

New Vision Events Ltd

Licence application – St Nicholas Park

Supporting documents for consideration by the sub committee

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Sec 182 guidance to assist in consideration by committee	2
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Sec 182 guidance notes –

1.5 –

protecting the local residents from crime, asb and noise caused by **irresponsible** licensed premises.

Recognising the important role pubs and other licensed premises play in our local communities and encouraging innovation and supporting **responsible** licensed premises.

2.25 (Public nuisance)

Where applications have given rise to representations, any appropriate conditions should focus on the noise sensitive periods. For example, the most sensitive time for disturbance by unreasonably loud music is at night and early morning. This is why there is still a need for a licence for live music between 11pm and 8am.

8.42 – layout of the local area, proximity to local residents.

Event Safety management plan - Headings

ESMP Contents – check list

Introduction

Event information

History

Manual and legal obligations

Premises licence 2003/other licences

Compliance with SAG

Debrief

Insurance

Management structure

Planning

operational

Plans

Licensed area

Fencing

Search/entry

Exit

Food and beverage

Funfair

Toilets

Medical

Build schedule

Derig schedule

Site safety

Fire safety

Entry requirements

Entertainment schedule

Artist entrance

Audience location demographic

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Dot plan

Matrix

Ingress

Searching

Drugs policy

Weapons policy

Density predictions

DIMALICE Assessment

RAMP Analysis

Disability access

Egress

Comms

Incident recording

CCTV

Share
Data protection
Show Stop procedure
Structures
Stages
Special effects
Lighting
Food and beverage
Funfair
Electrical
Water
Gas
Alcohol policy
Medical plan
Vulnerability
Public movement
Noise management
Toilets
Emergency service locations
Emergency service access
Transport
Public transport
Parking
Camping
Waste management/sustainability
Child employment
Adverse weather
Evacuation
Terrorism
HVM
Mitigation
Risk assessments
Useful contacts
Abbreviations
Appendices
Risk assessments
Lost and found
Drones
Liaison
Other business
Other sectors
Briefings
Debrief

Legal and guidance obligations

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work regulation 1999

- The Electricity at Work Regulations
- The Provision and Use of Work Equipment 1998
- CDM Regulations
- Licensing Act 2003
- Food Safety Act 1990
- Food Labelling Regulations
- Weights and Measures Act 1985
- SIA
- Regulatory Reform Fire Safety Order
- COShh
- Hallmarking Act 1985
- Cosmetic Product Labelling
- Gas Safety in Catering and hospitality 2013
- Commercial Catering Gas Safety 2014
- The Gas Appliances (safety regulations 1995)
- Environmental Protection (straws, cotton buds and stirrers) (England) Regulations 2020.
- Environmental Protection (Plastic plates etc and Polystyrene Containers etc) Regulations 2023

As well as the above legislation, guidance issued to assist or support any legislation or for certain activities will be assessed –

- Section 182 guidance (licensing)
- Purple guide
- Approved Document B
- DCLG fire risk assessment
- Codes of practice for Environmental Noise controls.
- PLASA lightning guidance

IN THIS SECTION



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Introduction



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1. Health & Safety Legislation



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2. Planning, Management & Risk Assessments



3. Venue & Site Design



4. Resilience activities for events (Contingency & Emergency Planning)



5. Medical



6. Communication



7. Transport Management



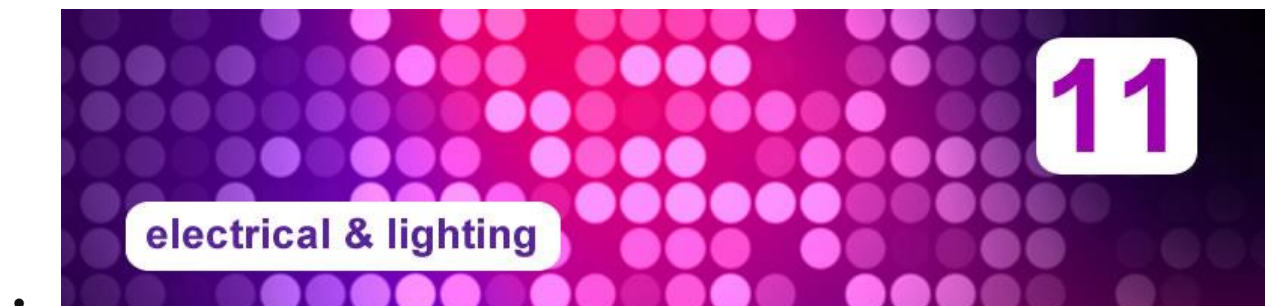
8. Working at Height



9. Temporary Demountable Structures



10. Fire Safety



11. Electrical & Lighting



12. Barriers & Fencing



13. Crowd Management



14. Special Effects



15. Amusements



16. Waste Management



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17. Noise



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18. Sanitation



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19. Campsites



•

20. Information & Welfare



21. Food, Drink & Water Provision



22. Safeguarding Children & Young People



23. Animal Welfare



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24. Fireworks



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25. Working in a Safety Advisory Group



•

26. Dealing with Crime & Disorder



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27. Unmanned Aircraft Systems (Drones)



28. Working with the Police



29. Worker Welfare



30. Coping with the Weather



31. Insurance



32. Accessibility



33. Adventure Sport Activities

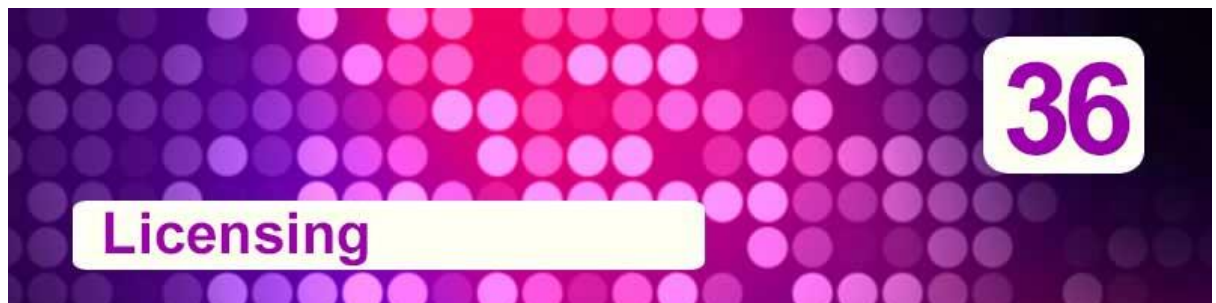


34. Keeping Workers And Audiences Safe During A Pandemic



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35. Counter Terrorism



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36. The Licensing of Events



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37. Events involving Vehicles



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38. Environmental Sustainability

From: Abs Rohomon <[REDACTED]>
Sent: Wednesday, March 13, 2024 11:23 AM
To: [REDACTED]
Cc: Liam Hardy <[REDACTED]>; Kristian Jones <[REDACTED]>; Emma.Morgan <[REDACTED]>
Subject: Representation ref WDCPREM01087

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Good morning Sir,

I hope this email finds you well?

Firstly, we appreciate your time by reading this email. I am Abs Rohomon and I represent Kris Jones and Liam Hardy who are the directors for New Vision Events Ltd who have applied for a new premises licence for St Nicholas park.

I have been sent your objection to the application by the local authority and I am aware that you were informed you may be contacted by us.

As the blue notice provides limited details of the application, I wanted to explain the measures we will have in place, how those will be scrutinised and the legal implications to us for any such failures.

Outdoor events vary in nature, size, content and risk. As you will understand there can be a great difference from an outdoor cinema to a 3-day camping festival.

To assist the responsible authorities who are charged with ensuring we as licence holders and operators promote the 4 licensing objectives, we will be producing a document called an ESMP (Event Safety Management Plan).

This document is unique to each event. I am responsible for producing this Plan for Kris and Liam and they have to ultimately sign off on the documents. Whilst I cannot show you the details of an ESMP (GDPR reasons) I can show you what as minimum goes into them.

The ESMP uses guidance from specialist documentation, such as the Purple Guide (outdoor event guidance), DCLG fire safety, codes of practice for environmental noise controls. This is in addition to all the legal aspects that have to be covered as well.

I have attached a contents sheet for your attention. Firstly I hope you can see that a lot of planning and details goes into an ESMP, but I also hope you can see that the issues you are rightly concerned about in your representation are covered in the ESMP.

For example -

Noise.

conditions have been agreed with EHO about the need for a noise management plan, build and on the day monitoring, hot line. All of this is covered in the section marked noise and this is where the noise management plan we will have produced (by a qualified person) will sit.

Parking

we will get data from ticket sales about audience demographics, where they live. This will assist in us looking at whether there is a need for a traffic plan, or signage from the bus station or train station. Whether there is a need for a drop off and pick up area.

ASB and Crime

we will have a full security deployment plan, timed, the event is risk assessed and we also get data from the national police intelligence unit, or current trends, and issues. This helps us tailor our plans to any current threats. We also work with the local police teams.

Alcohol

there is a detailed alcohol management plan, search and also a vulnerability policy. This policy shows how we will look after people that may have become vulnerable and so they get home safely and do not cause an issue.

We will also have a dispersal policy, that will see security outside the event footprint, assisting in dispersal and reducing and potential risk as they leave the event site.

I do appreciate that this seems easy in words, however there is another level of scrutiny that we have added into the process, and this is contained in the conditions that we have put forward as a measure on how we will promote the licensing objectives.

Please forgive my ignorance, and without wishing any insult to you but I am not sure if you are aware of the legal importance of these conditions. Once a condition is imposed on a licence, it has to be complied with for the licence to be valid.

There are a number of consequences if a premises operates whilst in breach of any condition on its licence. I will list these as I hope it shows what could happen should we break (which I know we will not) any condition on the licence.

Firstly, it is likely that the insurance we need to operate the event would not be valid.

Of greater concern, would be that the licence holders could be prosecuted for any breach of the licence. The penalty for each breach is an unlimited fine and/or 6 months imprisonment. They could also have the licence reviewed by any of the responsible authorities and interested parties, which would have consequences for the licence and the operators. It would also cause reputational damage for the event.

Events run on reputation both of the artists but also of the organisers and the experience for the customer.

Why this is important is the fact that we have offered as a condition two elements. Firstly, that the ESMP becomes the operating condition for that event and secondly that the event will go through a SAG process first.

SAG or Safety Advisory Group, is a well-practised mechanism used across the UK for managing events of all scales and sizes.

The responsible authorities (Police, local auth licensing, environmental health, trading standards, Fire service) attend. However, as this is not all of the parties that could be affected by any event, interested parties, such as Ambulance, local highways, resilience are also invited to attend.

They all get the main ESMP, some of the sensitive documents such as security and search are only sent to the specialists in that field (Police), for the safety of the event.

They get to scrutinise the documents, suggest changes, or amendments if needed to any policies. The final ESMP and appendices then become the legal way this event would have to run.

Hopefully you will see that there is stepped approach to this event and that it will get the scrutiny it requires from the authorities that the licensing Act deem as responsible.

Whilst I am not the proposed licence holder, they have engaged my services. I am very experienced in this field on event management, ESMP scrutiny, as I did it for 20 years in my previous life before retiring a couple of years ago. Even though I will be writing the policies and procedure Kris and Liam have to ultimately sign off on them and then follow them.

I do appreciate that this is a long email, and I appreciate your time. I would welcome the opportunity to talk you through this in more detail if you so wish. If you do, please call me or reply to this email.

Whilst not putting any pressure on you about your representation, if this has made you reconsider any points then please indicate so to Emma Morgan.

warmest regards

Abs Rohomon BEM
Consultant

www.r-rm.co.uk

Example of Alcohol and vulnerability policy

Alcohol Policy

Event –

Dates –

Premise licence number –

Licence Holder –

DPS -

Licensable Activity –

Licensed Hours –

The sale of alcohol at this event will be under the control of the above premises licence holder.

There will be a number of bar outlets situated in the concessions area of the event site, these units are being provided by TBC

This policy has been designed for all units [including staff] selling alcohol to read, understand and sign. These are measures necessary for the promotion of all the licensing objectives and standards of the premises licence holder.

The event space is the licensed area and is therefore classed as the premise for the terms of consumption.

All staff will receive a briefing and will be required to sign this policy prior to be allowed to sell alcohol.

Sale of alcohol – units

The mandatory conditions contained within the premise licence stipulate that alcohol must be sold as followed

- Beer/cider/lager – if no size stipulated then ½ pint, if size stipulated then that size
- Wine – if sold, a minimum of 125ml to be available as well as 175 and 250ml
- Spirits – singles as a minimum of 25ml and doubles there after

Challenge 25

The bar will operate a Challenge 25 policy. This means that anyone looking under the age of 25 will be asked to produce identification to prove they are aged 18 or over.

Identification that will only be accepted is

- Driving licence with holographic (full/provisional)
- Passport

There are numerous fake ID's available, most of these come in the form of driving licences or European driving permits.

There are several steps you can do if you are not sure about the identification

- Look for the hologram – either with a UV light or tilt it in the light
- Date of birth should appear in the driver number, but will be scrambled
 - Will appear as year first (the last two numbers of the year), then
 - First number on the month
 - Then the day born, shown as 2 numbers
 - Then the last digit of the month

Example

- Born 20/12/1979
- Driver number will be
 - 79 the last two number of the year
 - 791 the first number of the month born
 - 79120 the day born shown as 2 numbers
 - 791202 the last digit of the month
- The long name and number at section 5 would be made up of the first 5 letters of the persons surname, then the number made up of the birthday, and the last 5 letters made up of the initials of the first and

second name, and then random letter for the last 2 letters of the licence

Asking customers to confirm date of birth, or just the month or year they were born helps to catch out any customers with fake ID.

It is not uncommon for people to use siblings' identification, the above practises will help deter any such usage.

Staff at the bars CANNOT rely on the fact that the person is in the event for them to believe they are over 18. The legal responsibility for the sale lies with the seller, if they look under 25 ask for ID

If you are not sure ask, ask another member of staff, or duty manager. The decision to sell alcohol lies with you the seller and you can refuse it if you are not satisfied.

Any challenges under this policy will be recorded in the incident book and reported through to the event control

Free Water

it is a mandatory condition on the premises licence that free portable water is available at all times that licensable activity is taking place.

Prices

Prices for drinks (including the quantity being served in) are required to be displayed in a clear and prominent manner so that the consumer is well informed of the cost of the product before purchase.

Vulnerability

The term of vulnerability underlies several scenarios. It **DOES NOT** just relate to when someone has become intoxicated, there could be many reasons that determine someone is vulnerable.

These include but are not limited to

- Drunkenness – takes many forms
 - Sleepy

- Aggressive
- Happy
- Loud
- Extravert
- Unsteady
- Slurred speech
- Glazed eyes
 - All people react differently to alcohol, they will not be displaying all these forms at once. Think how you react if you were to get drunk? What are you like?
- Mixing prescription drugs and alcohol
- Consumption of illegal drugs and legal highs
- Domestic abuse (both sexes)
- Unwanted attention
- Alcohol being bought for them
- Injured in anyway

Staff should communicate with customers, engaging in polite conversation, asking if they are ok, having a good day, etc. Simple things like this will enable staff to

- Assess how the customer is
- Put the customer at ease
- Feel they are being offered a service
- Gives the opportunity of the customer is uneasy to speak out
- If a customer asks “to speak to Angela” – this is a national scheme where customers who feel vulnerable can say these words to the staff and it is the trigger for the staff to intervene.

If at any point staff feel the customer is not right, or that to serve them alcohol would make them more vulnerable then, they should call the duty manager/bar supervisor.

The customer should be spoken to, assessed if they are well enough to remain in the venue, whether they should be served alcohol, or given a softer drink, tea/coffee etc

If someone is deemed vulnerable there is a duty of care to that person

- They may need medical assistance
- Try and find friends/family

- Take to a quiet place
- Call someone from their phone (if they have one)
- Get a taxi, get name of driver and licence number for driver and cab

At **no point** should someone **deemed vulnerable** just be escorted from the premises and left to fend for themselves.

Any interaction with someone thought to be vulnerable should be fully recorded in the incident book, to include why they were vulnerable, what you did, what they did, what was offered, was it accepted, and any rational.

Example

Person found in the toilets having been sick on the floor. Found to be sweating, can talk but not fluently.

Incident book recording

Date	Action	Result	Staff
01/01/21	Person found in toilet, had been sick	Ejected from the premises	Door person

This is insufficient and would not hold up to any scrutiny from the responsible authorities or if something happened to that individual, to any scrutiny from a barrister in a court of law or civil court such as Coroners.

Date	Action	Result	Person
01/01/21	Person found in the toilets. They were on their side with evidence of them having just vomited. No other persons around them claimed to know the person	Taken to a quiet area, duty manager informed, and attended. As medical staff on site asked them to attend (names of staff). Person stated was with family,	Door staff name Duty manager name Medical staff name Name of family (if given)

	Spoken to, was awake, speaking but not very clearly, could see that the person was sweating	<p>messages put out to trace family.</p> <p>Arrived at (X) gave name of (X)</p> <p>Injured person clearly recognised people who had come forward, hugged them and called their names.</p> <p>Medical staff indicated that best to get checked out at hospital.</p> <p>Family decided to go home instead, signed medical form to indicate they would go to hospital.</p> <p>Person cleaned up as best as possible given water. Left when they felt ready</p>	
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This gives far more detail as to what was done and shows the duty of care. Never assume nothing will go wrong, sometimes it does and you don't want to be the person being questioned later as to what and why you did or didn't do anything.

Multiple sale of alcohol

It is not uncommon for people to ask for more than one drink. You must be aware of where the alcohol is going. Engaging with the customer to find out where it is going is vital.

It is not uncommon for older kids to try and buy alcohol for their friends who are underage, or a large group of which several are already drunk, someone goes to the bar to buy more.

Can you see their other people in the group, have they been pointed out?

If you are not certain where it is going only serve the person one unit, for themselves.

Offences

- **Sale of alcohol to a drunk person**
- **Sale of alcohol to a person under the age of 18**

These offences could lead to you being prosecuted and fined. It could also lead to action being taken against the premise licence.

Disclaimer

I have read the above policy and had the chance to ask any questions I may have.

The authority for me to sell alcohol is subject to me signing this document.

By signing this document, I understand that I am expected to uphold what this policy states and understand that if I do not then action could be taken, either by a responsible authority or the premise licence holder.

Name –

Signature –

Date -