

Report to	Licensing sub committee 19 April 2016	Item
Report of	Head of citywide services Licensing Act 2003:	3
Subject	Application for the Grant of a Temporary Premises Licence – Earlham Park, Norwich, NR4 7TQ	

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 for the grant of a temporary premises licence in respect of Earlham Park, Norwich, NR4 7TQ following the receipt of relevant representations.

Recommendation

That members determine the application to grant a premises licence in respect of Earlham Park, Norwich, NR4 7TQ 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

Corporate and service priorities

The report helps to meet the corporate priority of a safe and clean city and the service plan priority of protecting the interests of the public through the administration of the licensing function.

Financial implications

None.

Ward/s: University

Cabinet member: Councillor Driver – Neighbourhoods and community safety

Contact officers

Tony Shearman, licensing manager

01603 212761

Background documents

None

Report

The application

1. The applicant is Maui Wau Events Ltd of 2 Moor Cottages, The Green, Morningthorpe, Norfolk, NR15 2RZ.
2. The application seeks to allow the licensable activities, times and opening hours as set out in the application form, which is attached at appendix A. This also includes the steps proposed to promote the licensing objectives (operating schedule) together with a plan of the premises and a letter from Norfolk Constabulary detailing conditions, which have been confirmed as agreed by the applicant.
3. Attached at appendix B are 3 further supporting/policy documents submitted by the applicant.

Relevant representations

4. The responses from the Responsible Authorities are as follows:

Police – no representations.

Environmental Protection – no representations.

Fire Officer – no representations.

Planning Officer – no representations.

Area Child Protection Committee – no representations.

Trading Standards – no representations.

Primary Care Trust – no representations

5. One representation objecting to the application has been received from a local resident. A copy is attached at appendix C to the report, together with a plan identifying the relevant premises.

Norwich City Council Statement of Licensing Policy

6. 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.

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

7. 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.

Summary

8. In determining the application with a view to promoting the licensing objectives the sub-committee must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives (i.e. the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm);
 - the representations (including supporting information) presented by all the parties;
 - the guidance issued under Section 182 of the Licensing Act 2003 (national guidance); and
 - the council's own statement of licensing policy.
9. The sub-committee must take such of the following steps as it considers appropriate 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
10. 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 appropriate in order to promote the licensing objectives.
11. The representations received appear to relate to issues that fall under the licensing objectives. The sub-committee is directed to paragraphs 20 and 24 of the local licensing policy at appendix D which contain examples of factors that impact on the licensing objectives 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.
12. The sub-committee is also reminded of the contents of appendices 2, 3, 4 and 5 of the local licensing policy (not re-produced in this report) which contain pools of model conditions relating to the four licensing objectives.

16/00440/PRG1

(2/3)

APPENDIX A



Norwich
Application for a premises licence
Licensing Act 2003

For help contact
licensingapplications@norwich.gov.uk
 Telephone: 0344 980 3333

* required information

Section 1 of 19

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

System reference

Not Currently In Use

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

Your reference

Masquerade Ball

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

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Oliver

* Family name

Platt

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

- ☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

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

Applicant Business

* Is your business registered in the UK with Companies House?

☒ Yes ☐ No

* Registration number

08561179

* Business name

Maui Wau Events LTD

If your business is registered, use its registered name.

* VAT number

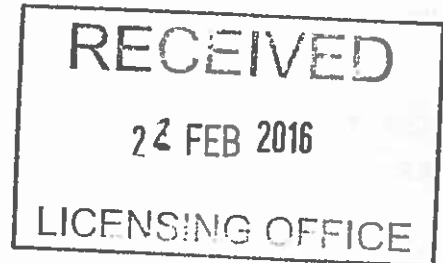
-

none

Put "none" if you are not registered for VAT.

* Legal status

Private Limited Company



Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Section 2 of 19

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 19

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

A private limited company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Private limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Contact Details

E-mail

Telephone number

Other telephone number

Remove this applicant

Non Individual Applicant's Name

Name

Oliver Platt

Details

Registered number (where applicable)

08561179

Description of applicant (for example partnership, company, unincorporated association etc)

A private limited company

Address

Building number or name

Honeysuckle cottage

Street

The Causeway

District

Peasenhall

City or town

Saxmundham

County or administrative area

Suffolk

Postcode

IP172HU

Country

United Kingdom

Contact Details

E-mail

Telephone number

Other telephone number

Remove this applicant

Add another applicant

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OPERATING SCHEDULE

Continued from previous page...

When do you want the premises licence to start?

/ /
dd mm yyyy

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

/ /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

A park used by the public owned by the council. The event it self will be held in a big top marquee.

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

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PROVISION OF PLAYS

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

Will you be providing films?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Give timings in 24 hour clock.

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

Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Music will be amplified during the film (The films natural Music)

A film with a bar and food

State any seasonal variations for the exhibition of film

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

Only during the license applied for times

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

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

No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

Continued from previous page...

☐ Yes

☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

On Saturday day there will be a children's festival with a licensed bar and food. Music will be amplified.
On Saturday evening there will be music, a licensed bar and food. Music will be amplified.

State any seasonal variations for the performance of live music

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

None

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

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

Only within the times listed

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

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

Continued from previous page...

FRIDAY

Start 18:00

End 24:00

Start

End

SATURDAY

Start 11:00

End 02:00

Start

End

SUNDAY

Start 12:00

End 22:30

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Friday: Sound track from the film: Amplified

Saturday: Back ground music, live music and DJ's: Amplified

Sunday: Sound track from the film: Amplified

State any seasonal variations for playing recorded music

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

None

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

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

No

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

☒ Yes

☐ No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not
exclusively) whether or not music will be amplified or unamplified.

Amplified

State any seasonal variations for the performance of dance

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

No

Continued from previous page...

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

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

None

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

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

☐ Yes

☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

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

Continued from previous page...

SATURDAY

Start 23:00

End 02:00

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

On Saturday day there will be a children's festival with a licensed bar and food. Music will be amplified.
On Saturday evening there will be music, a licensed bar and food. Music will be amplified.

State any seasonal variations

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

None

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

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

No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

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

State any seasonal variations

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

None

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

Continued from previous page...

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

No

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

Name

First name

Oliver

Family name

Platt

Enter the contact's address

Building number or name

Honeysuckle Cottage

Street

The Causeway

District

Peasenhall

City or town

Saxmundham

County or administrative area

Suffolk

Postcode

ip17 2HU

Country

United Kingdom

Personal Licence number
(if known)

PERS2043

Issuing licensing authority
(if known)

Suffolk Coastal District Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

Continued from previous page...

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

The film will be for over 18's.

Under 18's will not be permitted to the evening performance. Part of the Saturday evening performance will include Burlesque dancing

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

No

Continued from previous page...

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

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

None

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LICENSING OBJECTIVES

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

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

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

Training of staff to ensure compliance with the law in relation to consumption of alcohol to persons under 18 years of age, including prevention of adults buying alcohol to children.

Separating alcohol from children's area

All staff to be trained in responsible alcohol retailing

Any person who appears to be drunk or aggressive will not be permitted onto the premises

A full evacuation plan in case of emergency

Free drinking water will be available at all times

b) The prevention of crime and disorder

The events are a family friendly events attracting a demographic of 6 months to 65+

No binge drinking promotions will take place

Any person who appears to be drunk or aggressive will not be permitted onto the premises

An SIA security team will be available at all times for the duration of the events

No bottles or glass will be allowed onto the premises: All alcohol to be served in plastic glasses.

Maui Wau Events has a zero tolerance drug policy and individuals will be subject to random searches.

No pre-brought alcohol will be allowed to be taken into the main arena.

c) Public safety

All staff will be aware of current legislation, risk assessments and evacuation plans.

A medical team will be on site

All aspects of health and safety/fire safety and road safety will be agreed with the relevant authorities at a SAG meeting

An designated health and safety officer will be present throughout the festival

An environmental recycling programme will be used at the event to ensure bin are emptied recycled accordingly.

Sufficient toilets will be in place and emptied accordingly

Free water will be available at all times

All structures will have the relevant risk, test certificates and suitable insurance.

Suitable lighting will be erected throughout the site

All entrances and exits will be clearly marked

A traffic management plan will be in place: people will be encouraged to use public transport to and from the event

d) The prevention of public nuisance

Continued from previous page...

All sound levels will be agreed beforehand with environmental health and monitored throughout the event in line with our sound management plan.

No bottles or glass will be allowed onto or off the premises

No pre-brought alcohol will be allowed to be taken into the main arena.

All residents in the surrounding area will be notified of the event and will be aware of our complaints procedure.

e) The protection of children from harm

Training of staff to ensure compliance with the law in relation to consumption of alcohol to persons under 18 years of age, including prevention of adults buying alcohol to children.

Under 18 years of age with a responsible adult

Proof of age will be required if someone appears to be under 18.

Maui Wau events have a child protection policy

Section 19 of 19

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

DECLARATION

Continued from previous page...

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Full name

Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/norwich/apply-1> to upload this file and continue with your application.

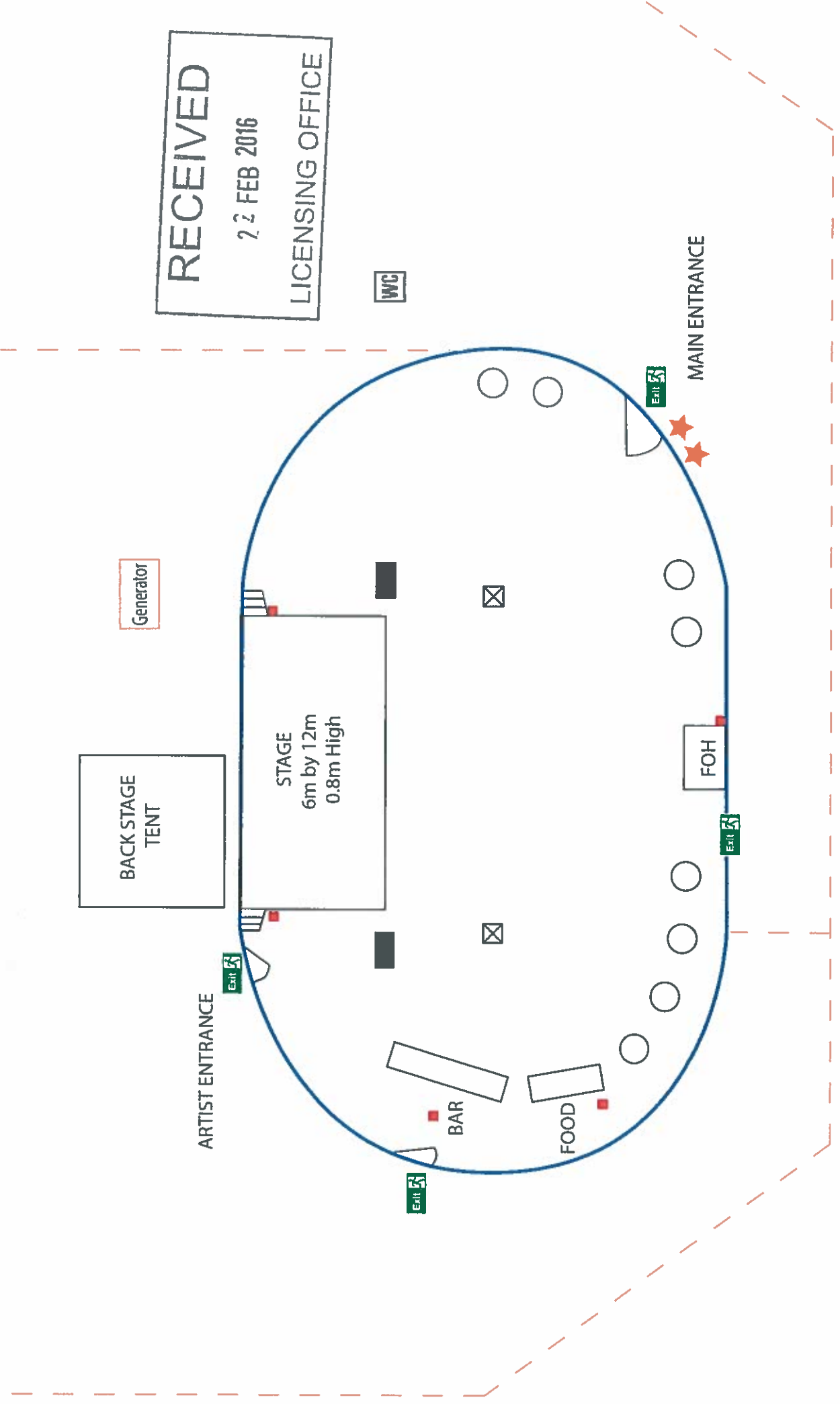
Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

OFFICE USE ONLY

Applicant reference number	Masquerade Ball
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next >



RECEIVED
22 FEB 2016
LICENSING OFFICE

WC

Generator

BACK STAGE
TENT

STAGE
6m by 12m
0.8m High

ARTIST ENTRANCE

BAR

FOOD

FOH

MAIN ENTRANCE



Site Plan - Masquerade Ball - 2016
Earlham Park - Norwich - 09th July 2016
18.02.2016
Scale 1:100 @ A2

Licencable activities
Alcohol, live music
Film & Dance

- SIA Security Personnel
- Emergency Exit
- Fire Extinguisher
- Soundssystem
- Table + Chairs
- Crowd fencing



NORFOLK

CONSTABULARY

Our Priority is You

Mr Anthony Shearman
Licensing Manager
Norwich City Council
St Peters Street,
Norwich
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Date: 21st March 2016

The Licensing Team

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Dear Sir

Application for a new Premises Licence – Earlham Park, Norwich

Police have received a copy of the application for a premises licence for Earlham Park for this year's Maui Wau festival.

The application is requesting regulated entertainment, late night refreshment and sale of alcohol. The event has taken place in previous years but under a Temporary Event Notice.

The applicant has offered a number of proposals to assist which include staff training, employment of SIA and a drug policy.

However in order to ensure the event runs smoothly and in accordance to promote the licensing objectives, Police request that the following conditions are added to the premises licence:

- **A lost child Policy will be documented specifying the arrangements in place for dealing with lost children.**
- **A detailed site plan and Event management plan including security deployment arrangements will be provided to the responsible authorities for inspection and comment at least 2 months prior to the event date.**
- **A written search Policy will be documented and in agreement with Norfolk Police Licensing team.**
- **Patrons will be prevented from bringing in alcohol to the event**
- **Patrons will be prevented from taking open vessels of alcohol off the premises.**

With these conditions added to the premises licence, there are no Police objections

Yours faithfully,

Michelle Bartram



Maui Wauai & Bo Nanafana Masquerade Ball 09th July 2016

Introduction

The Maui Wauai and Bo Nanafana Social Club join together to run an event in Earlham Park, Norwich. This event will be split into two parts –

1. A Family and Kids interactive show from 11.00 – 14.00, live acts, creation station and circus entertainment
2. Evening gig from 19.00 – 02.00, bringing some of the best live music and cabaret acts from the UK and Europe. With licenced Bar and Food.

The emphasis is on quality of sound and visual impact of surrounding rather than making as much noise as possible.

Maui Wauai will be held at: Earlham Park, Norwich on 09 July 2016

This same event was successfully held on the 14th June 2014, same style and size in the same location.

Organisers of Maui Wau

Maui Wau is organised by: Oliver Platt and Silas Rayner

Both organisers have a history of running successful events, weddings and bars over the last seven years and have experienced no significant health and safety problems.

Many of the site crew and marshals to be employed at Maui Wau are experienced through providing a similar safety and security role at other events.

Oliver Platt runs his own retail consultancy business and operates mobile bars throughout Norfolk and Suffolk.

Silas Rayner runs his own landscape gardening business and has been hosting Maui Wau events amongst others for the last 6 years

Helen Stoneley & Tristan Roche Run Bo Nanafana Social Club, a long standing edition to the Norfolk music scene with year of experience running similar events

Structure of Masquerade Ball

Maui Wau 2016 begins Saturday 09th July at 1100 this is when the public will be allowed to enter the site for the Family Show, this will go on until 14.00 when the venue will close.

The venue will re-open at 19.00 and run until 01.45 with a final shut down of 02.00.

All amplified music and licensable activities will stop and close at 02:00.

Planning Meetings

Organisers will attend a SAG meeting on the 23rd March

Set Up

Set up for Maui Wau will begin Wed 6th July. The advance team building the site will number from 5 - 8 people. The tent company will arrive and set up the tents on the

wed 6th and the sound company will set up and sound test the PA on the Saturday 9th. Sound testing will be kept to a minimum as not to cause any disturbance.

The site crew will 'dismantle' the site over Sunday and Monday and return the site on Tues 12th July

Traffic management

The audience will be encouraged to use public transport to attend the event. The UEA have offered the use of their Main Car Park for event attendees. Due to the location most people made their way via public transport or taxi. There were no previous issues regarding traffic management.

Camping

No camping will be allowed.

Visitors

Visitors will be required to park their car in the designated car parks. They will then proceed to the entrance where they will exchange their ticket for a wrist band and they will be allowed to enter the event.

Anyone on site NOT wearing a wristband will be asked to leave by SIA security staff.

Access for Emergency Vehicles

There will be a sterile route for emergency vehicles around all areas of the site.

The emergency services will be informed of the location and times of Maui Wau and will be sent a map clearly indicating the designated emergency vehicle entrance and showing the layout of the site.

A sign at the entrance will indicate the entrance for emergency vehicles. Emergency service vehicles if required will be met at the entrance and directed to the problem area.

Health and Safety

First aiders will be on site throughout site build, Maui Wauai itself and for breakdown. There will be at least 4 first aiders on site at any one time; these people will be on a list in the site office should they need to be called upon.

The intention will be to deal with only minor issues on-site and people will be referred to local A&E should this be required

During the event we will have medical provision provided by Pro Event Medical (Oliver Krol) he will provide an onsite Emergency Medical Technician during all licensable hours.

Stewards/Marshalls

There will be in the region of 4 site crew Marshalls working on site at Maui Wauai throughout.

During licensable hours there will be 2 SIA door staff provided by GITP security LTD.

These site crew marshals will be issued with written instructions and their duties will be clearly outlined and they will have clear lines of communication and reporting depending upon their role and responsibilities.

The core duty of the marshals is to ensure safe enjoyment of the event by visitors.

Marshalls will have specific duties and some will walk the site to identify any behaviours or problems that could cause nuisance or danger to visitors.

The aim of these marshals is to monitor and to report in the main but they are authorised to advise against behaviours if they consider them to be anti-social or contravening sensible health and safety practises.

Each marshal will be subject to a verbal briefing before the visitors arrive and will be required to report any 'incidents' as they happen.

All stewards will be given a high visibility vest to wear whilst on duty.

Ticketing

Tickets for Maui Wauai are available in advance on the website and will be available to purchase from the organisers or selected shop outlets

The Bar

The bar at Maui Wauai will sell locally brewed beers and ciders, cocktails, red and white wine, water, soft drinks and nuts and crisps.

The bar will be staffed by experienced bar staff.

If the experienced bar staff consider that anyone is underage they will not be served. If they feel that any one of age is buying drinks for anyone under age they will not be served. We operate a challenge 25 policy.

If anyone is considered by the bar staff to be drunk or otherwise unfit to drink they will not be served.

There will be no glasses and all drinks will be served in Perspex 'glasses' which will be recycled.

Toilets

6 portable toilets will be in service during the event.

Lost Children

Please refer to our Child Protection for full details. Children under 18 will only be allowed to the day time event 11.00 – 14.00.

The evening gig will be over 18 only.

Water

All public & staff on the Maui Wauī site will have access to a free supply of bottled water throughout.

Electricity

All electricity will be through a generator supply. All electrical installations will be inspected by a fully qualified electrician before the festival opens.

The generator will be segregated from public areas and it is intended that most cabling will be behind fencing.

Catering establishments and the bar will receive power from the generator and will all be located in the area of the stage to minimise cabling.

All electrical points and installations will be under cover or covered and will be remote from possible public contact.

Leads and the power cables to the stage from the stage to the will be protected by rubber mats & cable guards that are clearly visible.

There will be clear and visible access to all electrical installations.

There will be no overhead cables.

Stage lighting will be fixed to horizontal trussing at the front of the state stage and be protected by safety chains.

All equipment will be PAT tested.

Fire

There will be suitable fire extinguishers located at

Stage

Catering area

Sound desk

Bar

Outside seating area

In the event of fire in or around a tented structure or the stage the aim will not be to put the fire out but to ensure that visitors, staff and musicians are A: made aware of the incident and B: moved to a place of safety.

Food and Food Hygiene

There will be one catering outlets at Maui Wauī, one supplying a variety of vegetarian foods and meat based meals.

All food will be prepared on site and all surfaces and storage will conform to normal food hygiene requirements. All 'food' area managers will have food safety certification.

We will provide details of the vendor to Norwich City Council

All plates, cups and cutlery will be disposable and will be made of recyclable materials.

Appropriate fire extinguishers will be located in the cooking areas and the use of LPG gas will be secure from the public.

Structures

The structures used at Maui Wauī will be commercial water proof tents erected by experienced personnel.

The main tents will be supplied and erected by 'Marquees Big Top LTD' – Paul Ivany has many years of experience in this area.

Trees

There will be an inspection of the trees before the event to look for any obviously dead branches. Any such concerns will be reported to the park manager.

Insurance

Maui Wauai has public liability insurance covered by QBE insurance. To at least £5m per claim

All contractors and suppliers of the festival are covered by their own health and safety risk assessments, public liability insurance and fire procedures. This is as well as the procedures set in place by Maui Wauai Masked Ball.

Environmental Impact and Recycling

Maui Wauai 2016 will have a full-impact recycling programme at the event so that all litter will be collected at the site and will be disposed of in an environmentally considerate manner. We aim to recycle 80% of the waste.

Visitors will be able to place waste into clearly identified containers for different types of waste

PA System and Sound Control and general Noise

The PA system at Maui Wauai will be in the control of the organisers at all times. All sound generated will be controlled by the sound management team. The sound engineer will be from Saturn Entertainment who provides sound services to Norfolk Council, Many venues in East Anglia and festivals nationally.

The mixing desks have a dB meter and will comply with the stated limits.

One of the Maui Wauai team will take DB readings at regular intervals to ensure that the noise does not exceed the limit at nearest façade of the neighbours or in the arena

Generator Noise.

The Generator on site is provided by NOV power will be one 40kva trailer mounted silent generator.

Main generators will be switched off at 02:45. There will be a small generator providing lighting and emergency areas running.

Illegal Drugs

Maui Wauī has a zero tolerance to illegal drug use on site though the organisers do not consider themselves to be experts in such matters.

Anyway caught or thought to be handling illegal drugs will be asked to leave the site by members of the security team

Safety Announcements

In the event of any serious incidents at Maui Wauī that could in any way result in risk to the health and well-being of the visitors, all marshals will be summoned to the designated meeting point via the code 'Code Red' delivered through the PA system or through the walkie talkie system. Each of the core marshals will have access to the PA to make announcements.

Bad Weather and Cancellation

In the event of serious bad weather the event will be cancelled at short notice and ticket holders refunded providing the event does not take place.

Bad Weather would be high winds, storms or flooding

Major Incidents

In the event of a major incident as defined by the HSE, visitors will be advised to leave the area in which the incident has occurred and to make their way to an adjacent area if this is clear of incident.

In the event that the whole site is compromised by a major incident then visitors will be advised to leave by the 'emergency exits leading to the main road.

In the event that the PA system is compromised then major incidents will be announced by a back up transistor megaphone which will be stored at the designated core meeting point.

In the event of a major incident emergency services will be advised to attend. Oliver Platt or Silas Rayner will have the prime responsibility to summon emergency services. If either is incapacitated by the major incident then the core marshals will take the responsibility.

Risk Assessments and Management of Risks

This risk assessment identifies risks to public and staff at Maui Wau Masked Ball and the steps in place to minimise risks. It is considered that in all cases the risk of injury is at the lowest level.

Event Safety Co-ordinator

One of the core organisers will seek to be on-site at all times during build. Gavin Graham will be designated Event Safety Co-ordinator. If at any time he is not present on-site then another organiser will be designated Event Safety Co-ordinator.

Minimal Risk to Public and Employees

In all aspects the risk to staff and public will be minimal.

Safeguarding Staff

Safeguarding against injuries to staff. All staff will be advised on the importance of health and safety and that they must not take any risks to themselves or expose others to risk.

Protective Clothing

All staff will be issued with appropriate protective clothing while working on any particular job.

Heavy Lifting

All staff will be advised against any heavy lifting and be advised on best practice.

Working in daylight Hours

All site build work will be carried out during daylight hours.

Battery Powered Tools

Staff will use 110V or battery operated tools where practicable.

Fire Safety

We will provide fire extinguishers to structures, etc during build period and throughout the event.

All internal tented areas to be non-smoking throughout.

Crew will be briefed that smoking is not permitted in enclosed or partially enclosed structures during the build period as described in smoking legislation.

On-site fire team to assess fire and if necessary call the emergency fire and rescue services called via 999 if the size of the fire cannot be dealt with by event resources.

Secure Area

The event site is to be a secured area, no unauthorised persons to gain access to the site during build.

Temporary Barriers

Temporary barriers will be erected during build/dismantle, as necessary.

Fencing, cones, hazard tape to be used as necessary where staff and public have access and where there is any risk of vehicle collision.

Diesel Storage

Spare diesel to be kept in a well-ventilated, secure, suitable location.

Access to this storage area will be to authorised persons only. Fuel will be stored away from all combustible materials and flammable sources.

Stage Trussing

Stage trussing will be installed by experienced contractors.

Contractors Obligations

Individual contractors to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and will ensure the exclusion of all other persons from areas where PPE is required.

Contractors will ensure that areas requiring PPE remain off limits until safe. Event Safety Co-ordinator to monitor this.

All structures will be erected by contractors. The safety of the contractor's Employees are the responsibility of the contractor. The Event Safety Co-ordinator will however intervene if unsafe working practices are observed.

Areas where erection taking place will be “off limits” to others not taking part.

Risk - Exposure to extreme weather conditions – Hypothermia, heat exhaustion, sunburn.

No work will be undertaken in extreme weather conditions.

There will be access to suitable drinking water.

Use of sunblock will be encouraged and sunblock will be made available on site.

Dry Conditions

In the event of dry conditions presenting a fire hazard on grass and similar surfaces the Event Safety Co-ordinator may will review any potential sources of ignition and take appropriate steps to minimise risk of fire spread.

Hazardous materials

Site to be thoroughly cleared of all potentially hazardous materials prior to public congregation.

Litter Picking

Any persons required to litter pick will be provided with suitable pick up tools and gloves. All persons involved will be made aware of the potential health risks.

Contractors

All contractor staffs working at height to have received appropriate training.

Use of appropriate access equipment and/or harnesses where necessary will be required in discussion with Event Safety Co-ordinator.

Ladders may be used subject to a safe working procedure being established following a risk assessment.

All contractors to be requested to wear high-visibility fluorescent jackets during all build/breakdown periods.

Generators

Fire and electric shock risk from generators.

The minimum number of generators will be used and where possible generators to be shared.

Generators to be located in secure areas away from the public.

The minimum number of cable runs will be used. Where possible, these will not be in public areas. If in public areas then they will be highly visible.

Catering

Regular cleaning of all catering surfaces and equipment will be required to prevent build-up of combustible materials will be advised.

Combustible packaging etc to be removed as soon as practicable from catering areas.

Hot surfaces to be kept away from any heat sensitive materials as far as practicable.

Any smoking areas for kitchen staff to be located away from waste storage and gas storage areas sand bins or equivalent will be supplied.

Basic Food Hygiene Certificates to be displayed. Adequate cleaning in progress will be required by caterers.

Suitable storage facilities for chilled and frozen goods to be used.

Food preparation areas to ensure adherence to good practice.

Adequate washing facilities for all kitchen equipment required from caterers.

Catering units to sell drinks in plastic/paper cups and receptacles. No glass permitted on site. Suitable disposal of broken glass separate from other wastes.

Waste and Used materials Collection

Collecting staff to be provided with gloves or tools to collect broken glass satisfactorily.

Restricted Areas

Stewards will monitor and control the spectator areas and prevent access to restricted areas.

Audience Monitoring

The audience will be monitored throughout to detect any problems.

Procedures are in place and described above to communicate any problems to security so that appropriate action is taken.

Ground Conditions

Event Safety Co-ordinator will monitor the condition of the ground and if it becomes very slippery, those areas will be cornered off if possible using barriers and hazard tape.

Public Vehicle Movements

Only essential movements of vehicles will be allowed during the event open times.
All such movements will be marshalled throughout.

Emergency vehicle movement will also be under supervision of stewards wearing Hi-Vis jackets.

Electrical Systems

All electrical systems will be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers.

All generators, distribution boxes etc to be away from public.
A competent person will certify all electrical installation as to their safety on completion.

Guy Ropes

Guy ropes, stakes and other anchorages to be positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them.

Guy ropes near exit routes or near pedestrian routes shall be clearly marked or 'barriered' off.

Public Access

Access limited to ticket holders only The Maui Wau site is an enclosed space with specific ingress/egress points.

Camp Fires

Individual camp fires will not to be permitted.

Lighting

The Event Safety Co-ordinator and light technicians shall ensure that only responsible persons are in control of any lasers/strobe effects. They shall be positioned so that they do not point directly at members of staff or public and are not permitted for long periods at a time. All strobe and lasers shall comply with relevant UK laws.

Trees

The trees on site have been inspected. Dead branches will be reported to the park manager.

An inspection of trees will take place before build and public access.

Maui Wauai's
Masked Ball 2016

Risk Assessment &
Evacuation Plan

Arena Risk Assessment

The Arena is approximately 2 acres of parkland, within it will contain 1 big top (20m by 30m) tent and one back stage tent. The area will be fenced of using crowd barriers.

The public will occupy the arena from Saturday 09th July at 11.00 – 14.00 & 19.00 – 02.00

Key: - GP general public P performers C crew (Inc. stewards)
GS general site

Descriptions of personnel responsibilities and equipment will be found in the manual.
Ear plugs available to staff if required.

IDENTIFIED HAZARD	PERSON AT RISK	CONTROL MEASURES	RESPONSIBILITY	LEVEL OF RISK	DATE/ SIGN
General					
overcrowding crushing or trampling under normal conditions	GP C P	Stewards will be observing and will move crowd if necessary. There is availability of medical staff at all times. The audience area is large therefore room to expand	Site stewards Medical team Stage manager Site manager	RISK low ----- PROBABILITY low	
overcrowding crushing or trampling under emergency conditions	GP C P	Stewards will be observing and will move crowd if necessary. There is availability of medical staff at all times. The audience area is large therefore room to expand Tent opening is easily widened to improve Egress times	Site stewards Medical team Stage manager Site manager	RISK med ----- PROBABILITY low	
overheating	GP C P	Stewards by front stage Stewards aware of plan to move member of public to safe area	Stewards Stage manager, medics	RISK low ----- PROBABILITY medium	
generators	C	All generators will be outside public access areas or fenced to prevent public interference. All generators certificated and RCD protected, and supplied by a reputable company. Installed in accordance with suppliers policy.	Site electrician	RISK low ----- PROBABILITY low	

climbing	GP	<p>The big top structure is clad; it is not possible to climb.</p> <p>Stewards in radio contact with back up crew.</p> <p>Site stewards and marshal's responsibility to observe all structures on site.</p> <p>We are avoiding putting any climbable structures within public space</p>	<p>Stage Manager</p> <p>Site manager</p> <p>Stewards</p>	<p>RISK low</p> <p>-----</p> <p>PROBABILITY low</p>	
stage	GP C P	<p>Stage will be built to manufacturers specifications, and have passed safety check by H&S officer.</p> <p>Stewards to maintain no climbing policy</p> <p>Stewards will be on duty to move crowd if necessary</p>	<p>Stewards</p> <p>Stage manager</p> <p>H&S officer</p>	<p>RISK low</p> <p>-----</p> <p>PROBABILITY low</p>	
control position	GP C P	<p>Position will be built at the back of the tent within a crowd barrier.</p> <p>Stewards will be on duty to move crowd if necessary</p>	<p>H&S officer</p> <p>Stewards</p> <p>Site manager</p>	<p>RISK low</p> <p>-----</p> <p>PROBABILITY low</p>	
inflatables	C	<p>These will be anchored to the ground or structure.</p> <p>In the event of fan power failure, they are very slow to deflate.</p> <p>Power to come from backstage area.</p> <p>To be checked by site electrician each day.</p>	<p>H&S officer</p> <p>Electrician</p> <p>Stewards</p> <p>Site manager</p>	<p>RISK low</p> <p>-----</p> <p>PROBABILITY low</p>	
lighting	GP C P	<p>Installed and used in accordance with manufacturers specifications.</p> <p>LED/uplighters be used, mounted to poles and marquee trusses.</p>	<p>H&S officer</p> <p>Electrician</p> <p>Stewards</p> <p>Site manager</p>	<p>RISK medium</p> <p>-----</p> <p>PROBABILITY low</p>	
entrance gates	GP C	<p>Site entrance is wide and allows safe flow in and out</p>	<p>H&S officer</p> <p>Stewards</p> <p>Site manager</p>	<p>RISK low</p> <p>-----</p> <p>PROBABILITY low</p>	

direct contact	GP C P	All electrical equipment on site is PAT tested and RCD protected. Electrician on site at all times. Medical team on site at all times	Site electrician Medic Site manager	RISK medium ----- PROBABILITY low	
overhead cables	GP C	No flying off overhead cables in public area	Stage crew Site electrician Site manager	RISK low ----- PROBABILITY low	
short circuit/ overload	GP C P	All electrical equipment on site is PAT tested and RCD protected. Electrician on site at all times. Medical team on site at all times	Site electrician Site manager	RISK low ----- PROBABILITY low	
Environmental					
L.P.G (<i>liquid propane gas</i>)	GP P C	All users must be able to show recent safety check certification. All containers must be outside public access areas. Clearly signed	Food stall holders Site manager.	RISK med ----- PROBABILITY low	
food stalls <i>overcrowding</i> <i>scalding</i>	GP C stall holders	The public will not have access to the area behind the food stall where they could be hazards.	Stall holders Site manager	RISK low ----- PROBABILITY low	
food stall waste	GP C stall holders	Specific bins provided. Food vendors made aware it is their responsibility to inform the production company should bins need emptying. Monitored by stewards.	Food vendors Stewards Stall holders Site manager	RISK low ----- PROBABILITY low	
food stall hygiene	GP C stall holders	All vendors will have to produce up to date food hygiene certificates and carry adequate insurance. Vendors must be registered with a local authority.	Food vendors Site manager	RISK low ----- PROBABILITY low	

litter:- <i>accumulation of litter</i> <i>flammable litter</i> <i>glass</i>	GP C	There will be a litter pick by crew during and after event including a fine pick before handing back the site. All drink will be served in Perspex glasses/paper cups avoiding glass; bag search at entrance. Sign at entrance warning that glass objects will be confiscated and placed in a containment area. Should the public be seen with glass on site it will be removed.	Stewards Bar staff Food vendors Crew Site manager	RISK low ----- PROBABILITY low	
toilet hygiene	GP C P	Sub-contractors agreement will state that all toilets on site must be kept as clean as reasonably possible throughout the weekend. There are also permanent toilets on site in the park.	Hire company Site manager	RISK medium ----- PROBABILITY low	
diesel spillage	C site	All generators will be standing on trays. Fuel containers on trays.	Site manager Generator company	RISK low ----- PROBABILITY low	
Fire	GP C P	There is a clear line of communication between the stewards, production/safety staff and the emergency services by two way radio and mobile phones as backup.	All on Site Site Manager	RISK medium ----- PROBABILITY low	

IDENTIFIED HAZARD	PERSON AT RISK	CONTROL MEASURES	RESPONSIBILITY	LEVEL OF RISK	DATE/ SIGN
stage area	GP C P	<p>Stage manager has prepared scripts to use in case of emergency.</p> <p>All fabrics used on stage are fire retardant.</p>	Stage manager Chief steward	<p>RISK low/ medium</p> <p>-----</p> <p>PROBABILITY low</p>	
food area	GP C	<p>Food stall holders will all have local authority certificates.</p> <p>There is no enclosure round the stalls, so the public can move away easily</p> <p>There will be 3 dry powder fire extinguishers available.</p> <p>Food stall holders will be expected to carry independent up to date fire fighting equipment and be competent in its use</p> <p>Power will be provided by the production via RCD protected distribution.</p>	Stall holders Chief steward Site manager	<p>RISK low</p> <p>-----</p> <p>PROBABILITY low</p>	

Backstage Risk Assessment

The back stage area is fenced, and not accessible to any member of the public. All personnel in this area will have to wear an identity tag. There will be a check on the back stage gate. As well as the stage, this area contains crew catering, and facilities for artists. The fuel store (if required) is sited here.

IDENTIFIED HAZARD	PERSON AT RISK	CONTROL MEASURES	RESPONSIBILITY	LEVEL OF RISK	DATE/ SIGN
generators	C	All generators will be fenced to prevent public interference. All generators certificated and RCD protected, and supplied by a reputable company. All machines will be earth staked.	Site electrician Site manager Stage manager Stewards	RISK low ----- PROBABILITY low	
stage	C P	Stage will be built to manufacturers specifications, and have passed safety check by H&S officer.	H&S officer Stewards Stage manager	RISK low/ medium ----- PROBABILITY low	
stage falling objects	C P	All flown equipment within the stage structure will safety chained in case of bonding failure.	H&S officer Stage manager	RISK low/ medium ----- PROBABILITY low	
Stage pyro and Ariel display	C P	There is no plan to use pyro or fireworks at present, a separate risk assessment will be produced should this change	Stage manager Site safety officer	RISK low/ medium ----- PROBABILITY low	

IDENTIFIED HAZARD	PERSON AT RISK	CONTROL MEASURES	RESPONSIBILITY	LEVEL OF RISK	DATE/ SIGN
inflatables	C	These will be anchored to the ground or designated structure In the event of fan power failure; they are very slow to deflate.	Stage manager Site electrician Stewards Site manager	RISK low ----- PROBABILITY low	
Electrical					
direct contact	C P	All electrical equipment on site is PAT tested and RCD protected. All metal structures are earth staked. Electrician on site at all times. Medic on site at all times.	Site electrician Medic Stewards	RISK high ----- PROBABILITY low	
short circuit overload	C P	All electrical equipment on site is PAT tested and RCD protected. Electrician on site at all times. Medic on site at all times.	Site electrician	RISK low ----- PROBABILITY low	
Diesel spillage	C site	All generators will be standing on trays.	Site manager Generator company	RISK low ----- PROBABILITY low	

IDENTIFIED HAZARD	PERSON AT RISK	CONTROL MEASURES	RESPONSIBILITY	LEVEL OF RISK	DATE/ SIGN
Water, toilets, litter	C P	Sub-contractors agreement will state that all toilets on site must be kept as clean as reasonably possible throughout the weekend	Hire company	RISK low ----- PROBABILITY low	
Moving vehicles	C P	All site vehicles to be driven by designated person. All vehicles to use flashing roof light No vehicles allowed within the fenced area. Stewards and crew to be aware at all times.	Site safety officer Crew Stewards Site manager	RISK low ----- PROBABILITY low	
Traffic					
Moving vehicles on public highway (pedestrian contact)	GP	Adequate lighting. Use of car park 1 only, means that the public do not need to cross a public highway.	General public Suffolk Police.	RISK Low/med ----- PROBABILITY low	Saxon way
		.			

EVENT MANUAL

Maui Wauai Masked Ball 2016

HEIRACHY OF RESPONSIBILITY

External communications to go through the Producer/the Production Manager during the rig or the producer, the production manager or the Safety Officer during show days.

Note: Mobile networks EE and Vodafone work very well. Producer, Production Manager and Site Manager use Vodophone. These assessments will be checked prior to the event.

Producers

Oliver Platt
Silas Rayner
Helen Stoneley

Over all event responsibility in all aspects, financial, event contracts etc. Licence holder.

Production Manager/Site Manager

Silas Rayner

Overall responsibility for the event, also for running the site logistics from start of build to the end of the de-rig.

Responsible for site crews and duties during the event including security, safety and house keeping. Also he is the local community's contact on site. Responsible for emergency services liaison:- meeting the emergency services at a pre determined point off site (Emergency rendezvous point) and directing them through the site as necessary.

Chief Steward

Paul Cooke

In charge of all stewarding/marshalling on the site during public access periods. First Police point of contact during the event.

Health and Safety Officer

Gavin Graham

Site electrician

Damien Goodall

Responsible for all site electric's and ensuring that all equipment is put together according to manufacturers specs.

1: EVENT BREAKDOWN

- i: This event is aimed at a cross section of the community who enjoy performance art, crafts and popular music. The expected breakdown of audience age groups are as follows:-

Day time		Night Time	
0-17 yrs	40%	0-17 yrs	0%
18-25 yrs	20%	18-25 yrs	35%
26-40 yrs	30%	26-40 yrs	40%
41 & over	10%	41 & over	25%

- ii: This estimate is based on historic experience at Maui Waui events
- iii: The organisers' intention is to create a relaxed family environment, catering for all age groups on a safe and efficiently run site.

2 : SITE CONSTRUCTION

- i: The entire site from start to finish will be run in accordance with the current issue of The Event Safety Guide (A guide to health, safety and welfare at music and similar events) Also The Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.
- ii: Two crews will be working concurrently on site:-
1) Construction crew.
2) Contractors
- v: All crew will be issued with work gloves and be made aware of their responsibilities as well as of the organiser's expectations for working safely on site.
- vi: All site vehicles will be only used by their owners and specialist equipment will be operated only by qualified, certificated operators.
- vii: All diesel for generators will be bunkered well away from any work areas and will be fenced and locked and have warning signs posted.
- viii: A full work schedule will be posted in the production office on site and will be available for inspection at all times.
- ix: The production/site office will house the phone chargers, a first aid kit and accident book.
- x:: All information relevant to crew will be available to crew at all times including site plans, schedules, emergency information such as phone numbers for hospitals, help lines etc. and all numbers for the local authority.
- xi: Site fencing will be supplied and is standard crowd barriers.
- xii: The site crew will erect all fencing on site, attach all site signage and position all site furniture.

- xiii: The construction crew will erect the stage, gateways, main entrance, and control platform.
- xiv: All site power will be supplied and will be silenced 3 phase diesel set
- xv: All generators will be fenced and supplied with first strike fire fighting equipment.
- xviii: No structures will be accessible by the public.
- xxiii: During the dark periods the site will be adequately lit.
- xxiv: A Health and Safety officer will inspect all structures on site before public opening .

3 : SITE ELECTRIC

- i: All site electrical equipment will be industry standard, outdoor suitable kit and will be connected to manufacturers' specifications.
- ii: An electrician will be on site at all times during the build/de-rig to ensure compliance with manufacturers installation guidelines.
- iii: Site Lighting will be a combination of sodium discharge equipment and outdoor tungsten. Emergency lighting will be of the maintained battery back up type.
- iv: All cabling in the arena will be secured in a cable guard (main stage to control, food stalls to craft stalls) or be out of public access areas.
- v: The emergency exits and the main entrance/exit will have battery maintained units.
- vii: All mains distribution will be RCD protected and will have first strike fire fighting equipment to hand.
- viii: All site mains cables will connect with E>U> standard CEE form plugs.
- ix: All specialist equipment i.e. sound and lighting will use its own industry standard connectors.
- x: An initial site electric's check will be done as different areas are complete.
- xi: All site electric's will be signed off by a fully qualified contractor.

4 : FIRE

- i: With fire advice, entrances are to be made on to the site from the main highway adjacent to the site. (gate size will allow for this)
- ii: All first strike fire equipment will be in accordance with the Event Safety Guide.

- iii: Extinguishers will consist of water (13. a rating) and dry powder (21. b rating) in all relevant areas.
- iv: In the event of a fire appliance being called to the site (which will be instigated by the Chief Steward, there will be ample opportunity (during the fire department response time) to open up the relevant fencing section closest to the point of fire. The department would be in receipt of a site plan during the initial call and then met by the Site Manager..
- v: Any additional fire requirement laid down by the local authority would be strictly adhered to.

Emergency Egress Times

The time it takes for the crowd and crew to move away from the venue in the case of an emergency. Using guidelines from the federation of, marquee traders –

Our tent will contain 3 emergency exits in addition 1 emergency exit for the back stage area

These exits will be at least 1.5m wide. Calculations based on a crowd of 499 people –

Flow rate at 120 people / 2minutes – evacuation through the main exit will take **8minutes**

Splitting the flow through all 3 emergency exits and the egress time is reduced to **2.6minutes** for complete evacuation.

5 : MEDICAL PROVISION

- ii: Emergency services rendezvous point is marked on the site plan. (Angel link road)
- iii: Site evacuation scripts attached.(see Emergency Plan , 8.1)
- iv: The Chief First Aider will be in constant communication with the site safety officer, production staff and the chief steward (see communications plan.7).
- v: Medical provision based on provision tables in the event manual.

<u>Table</u>		<u>Details</u>	<u>Score</u>
1.A	Nature of event	Concert	5
1.B	Venue	Temporary Outdoor Structure	3
1.C	Standing/seating	Standing	3
1.D	Audience profile	Full mix,	3
2.E	Past History	Good data, low casualty rate previously	-1
2.F	Expected numbers	<1000	1
3.G	Expected queuing	Less than 4 hours	1
3.H	Time of year	Summer	2
3.I	Proximity to definitive care	Less than 30 mins by road	0
3.J	Profile of definitive care	Choice of A&E depts.	2
3.L	Additional on-site facilities	None	
<u>TOTAL</u>			20

Score <20 : No requirement for Ambulance, Ambulance personnel, Doctor, Nurse, NHS Ambulance manager or Support unit.

Requirement for 4 x First aiders

Please note that we will have cover provided by an Emergency Medical Technician

Provided by Pro Event Medical LTD (Oliver Krol)

6 : STEWARDING PLAN

All registered door stewards and volunteer stewards on site will be familiar with risk assessment and evacuation plan.

Title	Responsibilities
Chief SIA	Overall control of all public health and safety issues throughout the site The man with whom the Medical Liaison will have contact. Also the liaison between Production Staff and all Stewards and Medical trained Personnel. Also responsible for ensuring that any incidents on site are entered into the incident book in the production office.
SIA 2 + Chief	Supervisors for the main entrance

- vi: *All SIA and crew will watch for any potential fire and general public safety hazards.*
- vii: All SIA and crew will be briefed as to their responsibilities on site by both the production and their team leaders. This briefing will include:
- knowing the layout of the site.
 - Being aware of the location of entrance/exits.
 - Ensuring that no overcrowding occurs in any part of the venue.
 - Keeping gangways and exits clear.
 - Control and investigation as to unruly behaviour.
 - Ensuring that combustible material does not accumulate.
 - Communicating with incident control in the event of an emergency.
 - Knowing and understanding the arrangements for an evacuation, being familiar with the evacuation plan and their roll should the condition state change

9 : Stage

- ii: The stage will be positioned within the big top and will be erected by the supplier with help from the site crew.
- vii: All fabrics are fire retardant.
- ix: The stage PA is to be used as the first emergency tannoy system in the event of an emergency.

10 CAR PARK

- i) The public will be directed to the car parking field next to the area, car park is fenced and separate from camping area. Strict speed limit enforced

12 : GENERAL SITE

a: SANITATION

- i: Toilets are of the individual, unisex type with an internal wash-hand basin in each unit
- iii: Outdoor site lighting will be provided for the units. As they have a transparent roof, indoor lighting is not necessary.

Area	No.of units	No.of disabled units.
Outside main tent	5	1

b: BAR SIZE

- i: Contained in a 16ft Trailer with addition table extensions if required

c: LITTER

- i: Adequate litter bins will be provided throughout the site.

13 : EVENT SIGNAGE

- i: BEER TENT
'If you appear to be under 25 you will be asked to show ID'
- ii: MAIN ENTRANCE
'no alcohol or glass to be brought on site'
'any glass objects seen on site will be confiscated'.
- iv: SITE
'please use bins provided'
'entrance'
'exit'
'emergency exit' (large x 3)
- vi: CAR PARK
(appropriate arrows)

11 : BREAKDOWN OF FIRST STRIKE FIRE FIGHTING EQUIPMENT

- i: All extinguishers will be a minimum of 2 kg.

ii:

On Stage	1 x Co2 (21 b)	
Power Distro	1 x Dry Powder	21 b rating
Generator	1 x Dry Powder	21 b rating
FOH Desk	1 x Dry Powder	21 b rating
Back Stage	1 x Dry Powder	21 b rating
	1 x Water	13 a rating

iii: FOOD AREA.

All food vendors are aware that they must provide their own fire fighting equipment.

iv: CAR PARK

In the event of a car fire, the emergency services would be expected to deal with it. It would be unwise for an inexperienced person to attend such an incident.

TOTALS : 4 X DRY POWDER, 1 X WATER 1 X Co2,

14 : CONSTRUCTION CONTINGENCY PLAN

i: All structures are designed to be erected and dismantled in adverse weather conditions and after individual advice from contractors I am told that they foresee no significant problems

iii: In the event of vehicular access problems during the build, there will be 4 WD vehicles at our disposal.

In the event of adverse weather before the planned build on Wed 6th July the event team will have a meeting with crew and relevant contractors to discuss the potential to go ahead or cancel the event. If necessary the council will be invited to join in with these discussions.

In the event of adverse weather during the event on Saturday 09th July the crew and contractors are confident that the structure will keep everyone attending safe, warm and dry. In the event of the structure being compromised then the event can be ended immediately and the public in attendance evacuated from the venue in the safest calmest way – explained in the evacuation plan.

EMERGENCY PLAN

1. PLAN BREAKDOWN

- 1.2 The plan sets out action to be taken by staff in the event of an emergency or a major threat to the audience.

2. AIM

- 2.1 The aim of this emergency plan is to enable staff to act quickly and efficiently to deal with an emergency on the site.

3. SCOPE.

- 3.1 The plan deals primarily with measures to control and evacuate members of the public, performers and staff from the scene of the emergency within a designated area. It includes arrangements for:-
- a. Command and control measures including key decision making personnel;
 - d. Emergency routes and rendezvous points for emergency services;

4. ROLE

- 4.1 Having identified a major incident, staff and management should inform the Police, prepare for them to take control and co-ordinate the overall response. All staff will act in a supporting role under the instruction of the senior officer. Under these circumstances, the supporting staff would be expected to:-
- a. keep the public away from the incident by marshalling them away to a safe area;
 - b. prevent the public from returning to their cars and subsequently leaving the site and potentially causing an obstruction to the emergency services.

5. COMMAND AND CONTROL.

- 5.1
- a. Event Control. – Control of all event decisions lie with Silas Rayner and Oliver Platt
 - b. An Emergency Liaison Team - responsible for co-ordinating a response to an emergency. This will consist o
 - 1) Site Manager
 - 2) Bar Manager
 - 3) Security

5.2 Key Decision Making

- 5.2.1 **Activating the emergency plan.**

The event Producers or the event Production Manager will be authorised to decide whether the emergency plan needs to be put into practice and change the condition states.

5.2.2 Stopping The Event.

- a. In the Event of a perceived emergency, the persons outlined in 5.2.1 and the Police would decide whether the event should be stopped.
- b. The following communication methods will be available.
 - 1) Telephone communication with the Site manager,
 - 2) Site is small enough to allow constant communication between both producers
- c. The procedure for stopping the concert will be for the Site Production manager to go on-stage and stop the event.

Emergency Egress Times

The time it takes for the crowd and crew to move away from the venue in the case of an emergency. Using guidelines from the federation of, marquee traders –

Our tent will contain 3 emergency exits in addition 1 emergency exit for the back stage area

These exits will be at least 1.5m wide. Calculations based on a crowd of 500 people –

Flow rate at 120 people / 2minutes – evacuation through the main exit will take **8minutes**

Splitting the flow through all 3 emergency exits and the egress time is reduced to **2.6minutes** for complete evacuation.

6 EMERGENCY CONDITION STATES

6.1 The following emergency condition state and their meanings will apply:-

CONDITION GREEN

Site is safe and running well. No major problems reported. Staff to be alert to potential problems at all times.

CONDITION AMBER.

Unusually high pressure on entrances or any other part of the site, or no free flow of persons, or a threat of some sort, or potential crowd disorder building up.

ALL STAFF TO BE AWARE THAT THERE IS A POTENTIAL PROBLEM. STAFF TO MOVE TO EMERGENCY LOCATIONS AND AWAIT FURTHER INSTRUCTIONS.

CONDITION RED

When a major threat to public safety exists or an incident or accident has actually occurred

ALL STAFF TO IMPLEMENT THE EMERGENCY PLAN AND TO CARRY OUT ANY SPECIFIC INSTRUCTIONS

- 6.2 The H&S officer will implement a change in event status by giving the following message to the producers:-

“CONDITION GREEN, AMBER, or RED (as appropriate) NOW EXISTS”

6.3 **CONDITION AMBER - ACTION TO BE TAKEN.**

- 6.3.1 When the decision has been taken to go to AMBER the following action will be taken:-

- a) **Site Manager**
 - i) go directly to the incident co-ordinate further action.
 - N.B. should it be necessary for the emergency services to have access onto the site; the main entrance must be kept clear of the public.
- c) **By Emergency Liaison Team**
 - ii) Make appropriate public address announcements when necessary
- d) **Event organisers**
 - i) Establish the exact nature of the threat or incident and make sure the all staff are aware.
- e) **Compere**
 - i) Stand by to stop concert if instructed
 - ii) Arrange for public address announcements to be issued when directed
- f) **Security**

Exits will be opened immediately when instructed.

By Site Manager or elected staff

- i) Go to Emergency Rendezvous Point and stand by to meet Emergency Services.

6.4 **CONDITION RED - ACTION TO BE TAKEN**

- 6.4.1 When the decision has been taken to raise the alert state to CONDITION RED the following action will be taken :-

- a) **By Site manager + producers**

N.B. should it be necessary for the emergency services to have access onto the site; the main entrance must be kept clear of the public.

 - i) Respond immediately to the incident
 - ii) Co-ordinate all action to implement the emergency plan.
 - iv) Ensure that all emergency services are informed and relevant hospitals are aware of the situation.
 - v) Ensure that all public address announcements are made.
 - vi) Decide whether evacuation of the site is necessary and if so it is permanent or temporary.

By Staff

- iii) When advised, inform all staff of the nature of the incident.
- iv) Ensure that all available lights are switched on.
- v) Ensure that all gates/emergency exits are open.
- vi) Ensure emergency service routes and rendezvous point are manned.
- vii) If temporary evacuation has been ordered, ensure that holding areas are manned.

c) By Site manager / compere

- i) Stop the concert if instructed.
- ii) Make public announcements as required. Note : These will include, 'public not to go to their cars' and 'Do not drive out of the park'
- iii) Arrange for performers to evacuate the back-stage area if necessary.

d) By All Security

- i) Open all gates and emergency exits and ensure that they are free of obstructions and remain so.
- ii) Direct all public out of the park.
- iii) Ensure that no public re-entry is permitted until instructed that it is safe to do so.

7. SCRIPTS FOR MESSAGES TO ALERT MANAGEMENT

7.1. Should change of condition status occur the following messages will be relayed

Condition Amber.

"All staff please note, condition amber now exists"

Condition Red

"All staff please note, condition red now exists"

7.2 Reducing The Alert Status

"All staff please note we have reverted to condition amber"

or:

"All staff please note we have reverted to condition green"

All messages will be repeated twice and using private communications to avoid distressing the public

8. SCRIPTS FOR PUBLIC ADDRESS ANNOUNCEMENTS

8.1. Temporary Halting of Concert Without Evacuation

If it is decided that that the concert should be stopped to allow the crowd to re-settle, but an evacuation of the concert bowl is not necessary, the following announcements will be made:-

- a) By a member of the performing artists on stage; A request for the crowd to move back from the stage, or to settle down as appropriate, using their own words.
Or:
- b) By an authorised member of staff as follows;
“LADIES AND GENTLEMEN, WE ARE TAKING A SHORT BREAK AND THE CONCERT WILL RESUME SHORTLY. PLEASE COULD YOU MOVE BACK A BIT TO GIVE THOSE AT THE FRONT SOME MORE ROOM. THANK YOU FOR YOUR CO-OPERATION.

8.2. Temporary Evacuation

If it is decided that a temporary evacuation of the concert bowl or other area is needed, the following public address announcement will be made:

“LADIES AND GENTLEMEN,

DUE TO CIRCUMSTANCES BEYOND OUR CONTROL AND FOR YOUR OWN SAFETY, WILL YOU PLEASE LEAVE THE (relevant area inserted) AS QUICKLY AND QUIETLY AS POSSIBLE, THERE IS NO NEED TO LEAVE THE PARK ITSELF AND THE EVENT WILL RESUME AS SOON AS POSSIBLE. PLEASE DO NOT GO TO THE CAR PARK OR USE YOUR CARS AS IT IS IMPORTANT TO LEAVE THE EMERGENCY ACCESS ROUTES CLEAR. THANK YOU FOR YOUR CO-OPERATION.”

8.3. Full Evacuation

If a full evacuation is required, the following public address announcement will be made;

“LADIES AND GENTLEMEN,

DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, AND FOR YOUR SAFETY, WILL YOU PLEASE EVACUATE THE PARK BY MEANS OF THE GATES DIRECTED AS QUICKLY AND QUIETLY AS POSSIBLE. I AM SORRY, BUT IT WILL NOT BE POSSIBLE TO RESUME THE EVENT.”

9. EMERGENCY LOCATIONS.

- 9.1. If it is necessary to evacuate members of the public temporarily from a part of the site, a holding area will be established at a safe point within the arena, and as far from the danger area as possible. E.g., if the problem area is at the main stage, the holding area would be at the opposite side of the arena.
- 9.2. Performers would be asked to muster in the backstage hospitality area.
- 9.3. **Emergency Vehicle Routes.**

TBC
- 9.4. **Ambulance Loading**

At the main entrance to the tent

Disabled access

The site is situated on a short grass park, entry and exit into the venue is on the same level throughout. Although the site is accessible to wheelchair users it will be the main responsibility of the organisers and event promoters' to inform any disabled person/s of the site conditions in regards to their own disabilities.

There will be a disabled toilet on site.



Child Protection Policy

Maui Wau Events fully recognises its responsibilities for child protection. Our policy applies to all staff, performers, traders and volunteers working at our events. There are three main elements to our policy:

- Ensuring we practice safe recruitment policies in checking the suitability of performers, traders and volunteers to work with children.
- Raising awareness of child protection issues
- Establishing a safe environment in which children can discover the arts.

We recognise the importance of establishing and maintaining an environment where children feel secure.

We hope to ensure children know that there are adults at our events whom they can approach if they are worried.

We hope to ensure all staff and volunteers understand their responsibility for referring any concerns to the designated senior person responsible for child protection.

We will pass any concerns to relevant agencies and co-operate as required with their enquiries regarding child protection matters. We will ensure all relevant staff is given a copy of this policy.

Social Services

Area Duty Officers (office hours)

Norfolk County Council Adult & Child Social Services – 0344 800 8014 (24hr Line)

http://www.norfolk.gov.uk/Childrens_services/Family_children_and_young_people_support/Child_protection/NCC042914

Norfolk Police switchboard: 01953 424242

Norfolk Area: Missing Child Line: 101

NSPCC Child Protection: Helpline 0800 800500

Child line: 0800 1 1 1 1

1.0 Definition of a lost child

1.1 A child up to the age of 16 who is reported lost in one of the following ways:

- a. The parents/ guardian of the child reports their child is missing to a member of the Security team (Action Plan 1)
- b. A child approaches a member of the Security team to inform them they have lost their parents/ guardian (Action Plan 2)
- c. A member of public brings a lost child to a member of Security Team. (Action Plan 2)

2.0 Rendezvous Point/ Nominated Lost Children Officers/ Record Keeping

2.1 It is essential a rendezvous point is established at every venue for lost children. This rendezvous point/ location must be agreed by the event manager and relayed to all the event staff before the start of the event.

2.2 Two lost children officers are appointed preferably one male one female. Their role is to remain with the child during the period they are reported as lost. It is essential the lost child officer is CRB checked.

2.3 All lost children occurrences must be recorded accurately within the event incident log which is to be kept at the agreed rendezvous point/ location. These records can then be examined at a future date post-event if deemed necessary.

2.4 A lost child form must be completed at every occurrence.

3.0 Action Plan 1

Step 1: If a child is reported missing by a parent or guardian, a member of the Security team will alert the event manager (or the nominated person in charge) who contacts all event staff with a description of the child. It is recommended a radio code is used to relay this message to the event staff.

Step 2: The event staff will search the event site, if the child is not found within an allotted time on ten minutes as defined by the Security manager. The police and relevant CCTV offices will be informed.

Step 3: The Security Manager along with the lost children officers will then wait at the agreed lost child rendezvous point and wait for the arrival of the police. It is important the search for the lost child will continue whilst awaiting the arrival of the police. On arrival of the

police the Security manager will follow their instructions which in turn will be relayed to the event staff involved in the search.

Step 4: If the child is found then they will be taken to the rendezvous point/ location by the member of staff who has found them. Once the child has been found this must be radioed to the Security Manager. The security manager will then stand down the search teams so they can resume their normal duties.

Step 5: The parents will then be required to sign the lost child form release section.

Step 6: Lost Children Officers to update event incident log.

4.0 Action Plan 2

Step 1: If a child reports they have lost their parents/ guardian a member of the event team will alert the event manager (or the nominated person in charge) who contacts all event staff with a description of the child. It is recommended a radio code is used to relay this message to the event staff.

Step 2: The event staff will search the event site; if the parents/ guardian are not found within an allotted time of 30 minutes as defined by the Security manager, the police and any relevant CCTV will be informed.

Step 3: The event manager along with the lost children officers will then wait at the agreed lost child rendezvous point and wait for the arrival of the police. It is important the search for the parents continues whilst awaiting the arrival of the police. On arrival of the police the Security manager will follow their instructions which in turn will be relayed to the event staff involved in the search.

Step 4: If the parents are found then they will be taken to the rendezvous point/ location by the member of staff who has found them. Once the parents/ guardian have been found this must be radioed to the event manager. The event manager will then stand down the search teams so they can resume their normal duties.

Step 5: The parents will then be required to sign the lost child form release section.

Step 6: Lost Children Officers to update event incident log.

Missing Person Form

Venue:

Time of report:

Age:

Date of report:

First name:

Surname:

Address:

Home number:

Mobile:

Description of missing person (height, ethnicity and distinguishing features):

Description of clothing:

Where and when were they last seen?

What steps have been taken to trace the missing person?

Person reporting missing person (name):

Address:

Home number:

Mobile:

Relationship to missing person:

Name of reporting staff member:

Comments / Action:

02 MAR 2016

POST ROOM

Norwich City Council Licensing Authority
Licensing Act 2003

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

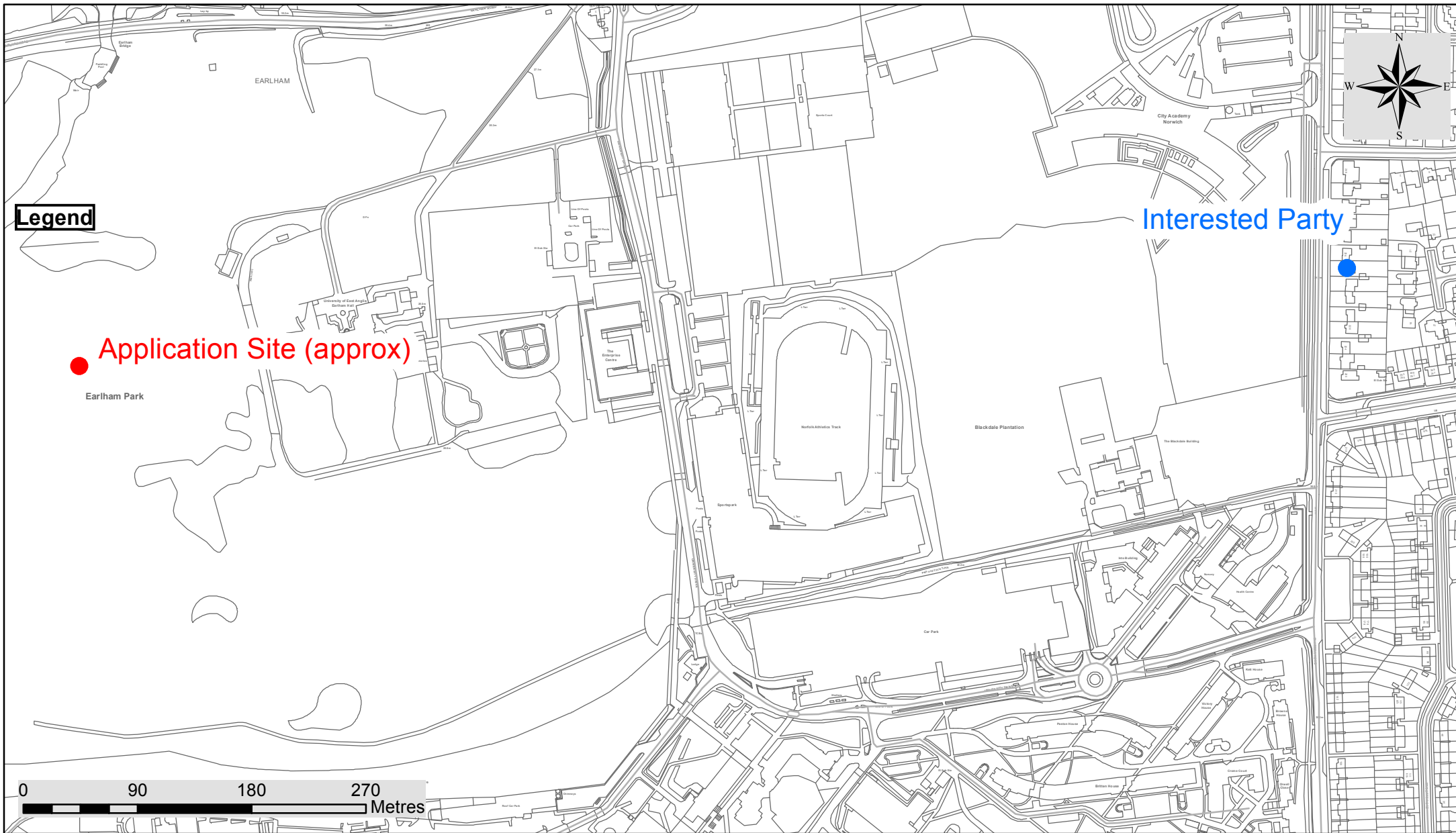
Your name/organisation name/name of body you represent (see note 1)	Simon Joseph
Postal address	234 Bluebell Rd NR4 7LW
Email address	
Contact telephone number	
Name of the premises you wish to support or object to	Earlham Park.
Address of the premises you wish to support or object to.	Temp license 8-10 July 16.

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	will attract criminal element.
Public safety	glass + bottles smashed on ground by drunken people
To prevent public nuisance	yes sound will still be heard. It will prevent sleep people leaving event are very noisy + leave bottles around
To protect children from harm	that get smashed potentially injuring animals

Please suggest any conditions which would alleviate your concerns.	sound closely monitored people "shepherded away quickly" by stewards Littered cleaned up quietly by 7Am the next day.
--	---

Date:



This copy has been produced specifically to supply an individual with authority data. No further copies can be made.



NORWICH
City Council

Norwich City Council - Licensing

Title: Earham Park, temporary licence

Scale: 1:4000

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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. As an example, the council will not seek to impose fire safety conditions that may duplicate any requirements or prohibitions that could be imposed under the Regulatory Reform (Fire Safety) Order 2005.

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" (see Appendix 7) 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. Representations can be made in opposition to, or in support of, an application.

- 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’, i.e. it must relate to the likely effect of granting the licence on the promotion of at least one of the four licensing objectives. Representations, that 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 appropriate 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 provision of toilet facilities;
 - 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 Within the operating schedule for premises from which alcohol will be sold, with the exception of qualifying community premises, a premises supervisor must be designated (designated premises supervisor) and such person must be in possession of a current personal licence. The licensing authority will normally expect the designated premises supervisor [DPS] to have been given the day to day responsibility for running the premises by the premises licence holder and, as such, would normally be present on the licensed premises on a regular basis. In addition to the DPS holding a personal licence, the licensing authority would strongly encourage the DPS to undergo additional training and to have experience commensurate with the nature and style of entertainment provided and the capacity of the premises.
- 13.2 The act does not require a DPS or any other personal licence holder to be present on the premises at all times when alcohol is sold. However, the DPS and the premises licence holder remain responsible for the premises at all times and have a duty to comply with the terms of the licensing act and any conditions, including the matters set out in the premises' operating schedule, in order to promote the licensing objectives. To that end, the licensing authority will be mindful of the guidance issued by the secretary of state, which recommends that a personal licence holder/DPS gives specific written authorisations to those individuals they are authorising to retail alcohol. Although written authorisation is not a requirement of the act and the designated premises supervisor/personal licence holder remain ultimately responsible for ensuring compliance with the act and licensing conditions, this action could assist in demonstrating due diligence should any issues arise with regard to enforcement.

The licensing authority will therefore expect that where the personal licence holder/DPS does not have the premises under their immediate day to day control, written authorisations will be issued to staff acting on their behalf, such authorisations being made available for inspection by a responsible Officer of the licensing authority or the police upon request.

LICENSING OBJECTIVES

20.0 Objective - Prevention of Crime and Disorder

- 20.1 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.
- 20.2 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.

- 20.3 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.

- 20.4 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;

24.0 Objective - prevention of public nuisance

24.1 Licensed premises can potentially have a significantly adverse impact on communities through public nuisances that arise from their operation. The amenity of residents and occupiers of other businesses should be maintained and protected from the potential consequence of the operation of licensed premises, whilst recognising the valuable cultural, social and business importance that such premises provide.

24.2 Public nuisance will be interpreted in its widest sense, and will take it to include such issues as noise, light, odour, litter and antisocial behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

24.3 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.

- 24.4 The council will normally permit the hours during which alcohol is sold to match the normal trading hours during which other sales take place, unless there are exceptional reasons such as disturbance or disorder attributable to the location and/or the premises, and relevant representations have been made.
- 24.5 The council believe that the impact a licensed premises can have on a neighbourhood is significantly influenced by the times when those licensed premises are open, and the times when licensable activities are taking place. Consequently, the council has adopted a policy on hours of trading, (section E) and in so doing, has given full consideration to the secretary of state's guidance on hours of trading.
- 24.6 **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 prevent public nuisance, relevant to the individual style and characteristics of their premises and events. For example, the increasing business requirement for licence holders to provide live or recorded music in premises where this has not previously been the case is especially pertinent, and should be fully assessed on the application.**
- 24.7 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 11pm and 7am
 - 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

- customers eating, drinking or smoking in open air areas (for example beer gardens/forecourts and other open areas adjacent to the premises).

24.8 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, eg 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 (eg garden areas) of premises, including such matters as deliveries ie not too early in the morning.
- Adoption of best practice guidance (eg 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 to 3 hours before licensable activities finish.

To address issues arising from customers smoking, eating and drinking in outdoor areas and on the highway outside the premises could include signage asking customers to keep noise to a minimum when using outdoor areas; restrictions on the numbers of customers permitted in certain outside areas and/or at certain times; and use of door-staff and employees to monitor possible public nuisance issues.

SECTION E - Hours of Trading

30.7 Consideration will always be given to an applicant's individual case and if the matter of trading hours has been raised in a representation, the council will take into account any proposals the applicant has to minimise the risk of nuisance or disorder being caused or exacerbated by customers departing from the premises. It is however, unlikely that statements such as the premises being well-managed, or that the applicant is of good character or that the style of the premises is

intended and likely to attract a discerning clientele, will alone be sufficient to demonstrate that restrictions on hours of trading should not be applied.

APPENDIX E

National Guidance

(issued under section 182 of the Licensing Act 2003)

Licence conditions – general principles

1.16 Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

Each application on its own merits

1.17 Each application must be considered on its own merits and in accordance with the licensing authority’s statement of licensing policy; for example, if the application falls within the scope of a cumulative impact policy. Conditions attached to licences and certificates must be tailored to the individual type, location and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions should be avoided and indeed may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in an individual case.

Crime and disorder

2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

2.3 Conditions should be targeted on deterrence and preventing crime and disorder. For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.

2.6 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.

2.7 It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. However, licensing authorities must ensure that they do not stray outside their powers and duties under the 2003 Act. This is important to ensure the portability of the personal licence and the offences set out in the 2003 Act and to ensure, for example, that the prevention of disorder is in sharp focus for all managers, licence holders and clubs.

Public nuisance

2.18 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.19 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of other

persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.20 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or more sophisticated measures like the installation of acoustic curtains or rubber speaker mounts. Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.21 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

2.22 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, music noise from premises usually occurs from mid-evening until either late-evening or early-morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. In certain circumstances, conditions relating to noise immediately surrounding the premises may also prove appropriate to address any disturbance anticipated as customers enter and leave.

2.23 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

2.24 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

Determining actions that are appropriate for the promotion of the licensing objectives

9.41 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or

other persons, and representations made by the applicant or premises user as the case may be.

9.42 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.43 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. Whilst this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

Conditions attached to premises licence

General

10.1 This chapter provides further guidance in relation to conditions attached to premises licences and club premises certificates. General principles on licence conditions are set out in Chapter 1 (see paragraph 1.16).

10.2 Conditions include any limitations or restrictions attached to a licence or certificate and essentially are the steps or actions that the holder of the premises licence or the club premises certificate will be required to take or refrain from taking in relation to the carrying on of licensable activities at the premises in question. Failure to comply with any condition attached to a licence or certificate is a criminal offence, which on conviction is punishable by a fine of up to £20,000 or up to six months' imprisonment. The courts have made clear that it is particularly important that conditions which are imprecise or difficult for a licence holder to observe should be avoided.

10.3 There are three types of condition that may be attached to a licence or certificate: proposed, imposed and mandatory. Each of these categories is described in more detail below.

Proposed conditions

10.4 The conditions that are appropriate for the promotion of the licensing objectives should emerge initially from the risk assessment carried out by a prospective licence or certificate holder, which they should carry out before making their application for a premises licence or club premises certificate. This would be translated into the steps

recorded in the operating schedule or club operating schedule, which must also set out the proposed hours during which licensable activities will be conducted and any other hours during which the premises will be open to the public.

10.5 It is not acceptable for licensing authorities to simply replicate the wording from an applicant's operating schedule. A condition should be interpreted in accordance with the applicant's intention.

Consistency with steps described in operating schedule

10.6 The 2003 Act provides that where an operating schedule or club operating schedule has been submitted with an application and there have been no relevant representations made by responsible authorities or any other person, the licence or certificate must be granted subject only to such conditions as are consistent with the schedule accompanying the application and any mandatory conditions required under the 2003 Act.

10.7 Consistency means that the effect of the condition should be substantially the same as that intended by the terms of the operating schedule. If conditions are broken, this may lead to a criminal prosecution or an application for a review and it is extremely important therefore that they should be expressed on the licence or certificate in unequivocal and unambiguous terms. The duty imposed by conditions on the licence holder or club must be clear to the licence holder, club, enforcement officers and the courts.

Imposed conditions

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

10.9 It is possible that, in certain cases, where there are other legislative provisions which are relevant and must be observed by the applicant, no additional conditions are appropriate to promote the licensing objectives.

Proportionality

10.10 The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.

Hours of trading

10.13 The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement and licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.

10.14 Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested.

The need for licensed premises

13.18 There can be confusion about the difference between the “need” for premises and the “cumulative impact” of premises on the licensing objectives, for example, on crime and disorder. “Need” concerns the commercial demand for another pub or restaurant or hotel and is a matter for the planning authority and for the market. This is not a matter for a licensing authority in discharging its licensing functions or for its statement of licensing policy.