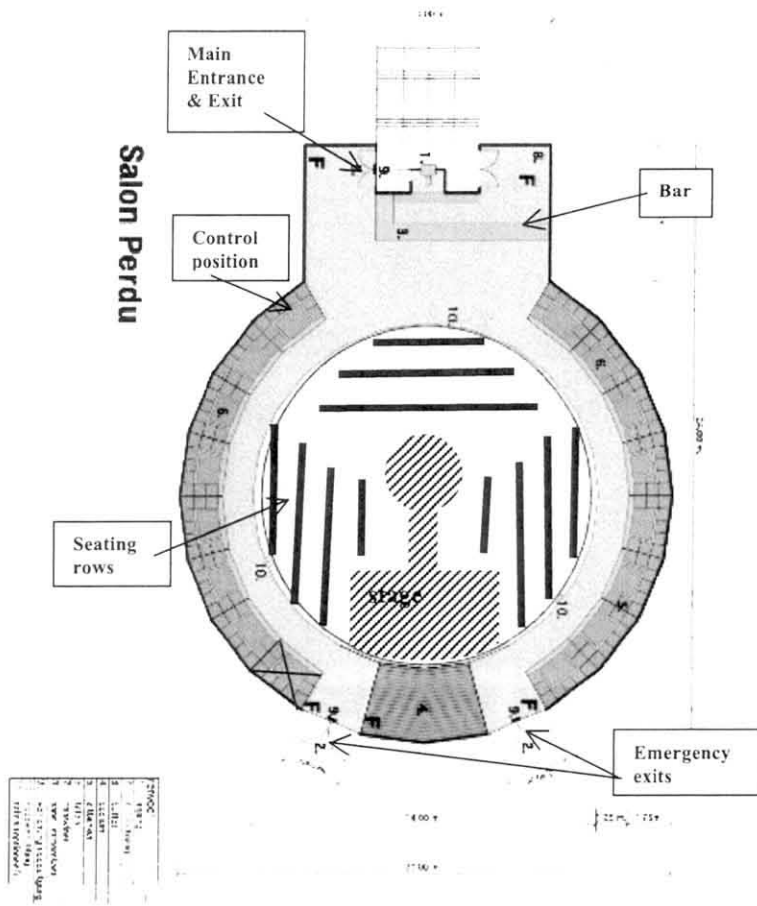
16/12/09

FIRE RISK ASSESSMENT – significant findings		
Spiegeltent Chapel Field Garden Norwich		For: Norfolk & Norwich Festival 14 Tombland Norwich
Dates: 7 – 22 May 2010		
Assessment date 16 Nov 2009 Assessment carried out by Jon Linstrum		
HAZARDS		
Ignition sources	Fuel sources	Oxygen sources
Performance lighting Other electrical heat sources Electrical appliances Smoking	Combustible materials Naked flames Flammable liquids General waste	No additional sources
PEOPLE AT RISK		
Up to 15 staff Up to 10 performers Up to 400 public		
Control Measures		
All lighting to be rigged well away from any fuel source eg drapes	Use of candles restricted to tea lights in secure, weighted containers	NA
No heaters to be used No hot food to be served	Regular litter/waste removal to be conducted by staff	
Projectors, amplifiers and other heat emitting appliances to remain uncovered, placed away from potential fuel sources in well ventilated areas	All waste to be stored in proprietary hired-in containers	
All electrical equipment in bar area to be remain uncovered, well-ventilated and fitted with safety cut-outs where appropriate	All roof linings subject to flame retardency certification	
No smoking ban throughout the venue at all times including set up and de-rig	All stage drapes to be flame retardant and marked as such	
Full electrical certification to be undertaken by qualified independent contractor	No flammable liquids on site except alcoholic drinks	
All electrical appliances subject to up to date PAT certification		

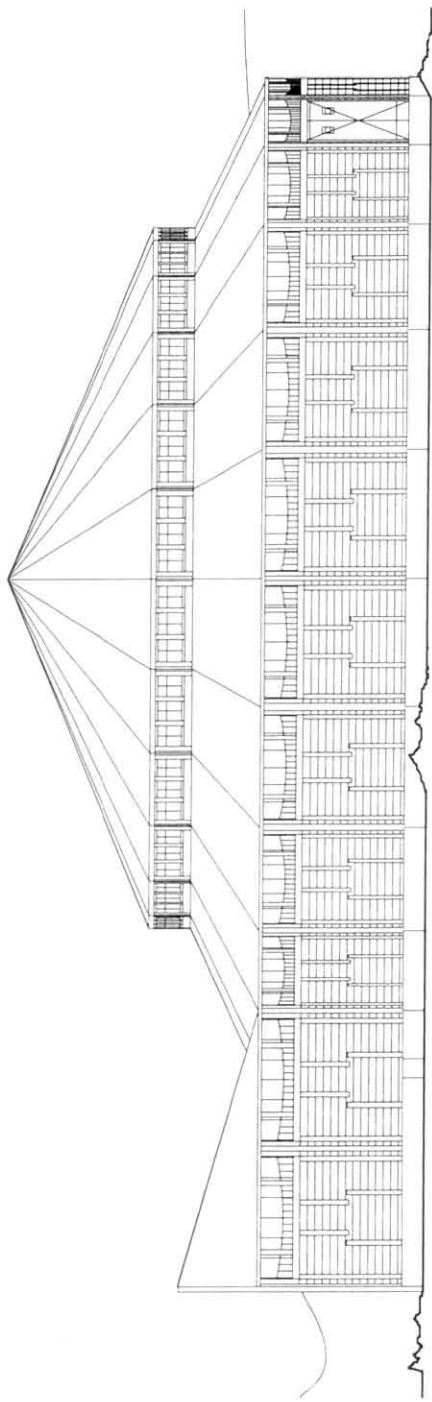
Protective Measures
○ Battery operated non-maintained emergency lighting units installed in venue ○ Battery back up maintained emergency exit light boxes installed on all emergency exits ○ CO2 extinguisher by each elec distribution point (bar & control position) ○ Water extinguisher by each exit door ○ Water & dry powder extinguisher in back stage compound ○ Daily checks to be made by Spiegeltent manager to ensure all extinguishers in position and un-discharged ○ 'Place of safety' in backstage compound to be kept clear and obstacle free at all times. ○ Spiegeltent manager and security staff to have access to scaff spanner to open backstage fence compound if required
Means of Escape
3 x fire exits each a minimum 2.25m wide maximum seated capacity 350 maximum mixed seating and standing capacity 400 maximum additional staff and performers 20 additional exit for bar staff maximum distance to fire exit 18m all exits have illuminated maintained exit signs venue has non-maintained emergency exit lights
Raising the Alarm
The Spiegeltent manager will be on the premises at all times of opening and is the first person tasked with contacting the emergency services. In the unlikely event that he has to leave the premises during opening hours a deputy must be nominated prior to leaving. Manager and deputy to have charged mobile phone on their person at all times. (Phone switched to silent mode)



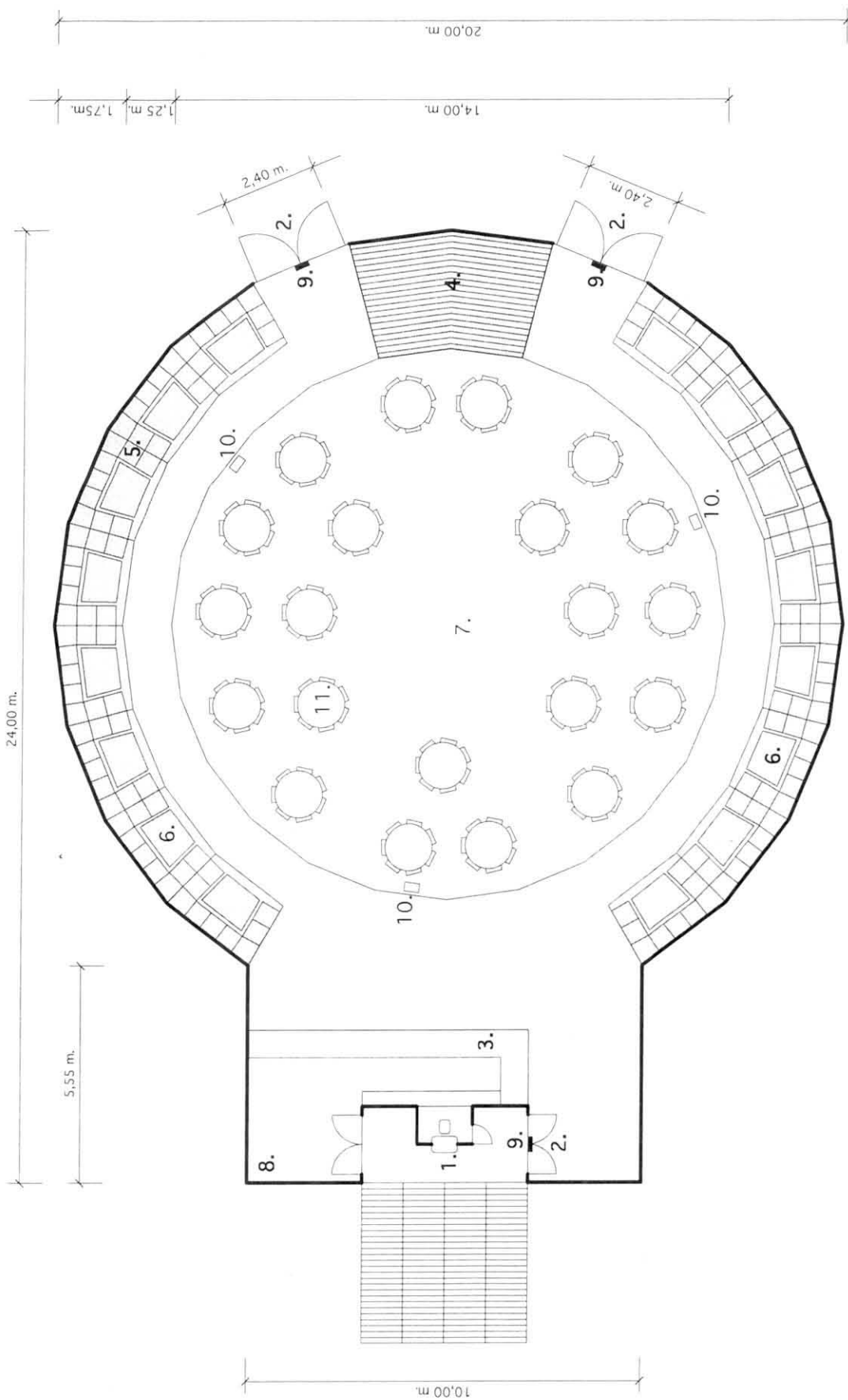
2. La Vie



8,45 m.
5,45 m.
4,70 m.
3,30 m.
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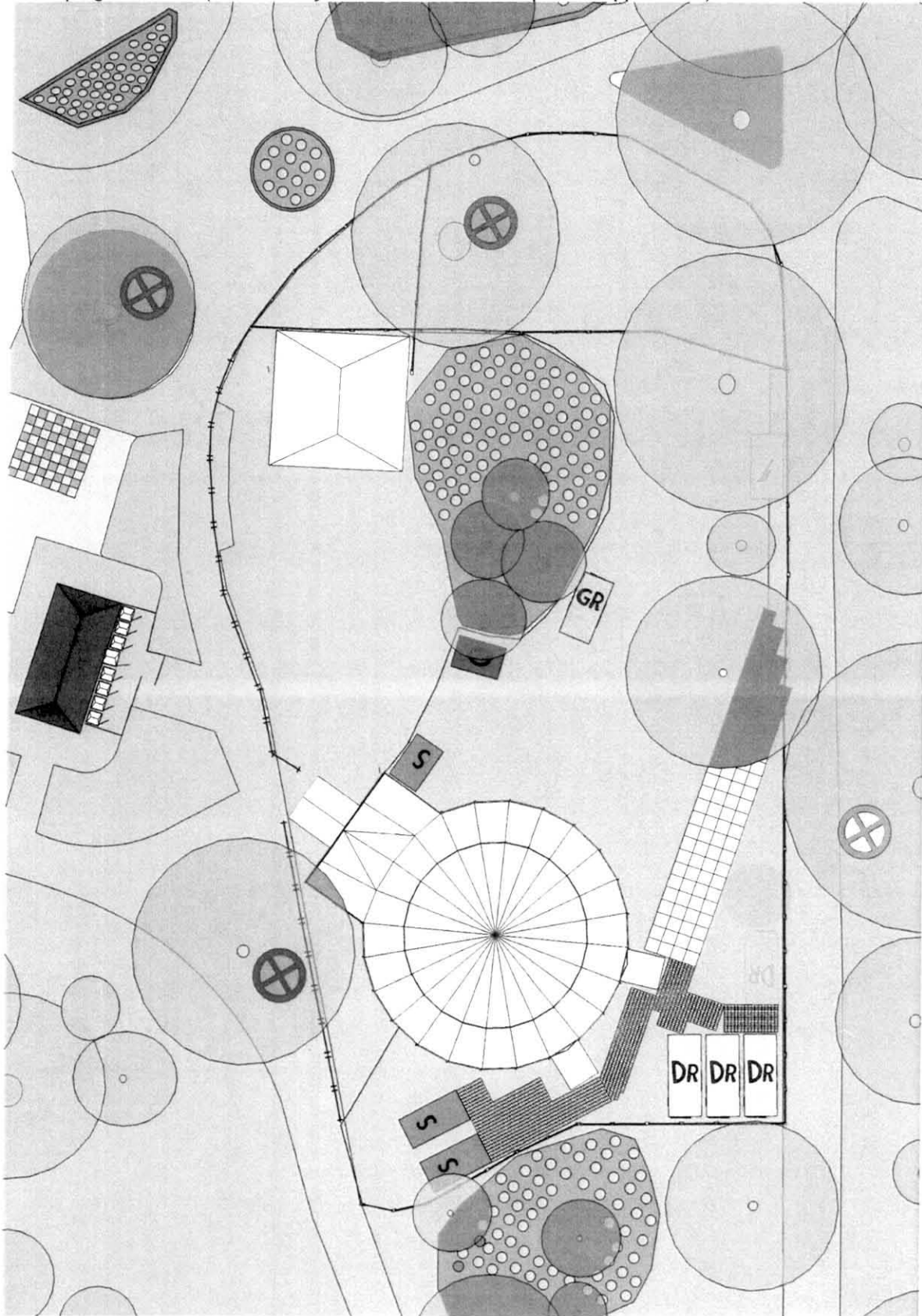
Salon Perdu



renvooi
1. ingang
2. nooduitgang
3. buffet
4. podium
5. zitbanken
6. tafels
7. dansvloer
8. aansl. stroomkast
9. verlichting nooduitgang
10. noodverlichting
11. tafels (optioneel)

Salon Perdu

3 Spiegeltent site (view in conjunction with main site plan at Appendix 3)



MERRY GO ROUND - CARROUSEL

The Carroussel is available the whole season. Not available when there is too much wind and hard rain.



The Carroussel is made to please little people. Kids from 2.5 to 7 years old our maximum 1.20 m high. There are 20 places on the carousel.



The Carroussel is 8.5 meter on 8.5 meter round and 5 meters high.
The carousel global weight is around 1.800 Kg. We need 4 assistants to build up and break up the carousel for 2 hours. To transport the carousel we hire a big truck 15 meters long and 4.5 meters high. This truck must have place to park very close to the setting place.



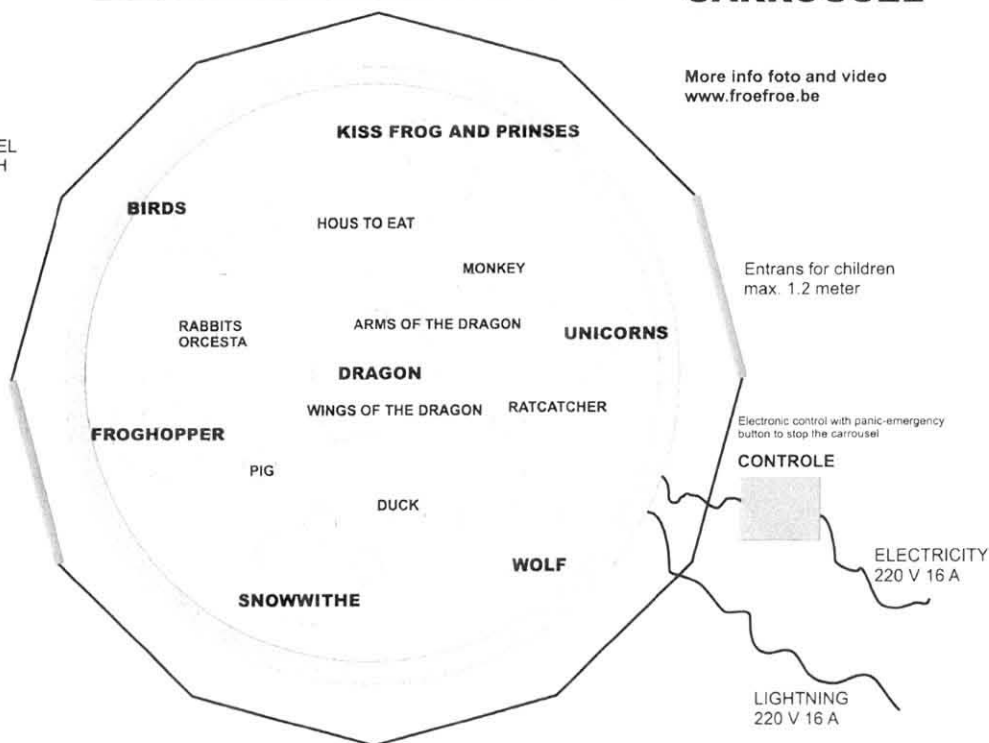
CAROUSEL ITSELF IS 7.5 m ROUND

CARROUSEL

More info foto and video
www.froefroe.be

FENGES IN FLEXIBEL
TUBES 70 cm HIGH

Entrans for children
max. 1.2 meter



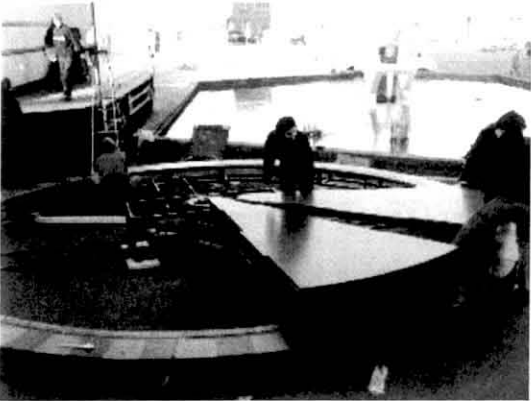
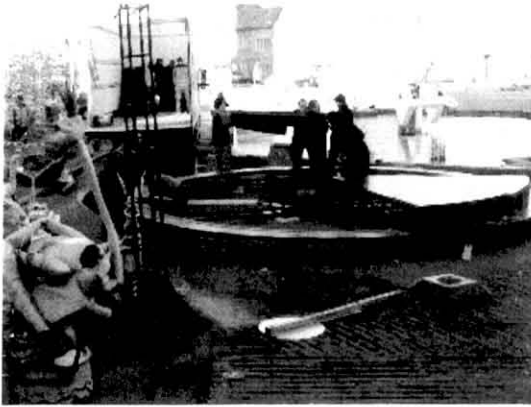
On this plan you can see the different figures.

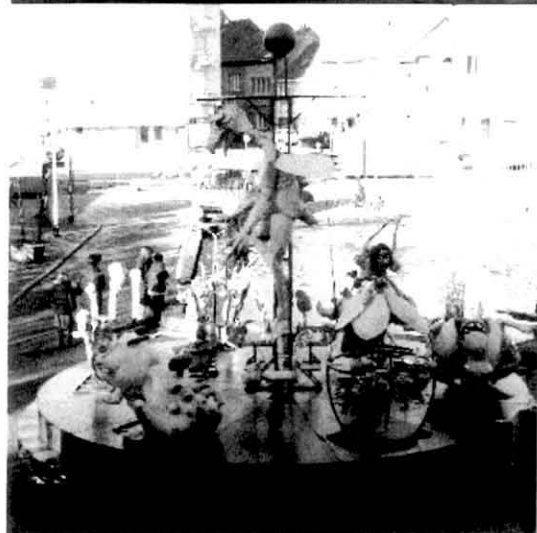


We need at least **2 separated Lines of Electricity 16 A and 220 Volt**. One for the engine and one for the sound and lightning. We need also **2 ladders, 2 chairs and one little table**.

If the carrousel is placed inside it's nice you can set some spotlighting on it.

Building time is around 2-3 hours without roof and 3-4 hours with the roof. We need help to unload and load, at least 4 strong people. Our start and stockage place is in Mortsel - Antwerp - Belgium





We have always 2 carrousel building- girls to help the installation and one truck driver. During the use of this carrousel, one of us is permanent around and we ask you to have 2 people permanent available to help children on and of the carrousel, start and stop, and take care to save use of the carrousel.

All materials used to make the figures are flexible and soft, latex, rubber, mousse...
We have a certificate from VINCOTTE (a firm that controls installations in Belgium) for the carrousel, they controlled it on security for use.



We need also coffee, thee, some soft drinks, meals, hotel for our people.
This are the names and mobile phones of your contact.

Elke Verachterd – 0032 (0)494.85.71.04

Ina Peeters – 0032 (0)473.36.24.39

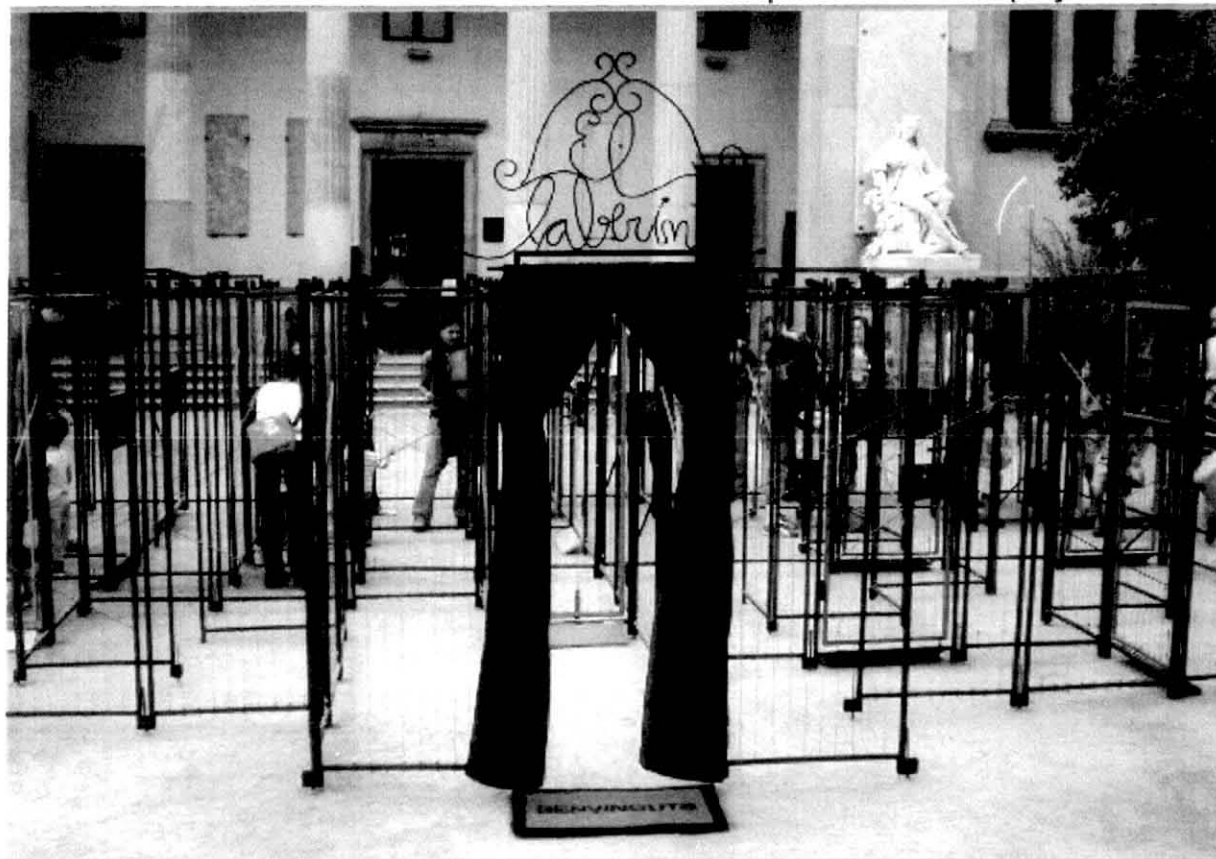
Janneke Hertogs – 0032 (0)498.06.79.32

MORE FOTO'S (300 DPI) ON www.froefroe.be/downloads



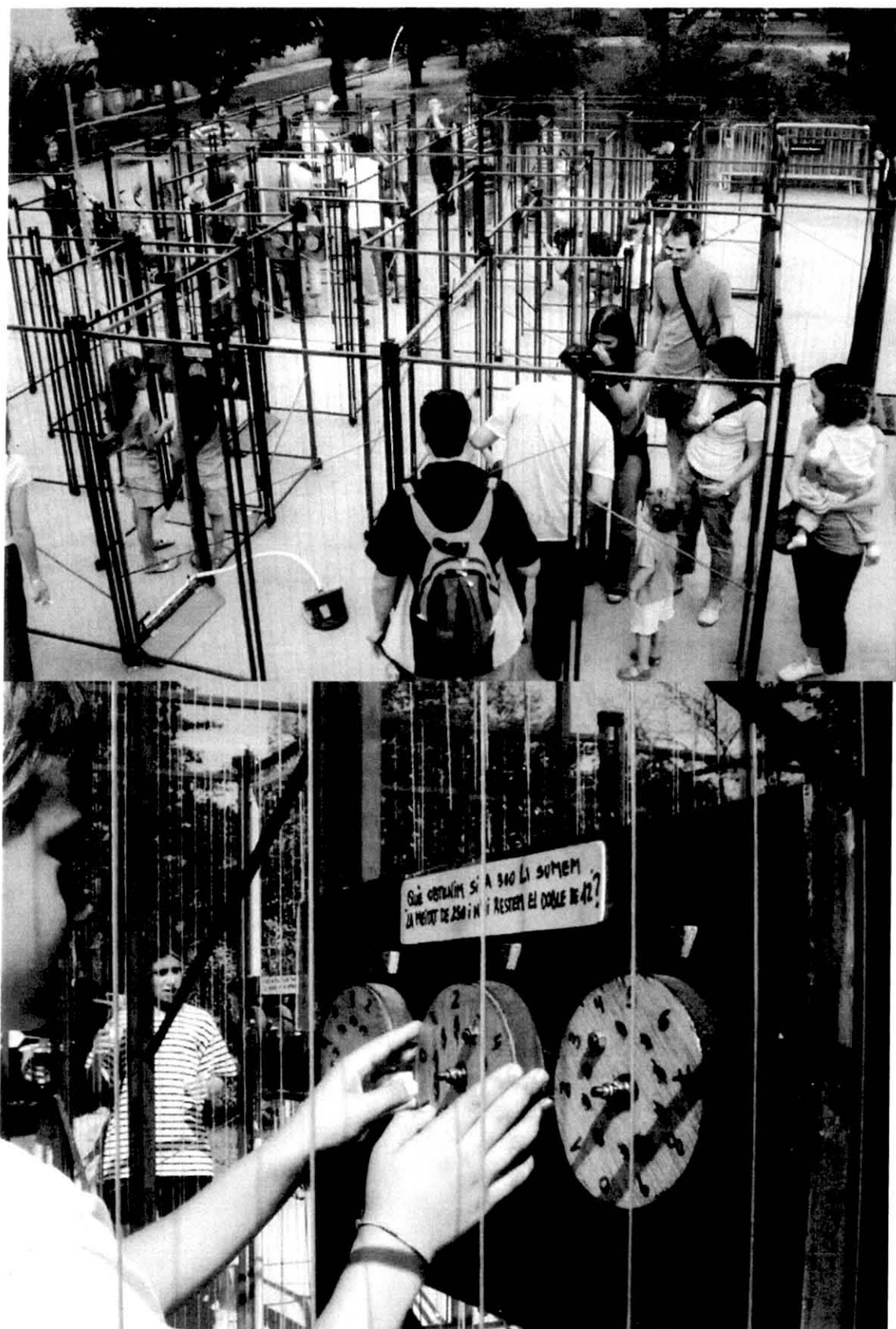
el laberint a l'escola

una producció de la Companyia Itinerània



QUÈ ÉS EL LABERINT

Es una instal·lació lúdica apta per a tot tipus d'espais (placots, carrers, patis d'escola), que constitueix una interessant eina pedagògica, tant per l'adaptabilitat del seus continguts com per la transversalitat amb què es tracten aspectes educatius tan diversos com el treball en equip, l'orientació, la lateralitat o la presa de decisions. És un entramat de PARETS i PORTES que conformen un laberint transparent de múltiples camins vàlids (segons quines siguin les portes que aconseguim obrir). Hi ha sis portes d'enigma (que s'obren col·locant la resposta correcta a una pregunta) i deu portes d'habilitat (que ho fan quan descobrim i activem el seu mecanisme).



Circus Ronaldo

Circenses

Technical rider

The organiser provides:

- 1) Ground: A good **site with a hard surface**, easily accessible to heavy vehicles, even in poor weather. It has to be possible to knock **78 spikes** into the ground. **The organiser is responsible for indicating any utilities below ground (e.g. electricity, water, etc.)**. The access road must be at least 4 metres wide and also 4 metres high. **Grass** is perfect, as long as the site is accessible to heavy vehicles in bad weather. **Asphalt** is possible, as long as the spikes can be knocked in. If the spikes can only be knocked in by using a pneumatic hammer, the organiser will make sure this is provided. **Clinkers/cobblestones** are possible, but the organiser is responsible for removing and re-laying them in the places where this is necessary. **Sand** is not possible. **No sites** which in bad weather turn into mud or **are flooded** are possible. If this occurs, the organiser is responsible for finding a solution. Nor should the site be one that produces a lot of dust. The site should be **completely empty** as from the date of arrival.
 - 2) The tent has a diameter of **24 metres**, not including the guy ropes / **31 metres** including guy ropes. The income/reception tent has a diameter of 14 metres not including guy ropes / 19 metres including guy ropes. For safety reasons, an area of minimum **40 x 50 metres** is needed for the **tent and the caravans**.
Minimum height of tent: ± 9.5 metres.
The tent seats **450 people**.
 - 3) **Power supply**: 63 Amp. in 3 phases, 380 Volt (from arrival until departure of the circus) (at the rear of the circus tent; the circus itself brings 50 m of cable).
 - 4) **Eight people** to help in setting up and **eight people** for dismantling, all permanently available, if possible with experience in putting up tents and tiered seating (preferably motivated people).
Set-up: 1 day before the first performance.
Duration: ± 8 hours' work (may take longer due to unforeseen circumstances).
Dismantling: 1 day after last performance.
Duration: ± 6 hours' work (may take longer due to unforeseen circumstances).
Attention: arrival of the company: the evening before the set-up day.
- The show is suitable for adults and children of 12 and older.
- 5) **A representative of the organisers must remain in attendance throughout each show**. One person at the entrance to the tent during the performance. **Security for the equipment, the tent and the caravans** may be necessary at night. The guarding of the equipment is to be carried out in consultation with the circus management.
 - 6) **BAR**

Circus Ronaldo has an income/reception tent 14 metres in diameter with a decorated side panel and lighting, plus a circular bar.

2 persons of Circus Ronaldo take care of and organise the bar during the interval and before and after the show. **The organiser only has to provide information regarding the liquor licence**. The organiser need make no other arrangements regarding the bar.



Norwich City Council Licensing Authority
Licensing Act 2003

APPENDIX
B

Statement of support or objection to
an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	C. MCGREGOR
Postal address	15 NINHAMS COURT NORWICH NR2 1NX
Email address	
Contact telephone number	

Name of the premises you wish to support or object to	CHAPELFIELD GARDENS
Address of the premises you wish to support or object to.	CHAPELFIELD GARDENS

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary
To prevent crime and disorder	see attached
Public safety	
To prevent public nuisance	see attached
To protect children from harm	

Please suggest any conditions which would alleviate your concerns.	Put security guards in the alleyways.
--	---------------------------------------

Signed:

Date:

Please see notes on reverse

At the last event in Chapelfield Gardens (Lord Mayors?), I had 2 confrontations plus a bout of fisticuffs with your eventers who try to use my property and the access to that property as a toilet and dumping ground. I have pointed this problem out to you previously and asked for security but nothing happens.

You only take responsibility up to the fence line of Chapelfield Gardens, but residences start only a few feet beyond that, and are wide open to abuse. We are not like Earlham Park which has large spaces for events and a large spillover area/buffer zone which avoids conflict with living areas. As you appear unwilling to solve the problem you should reconsider using CG as an events area as it is too small and too close to living areas.

I will continue to confront your revellers where they behave anti-socially. I suppose sooner or later I will end up in hospital, at which time I will consider suing you.

C. McGregor

11/10/10

14 JAN 2010

Post Room

Norwich City Council Licensing Authority
Licensing Act 2003Statement of support or objection to
an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	DAVID HARRISON
Postal address	4 CHAPEL FIELD NORTH
Email address	
Contact telephone number	

Name of the premises you wish to support or object to	N & N FESTIVAL
Address of the premises you wish to support or object to.	CHAPEL

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

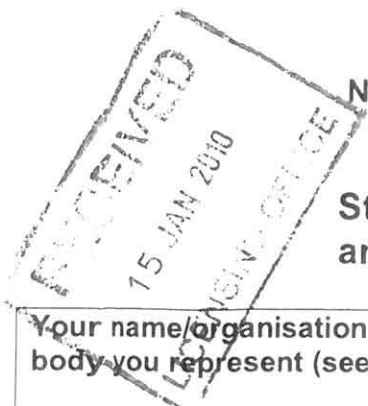
Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary
To prevent crime and disorder	I support strongly the N & N festival but the licensing times go on
Public safety	too late. Drinking remains a problem in the Gardens and granting a
To prevent public nuisance	licence to 0100 and 0200 seems quite wrong. Bars closing at 2400 would
To protect children from harm	seem quite late enough from residents' point of view.

Please suggest any conditions which would alleviate your concerns.	if bars are to open at 1030 or after 1000, closing at 2400 would seem generous.
--	---

Signed:

Date: 12th Jan 2010

Please see notes on reverse



Norwich City Council Licensing Authority
Licensing Act 2003

POST
RECEIVED 15 JAN 2010

Statement of support or objection to
an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	MARIA HANTON & TERRY CUNNINGHAM
Postal address	21 CHAPEL FIELD EAST NORWICH NR2 1SF
Email address	
Contact telephone number	

Name of the premises you wish to support or object to	CHAPEL FIELD GARDENS - NORWICH & NORFOLK FESTIVAL TRUST
Address of the premises you wish to support or object to.	CHAPEL FIELD NORTH NORWICH

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	Please set out your support or objections below. Please use separate sheets if necessary
To prevent crime and disorder	DURING PREVIOUS EVENTS IN CHAPEL FIELD GARDENS WE HAVE BEEN SUBJECT TO VANDALISM, TRESPASSING/CRIMINAL DAMAGE. WE ARE KEEN TO PREVENT THIS FROM RE-OCCURRING.
Public safety	
To prevent public nuisance	WE HAVE HAD A GREAT DEAL OF NOISE & PUBLIC DISORDER NUISANCE LASTING MANY HOURS & VERY LATE AT NIGHT/EARLY HOURS DURING PREVIOUS EVENTS. WE DO NOT WANT THIS TO OCCUR AGAIN.
To protect children from harm	

Please suggest any conditions which would alleviate your concerns.	SHORTER HOURS/EARLIER FINISHING TIMES. GREATER POLICE PRESENCE IN ALL SURROUNDING AREAS OF THE GARDENS.
--	--

Signed

Date: 14/01/2010

Please see notes on reverse

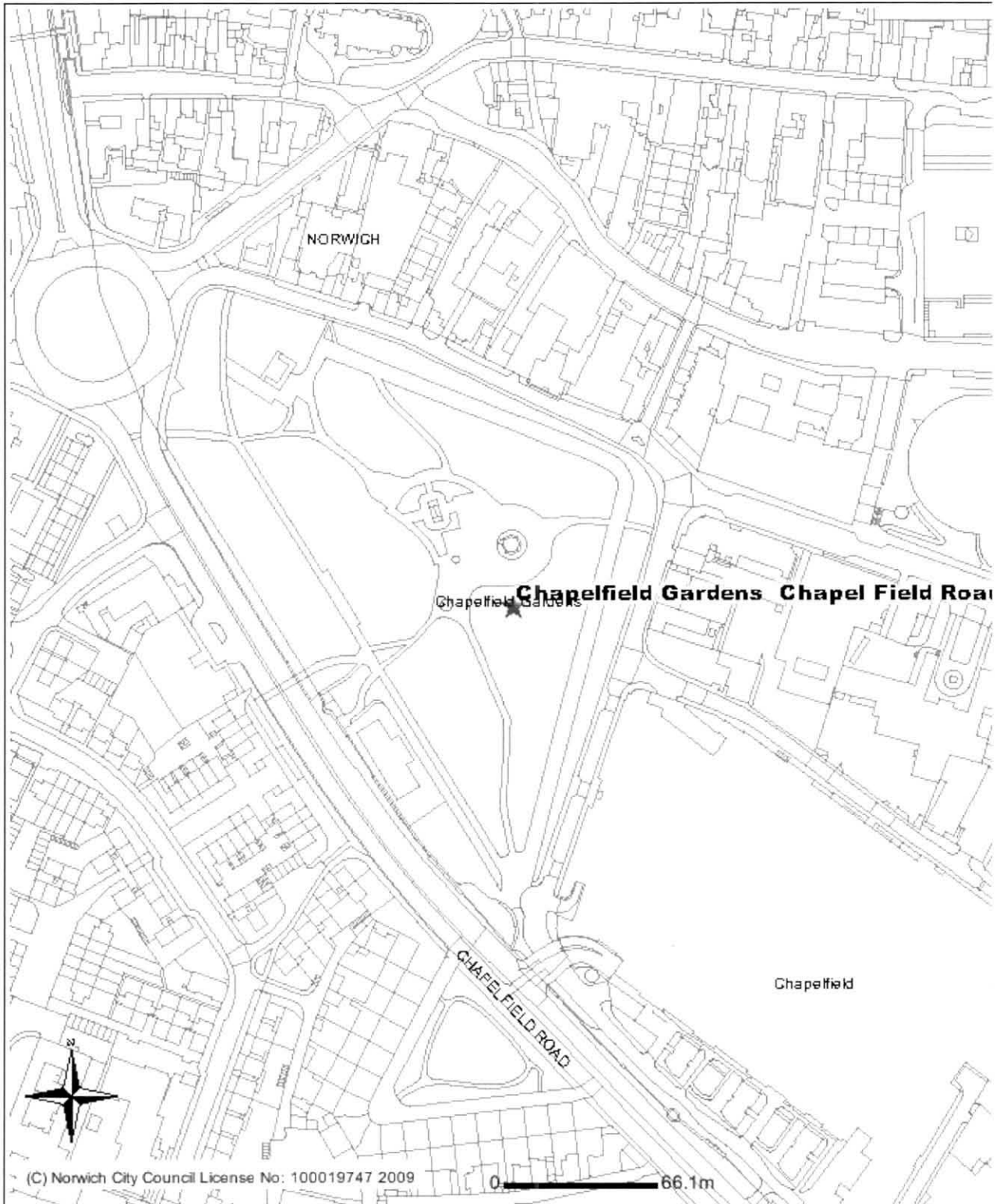


NORWICH
City Council

Norwich City Council
City Hall Norwich
NR2 1NH

Tel: 01603 212212
info@norwich.gov.uk

Chapelfield Gardens



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Scale: 1:2500

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APPENDIX D

Local Policy considerations

1.0 Introduction

1.4 The 2003 Act requires the Council to carry out its various licensing functions so as to promote the four licensing objectives. These are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

1.5 The 2003 Act also requires that the Council publishes a 'Statement of Licensing Policy' that sets out the policies the Council will generally apply to promote the Licensing Objectives when making decisions on applications made under the Act.

2.0 Consultation and Links to other Policies and Strategies

2.7 So far as possible, the Council will avoid duplication with other regulatory regimes, and will not to use its powers under the Licensing Act 2003 to achieve outcomes that can be achieved by other legislation and other enforcement agencies.

3.0 Applications for Licences

3.2 Applicants must address the four licensing objectives in their operational plan. The operating plan must have regard to the nature of the area where the premises are situated, the type of premises, the licensable activities to be provided, operational procedures and the needs of the local community. The operating schedule must demonstrate how the premises will be "good neighbours" both to residents and to other venues and businesses.

3.3 Applicants must provide evidence that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style, location and characteristics of their premises and activities. They must also indicate if additional measures will be taken on an occasional or specific basis, such as when a special event or promotion is planned, which is, for example, likely to attract larger audiences.

4.0 Representations

4.1 "Responsible Authorities" will be asked to consider all applications and to make representations to the Council, if they relate to the promotion of the four licensing objectives and particularly in respect of applications which, might be

regarded as contentious. Representations must be evidentially based and the organisation should attend any hearing when the application is being considered.

4.2 The Council will consider all representations from any "Interested Party" (see Appendix 7), or their representative, which should preferably be evidentially based and supported by attendance at any hearing at which the application is being considered.

4.3 A representation, will only be accepted by the Council if it is 'relevant', in that it must relate to the likely effect of granting the licence on the promotion of at least one of the four licensing objectives. Representations, which are regarded as being frivolous or vexatious, will not be considered, and in the case of a review of a licence, any representation which is regarded as repetitious, will also not be considered. A decision as to whether a representation is frivolous, vexatious or repetitive will be made by an officer of the Council.

5.0 Conditions attaching to Licences

5.1 Where relevant representations are made, the Council will make objective judgments as to whether conditions may need to be attached to the premises licence to secure achievement of the licensing objectives. Any conditions arising as a result of representations will primarily focus on the direct impact of the activities taking place at licensed premises, on those attending the premises, and members of the public living, working or engaged in normal activity in the area concerned, and will cover matters that are within the control of individual licensees.

5.2 All applications will be considered on an individual basis and any condition attached to such a licence, will be tailored to each individual premises, in order to avoid the imposition of disproportionate or burdensome conditions on those premises. Therefore, mandatory conditions, will only be imposed where they are necessary for the promotion of the licensing objectives.

8.0 The Impact of Licensed Premises

8.1 When considering whether any licensed activity should be permitted, and a relevant representation has been received, the likelihood of it causing unacceptable adverse impact will be assessed by taking into account relevant matters including:

- the type of use, the number of customers likely to attend the premises and the type of customers at the time of the application;
- the proposed hours of operation;
- the level of public transport accessibility for customers either arriving or leaving the premises and the likely means of public or private transport that will be used by the customers;

- the means of access to the premises including the location of customer entrances and exits;
- the level of likely car parking demand on principal roads and surrounding residential streets and its effect on local residents, in comparison with the existing situation, and the effect on residential parking and emergency access;
- the frequency of the licensable activity.

With any adverse impact it may be possible to take steps to mitigate or prevent the impact and if such measures are reliable an activity may be licensed.

13.0 Management of Licensed Premises

13.1 A Premises Supervisor must be specified in the Operating Schedule for a premises, in which alcohol will be sold ('Designated Premises Supervisor' DPS). The DPS will have responsibility for running the premises on a daily basis. They should normally be present on the licensed premises on a regular basis. In addition to the DPS holding a personal licence, they should either undergo additional training, or to be able to demonstrate they have the experience commensurate with the size, capacity, nature and style of the premises and licensable activities to be provided.

13.2 There must be proper management arrangements in place in all licensed premises, whether or not alcohol is sold or not, which will ensure there is an appropriate number of responsible, trained/instructed persons at the premises to provide the proper management of the premises, the activities taking place and compliance with all statutory responsibilities and the terms and conditions of the premises licence.

LICENSING OBJECTIVES

21.0 Objective - Prevention of Crime and Disorder

21.1 Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty on the City Council, and others, to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.

21.2 The promotion of the licensing objective, to prevent crime and disorder, places a responsibility on licence holders to become key partners in achieving this objective. **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 reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and the licensable activities at those premises.**

- 21.3 When addressing the issue of crime and disorder, the applicant should demonstrate that all those factors that impact on crime and disorder have been considered. These include:

- Underage drinking
- Drunkenness on premises
- Public drunkenness
- Keeping Illegal activity like drug taking and dealing, offensive weapons and sales of contraband or stolen goods away from the premises.
- Preventing disorderly and potentially violent behaviour on and outside the premises.
- Reducing Anti-social behaviour and Disorder inside and outside the premises
- Litter
- Unauthorised advertising
- Protecting people and property from theft, vandalism and assault
- Guard against glasses and bottles being used as weapons or causing accidents.

- 21.4 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or licensable activities:

- Effective and responsible management of premises
- Training and supervision of staff
- Employ sufficient numbers of staff to keep numbers down of people awaiting service
- Provide sufficient seating for customers
- Patrols of staff around the premises
- Ensure sufficient lighting and visibility, removing obstructions if necessary, to discourage illegal activity.
- Introduce an entry policy – making people aware of it – and apply it consistently and fairly
- Implement a search policy to prevent drugs, offensive weapons etc being brought onto the premises
- Implement effective management of entrance queues – incorporating barriers if necessary
- Adoption of best practice guidance e.g. Safer Clubbing, the National Alcohol Harm Reduction Strategy Toolkit, Minor Sales Major Consequences, Clubbing against Racism and other voluntary codes of practice, including those relating to drinks promotions e.g. The Point of Sale Promotions published by the British Beer and Pub Association (BBPA), Security in Design published by BBPA and Drugs and Pubs, published by BBPA
- Acceptance of accredited 'proof of age' cards e.g. Portman proof of age cards, Citizencard, Connexions Card and/or 'new type' driving licences with photographs, or passports
- Provision of effective CCTV in and around premises
- Employment of Security Industry Authority licensed door staff to manage the door and minimize disorder

Ensure glasses are collected on an on going basis, make regular inspections for broken glass and clear up.
 Provision of toughened or plastic drinking vessels and bottles
 Provision of 'bottle bins' inside the premises and near exits.
 Provision of secure, deposit boxes for confiscated items i.e. Operation Enterprise Drug and Weapon Amnesty Safe's
 Information displayed for staff and customers on Drug Awareness including the 'spiking' of drinks with drugs.
 Provision of litterbins and other security measures, such as lighting, outside premises
 Membership of local 'Pubwatch' schemes or similar accreditation schemes or organizations ie Operation Enterprise.
 Responsible advertising
 Distribution of promotional leaflets, posters etc.
 Drug Seizure Kits (available from Norfolk Police Operation Enterprise)
 Member of the 'NiteLink' radio scheme
 Working in partnership with the SOS Bus scheme
 Ban known offenders and share information with other licensed premises in the area
 Implement a dispersal policy
 Introduce a 'closed door' policy, with attendance prohibited for new customers 2-3 hours before licensable activities finish

25.0 Objective - Prevention of Public Nuisance

- 25.3 Applicants should be aware that stricter conditions, including controls on licensing hours for all or some licensable activities will be applied, where licensed premises are in residential areas or where their activities may impact on residents or other business premises, and where relevant representations have been received. Conversely, premises for which it can be demonstrated have effective measures to prevent public nuisance, may be suitable for longer opening hours.
- 25.7 When addressing the issue of prevention of public nuisance, the applicant must demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include:
- the location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices, care homes and places of worship
 - the hours of opening, particularly between 23.00 and 07.00
 - the nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises
 - the design and layout of premises and in particular the presence of noise limiting features
 - the occupancy capacity of the premises
 - the availability of public transport
 - 'wind down period' between the end of the licensable activities and closure of the premises

- last admission time
- Preventing litter and refuse becoming an eyesore
- Consideration of local residents that they are not upset by loud or persistent noise or by excessive light.
- Preventing cars attending an event or premises from causing a noise nuisance and congestion, and from taking up local people's parking spaces.
- Avoid early morning or late night refuse collections
- Avoiding emptying bins into skips, especially if they contain glass, either late at night or early in the morning

25.8 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, e.g. to ensure customers leave quietly
- Fit prominent signs requesting that customers respect local residents and leave quietly
- Control of operating hours for all or parts (e.g. garden areas) of premises, including such matters as deliveries i.e not too early in the morning
- Adoption of best practice guidance (e.g. Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics, Licensed Property: Noise, published by BBPA)
- Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices
- Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises
- Liaison with public transport providers
- Siting of external lighting, including security lighting
- Management arrangements for collection and disposal of waste, empty bottles etc.
- Effective ventilation systems to prevent the emission of unwanted odours
- Take away packaging to include the name and address of the premises on it.
- Capacity levels for Fast Food Outlets
- Introduce a chill out area with coffee and mellow music where customers can settle before leaving
- Introduce a 'closed door' policy, with attendance prohibited for new customers 2-3 hours before licensable activities finish.
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

SECTION E - Hours of Trading

31.7 The policy options which will be applied to applications for premises licences where the sale or supply of alcohol for consumption on the premises is proposed, are as follows:

- a) **The Council will consider restricting the hours if it believes, on the basis of representations made, that not doing so would lead to or exacerbate problems of crime, disorder or public nuisance.**
- b) Where no relevant representations are received from either a responsible body or an interested party, the application will be granted in accordance with the terms of the operating schedule.
- c) Where relevant representations are received from either a responsible body or an interested party, and those representations relate to the hours of trading then subject to (a) above, the Council will consider restricting the hours in relation to any of the licensable activities for which a licence is being sought, provided it is considered necessary to do so in order to promote one or more of the licensing objectives which may not be achieved without such restrictions. The Council may impose different restrictions on hours for different licensable activities and for different days of the week.

APPENDIX E

National Guidance (issued under section 182 of the Licensing Act 2003)

Standardised Conditions

- 13.20 "...statements of policy should make it clear that a key concept underscoring the 2003 Act is for conditions to be tailored to the specific premises concerned. This effectively rules out standardised conditions...However, it is acceptable for licensing authorities to draw attention in their statements of policy to pools of conditions which applicants and others may draw on as appropriate."

The Scope of the Licensing Act 2003

- 13.16 "...licensing is about regulating licensable activities on licensed premises...and the conditions attached to various authorisations will be focused on matters which are within the control of individual licensees and others with relevant authorisations, i.e. the premises and its vicinity."
- 13.17 "...whether or not incidents can be regarded as being "in the vicinity" of licensed premises is a question of fact and will depend on the particular circumstances of the case."

Licensing Law and the Control of Anti-Social Behaviour

- 13.18 "...licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises."

Licensing Hours

Extended Opening Hours

- 13.40 "...flexible licensing hours for the sale of alcohol can help to ensure that the concentrations of customers leaving premises simultaneously are avoided. This can help to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport which lead to disorder and disturbance."
- 13.41 "...the Government wants to ensure that licensing hours should not inhibit the development of thriving and safe evening and night-time economies."

Consideration for Residents

- 13.41 "...providing consumers with greater choice and flexibility is an important consideration, but should always be balanced carefully against the duty to promote the four licensing objectives and the rights of local residents to peace and quiet."

- 9.4 "...it is for the licensing authority to decide in the first instance whether or not representations are relevant. This may involve determining whether they have been made by an interested party and whether or not, for example, an individual making a representation resides or is involved in business "in the vicinity" of the premises concerned."
- 9.5 "...licensing authorities should consider whether the individuals residence or business is likely to be directly affected by disorder and disturbance occurring or potentially occurring on those premises or immediately outside the premises."