

I want to apply for a

Premises licence

Are you an agent?

Yes - I am an agent

Agent Details

First name

Nicky

Last name

Ezer

Name of business

Camden Events Service

Name and address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Email address

[REDACTED]

Telephone number

[REDACTED]

Does the premises have a name?

Yes

What is the name of the premises?

Talacre Gardens

What is the address or location?

13 Talacre Road
NW5 3PH
London

What is the type of premises?

Public Park

Describe the area it is situated in

Public green space managed by Camden Council

Describe the layout of the premises

Outside area - public park - adjacent to Talacre Sports Centre. Open lawns, playground and Multi Use Games Area x 1

Copy of the premises plans

- Windrushsiteplan(6).pdf

Tell us about the premises business hours

Day	Start time	End time
Monday	Closed	
Tuesday	Closed	
Wednesday	Closed	
Thursday	Closed	
Friday	Closed	
Saturday	Closed	
Sunday	12:00	19:00

Are there any seasonal variations for the premises opening times?

No

Is the premises open to the public at times other than those listed?

Yes

What are the other times?

Public park opening times dawn 07:00 hrs to dusk 20:30 hrs

Is the premises an open space?

Yes

How many people are expected to attend the premises at any one time?

Less than 5000 people

Will the premises be exclusively or primarily used to sell alcohol?

No

How are you applying for a premises licence?

As an individual or group of individuals

Individual details

First name London Borough of Camden Culture Service

Last name as above

Name and address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Email address

[REDACTED]

Telephone number

[REDACTED]

How long do you want your premises licence for?

A limited period of time
Sunday 25 June 2023
to Sunday 25 June 2023

Activity you wish to licence

e. Live music

f. Recorded music

g. Performances of dance

j. Supply of alcohol

Live Music

Day	Start time	End time
Monday	No events	
Tuesday	No events	
Wednesday	No events	
Thursday	No events	
Friday	No events	
Saturday	No events	
Sunday	12:00	19:00

Where will performances take place?

Outdoors

Tell us about the specifics of the activity

Live music will take place on a medium sized stage, with PA system, there will also be DJ sets

Are there any seasonal variations for the activity?

No

Will the activity take place at times other than those listed?

No

Recorded Music

Day	Start time	End time
Monday	No recorded music	
Tuesday	No recorded music	
Wednesday	No recorded music	
Thursday	No recorded music	
Friday	No recorded music	
Saturday	No recorded music	
Sunday	12:00	19:00

Where will performances take place?

Outdoors

Tell us about the specifics of the activity

Recorded music will be ad hoc background and DJ sets

Are there any seasonal variations for the activity?

No

Will the activity take place at times other than those listed?

No

Dance

Day	Start time	End time
Monday	No dance	
Tuesday	No dance	
Wednesday	No dance	
Thursday	No dance	
Friday	No dance	
Saturday	No dance	
Sunday	12:00	19:00

Where will performances take place?

Outdoors

Tell us about the specifics of the activity

Local dance groups might perform along side the music

Are there any seasonal variations for the activity?

No

Will the activity take place at times other than those listed?

No

Alcohol supply

Day	Start time	End time
Monday	Not supplied	
Tuesday	Not supplied	
Wednesday	Not supplied	
Thursday	Not supplied	
Friday	Not supplied	
Saturday	Not supplied	
Sunday	12:00	19:00

Where will the supplied alcohol be consumed?

On the premises

Are there any seasonal variations for the activity?

No

Will the activity take place at times other than those listed?

No

DPS details**Does your designated premises supervisor (DPS) currently hold a personal licence?**

Yes

Was their personal licence issued by Camden?

No

Personal licence number

[REDACTED]

Issuing local authority

[REDACTED]

First name

Milo

Last name

Mulgrew

Address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Signed Copy of the Designated Premises Supervisor (DPS) consent form

- DPSConsentform.doc

Will there be any activities associated with the premises which may give rise to concern in respect of children?

No

The prevention of crime and disorder

Employment of full security SIA team and stewarding team Briefings for all on site staff Competent Production and Event Management guidance EMP challenge 25 under DPS - Camden Town Brewery
Public safety
Employment of full security SIA team and stewarding team Briefings for all on site staff Competent Production and Event Management guidance Risk assessment and Method statements, structural documentation, and competent suppliers and contractors

The prevention of public nuisance

Employment of full security SIA team and stewarding team Briefings for all on site

The prevention of children from harm

staff Competent Production and Event Management guidance see EMP
Employment of full security SIA team and stewarding team Briefings for all on site staff Competent Production and Event Management guidance The event operates under a full Safe guarding policy for Children and Vulnerable adults see EMP

About this form**Issued by**

Camden Town Hall
Judd Street
London
WC1H 9JE

Contact phone

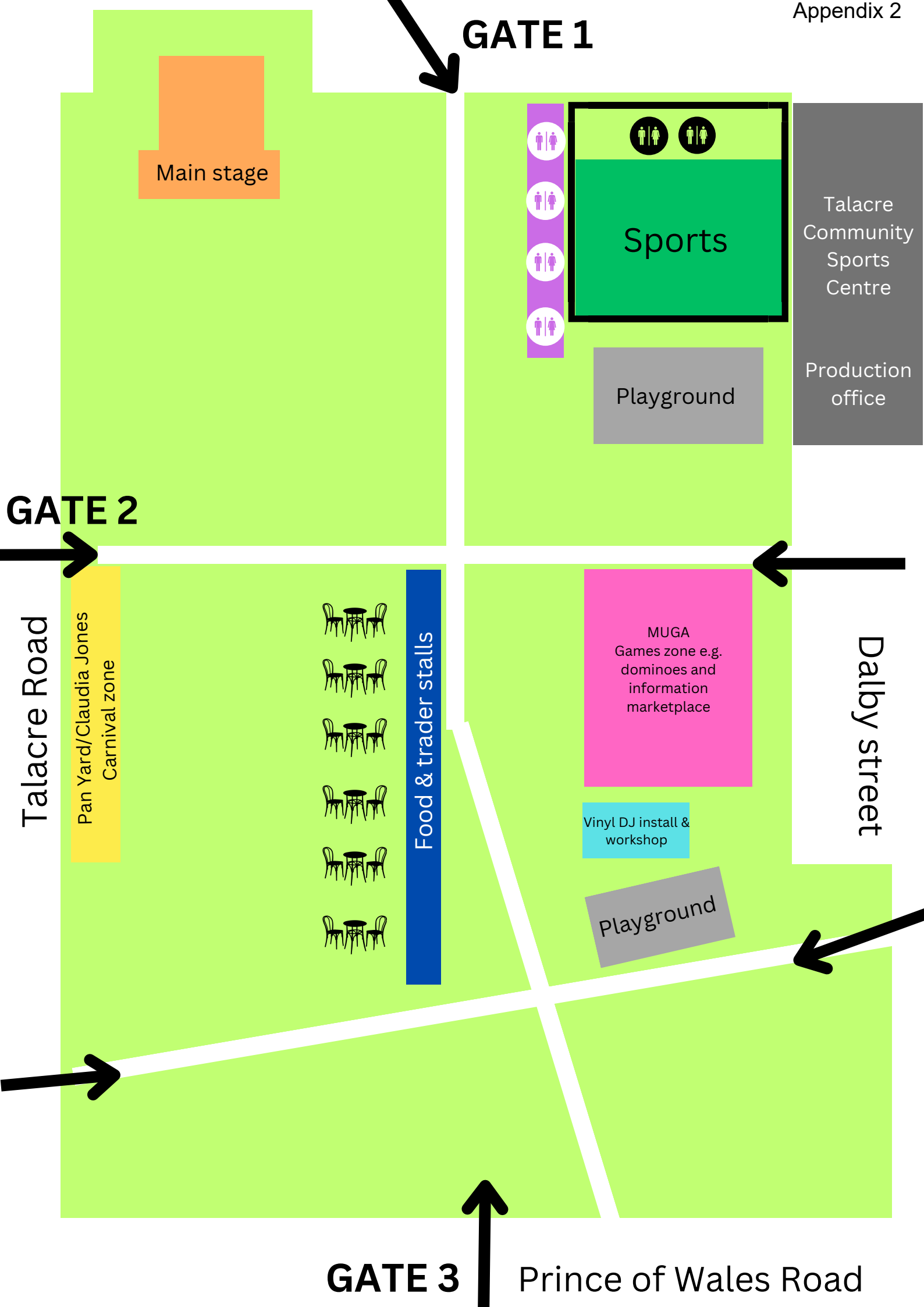
020 7974 4444

Form reference

Ref. no. 114732

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Sarah Williams

Subject: FW: Objection to Alcohol & Regulated Entertainment - Windrush Event 25th June - Talacre Town Green

From: Beverly Gardner <[REDACTED]>

Sent: 01 May 2023 22:45

To: Licensing Representation <[REDACTED]>

Subject: Objection to Alcohol & Regulated Entertainment - Windrush Event 25th June - Talacre Town Green

[EXTERNAL EMAIL] Beware – This email originated outside Camden Council and may be malicious Please take extra care with any links, attachments, requests to take action or for you to verify your password etc. Please note there have been reports of emails purporting to be about Covid 19 being used as cover for scams so extra vigilance is required.

Miss Beverly Gardner



Also Chair of Friends of Talacre

I would like to object to the notice for the licence for Alcohol and Regulated Entertainment at Talacre Town Green for the Windrush Event on the 25th June 2023. I attach the notice as there is no reference number, neither is it signed or dated.



The grounds for Objection: -

- these Public notices only went up on the 24th. They are not dated or signed or have a reference to check against on your website. This does not give the required 28 days for Public to object. The signs are ill placed and out of view and not on the entrances to the park or the official park notice boards of which there are 3. They are also very tiny font and using complicated terminology. It is unclear what they are. I recently sat through a lecture on diversity at Camden and how this would effect signage within parks. These signs are the opposite of best practice. What is regulated entertainment? Who is applying for the alcohol licence? No name? It appears to be one Camden Dept to another? Is this legal? Does that mean Camden will be running the alcohol bar?

- we allowed an Eid Celebration to take place a few weeks ago. It was a total mismanaged nightmare with Camden not vetting attendees. It was marketed to us as a fluffy event for the community. Instead it was a complete nightmare and a commercial money making exercise for people not in the Borough of Camden. The restaurant promoting the event was a Hornsey based food chain. The commercialisation of our green takes commercial advantage of a community who perhaps can't put food on the table. Food and Activities were overpriced. It was not free. Not even the Bouncey Castle. This was also mismanaged. Too many children of different ages. As you know following a death on a Castle. Government put on certain Health and Safety stipulations.

On top of this . Cars and vans drove onto our Town Green to set up shop. And stayed there on our Green for the duration. It was a car boot sale/circus. This is a Criminal offence and we are still chasing Camden to see what fine has been imposed for misuse. It leaves us with no faith. This event was obviously alcohol free being Eid. Imagine adding alcohol and festivities which we understand is a giant stage with singers and DJ's This is a Festival Absolutely no way! Our Town Green is far too small We have asked for clarification on what exactly was planned for Windrush and did not receive a response.

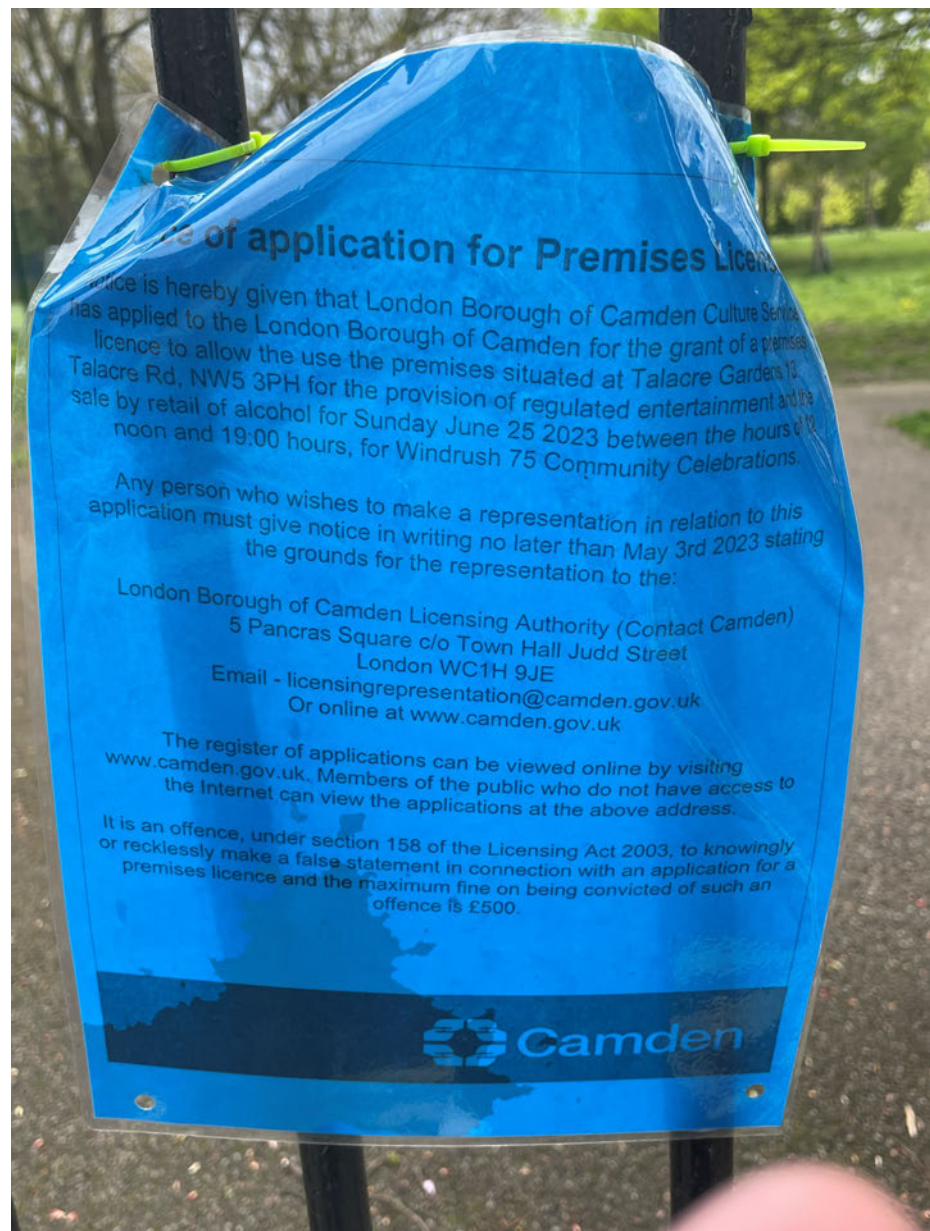
Also we are still recovering from the World Cup Football where England Semi final. Camden put up screens without notice. The park was a total mayhem even without alcohol license. People were peeing in the bushes. There were fights and a mess on our green. The police had to shut down our local Costcutter from serving alcohol as was out of control. People became public nuisances. We do not have toilets. Also bottles are a danger. Am concerned at a Festival that could get out of control. Drug use and stabbings

We will be strongly against the Alcohol licence and Entertainment licence. As you might not be aware our Green is Protected under Town Green Status. We fought long and hard for this status. A Town Green should only be used for fetes and picnic and recreational activities to better the green As a fête activities typically exercised are: - tombola, raffle, wet sponges, guess the amount of sweets in a bottle, face painting. Cake baking and fruit growing competitions. This is a community event that involves everyone.

We also object due to the laws of the Town Green on the certain laws:-

Section 12 of the Enclosure Act 1857 and Section 29 of the Commons Act 1876 which prohibits any interruption to the enjoyment of our green as a place of recreation and exercise or any structure being built which interrupts the enjoyment of the park. Our park is small. Every inch is used. We are surrounded by social housing and vulnerable people who rely on this outside space for their mental health.

Please refuse these licences and find a more suitable and purpose fit for the Windrush. One that had a stage, security and drinks licence.



Sarah Williams

Subject: FW: Objection to Alcohol & Regulated Entertainment - Windrush Event 25th June - Talacre Town Green

From: Céline La Frenière <[REDACTED]>

Sent: 02 May 2023 04:53

To: Licensing Representation <[REDACTED]>

Subject: Objection to Alcohol & Regulated Entertainment - Windrush Event 25th June - Talacre Town Green

[EXTERNAL EMAIL] Beware – This email originated outside Camden Council and may be malicious Please take extra care with any links, attachments, requests to take action or for you to verify your password etc. Please note there have been reports of emails purporting to be about Covid 19 being used as cover for scams so extra vigilance is required.

Ms Céline La Frenière

[REDACTED]
[REDACTED]
[REDACTED]

Dear Officer,

I want to join the Friends of Talacre Town Green in their objection to the notice for the licence for Alcohol and Regulated Entertainment at Talacre Town Green for the Windrush Event on the 25th June, 2023.

As Chair Beverly Gardner pointed out, our small park is vulnerable to such a significant event. The damage caused in previous events of that size took considerable time and effort to remedy because we have few resources to keep the park. Talacre is a challenging area, and the residents are primarily social housing residents. Introducing alcohol during the Windrush event will likely cause more trouble than those who run the park and the police could cope with.

There are no toilet facilities in the park. Organised mainly by volunteers, the planting will likely be destroyed by inebriated customers using the bushes to relieve themselves and trampling over plants.

There is already a great deal of antisocial behaviour to cope with in and around Talacre, and this Windrush event fueled with alcohol will likely escalate to an unpleasant situation. Therefore, I urge you not to issue permission to use alcohol on the 25th of June, 2023 or at any other time.

I appreciate your understanding and help with this important matter.

Yours faithfully,

Céline La Frenière
Co-ordinator of the Talacre Gardens Neighbourhood Watch
Officer of the Friends Talacre Town Green

Windrush 75

Talacre Gardens

25 June 2023

Event Safety & Risk Management Plan



Date	Revision	Name	Changes
21/03/2023	Draft V.1	Ise Murphy-Morris	Preparation of full first draft
02/04/2023	Draft V.2	Ise Murphy-Morris	Amendments to site plans and additions of artist information
04/04/2023	Draft V.3	Zerritha Brown	
27/04/2023	Draft V.4	Ise Murphy-Morris	Addition of Licence Conditions

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1. General

1.1. Purpose of this document

The purpose of this document is to detail the specifics of this event, determine the risk associated and detail the mitigations and management plans to ensure a safe and enjoyable event for all. The document has been prepared for the management and use by London Borough of Camden. The contents of this document are the result of information provided to the author by London Borough of Camden. The document has been drafted by Murphy-Morris Ltd and updated by London Borough of Camden.

The following guidance has been utilised in preparation of this plan:

- Health & Safety at Work Act (1974)
- The Purple Guide to Health, Safety and Welfare at Music and other Events (Events Industry Forum, 2023)
- The Licensing Act (2004)
- Regulatory Reform (Fire Safety) Order (2005)
- Occupier's Liability Act (1975)
- HSE Managing Crowds Safely

1.2. Description of the event

Date	25 June 2023
Location	Talacre Gardens, Prince of Wales Road, Camden, NW5 4LX
Operating Hours	12:00 – 18:00
Licensed Hours	12:00 – 19:00
Capacity	1,500 (excluding staff, contractors, performers, artists)
Event type	Community family event
Tickets	Free and unticketed

The 22 June 2023 marks the 75 Anniversary of the arrival of HMS Windrush in 1948 carrying several hundred Caribbean migrants, many of them veterans of the Second World War. Since then, Windrush has come to symbolise the mass migration of people from the Caribbean to the UK in the post-war era, as well as their descendants.

This is a significant milestone; it is the last chance to honour the living pioneers but to also open a wider public conversation about the past present and future of the UK.

Camden celebrates Windrush 75 with a full programme of events across the borough. The outdoor festival on Talacre Town Green will celebrates our collective Windrush story and the event will showcase Camden's Caribbean heritage, culture and communities.

The location is very significant because Camden's Windrush Pioneers have strong links to the area and settled in Kentish Town in the 60s and 70s. The event will be a free fun packed festival with activities and music for all local families and residents to enjoy.

Camden Culture team are currently developing the programme with cultural organisations and community groups to ensure that it is an inclusive and family friendly event.

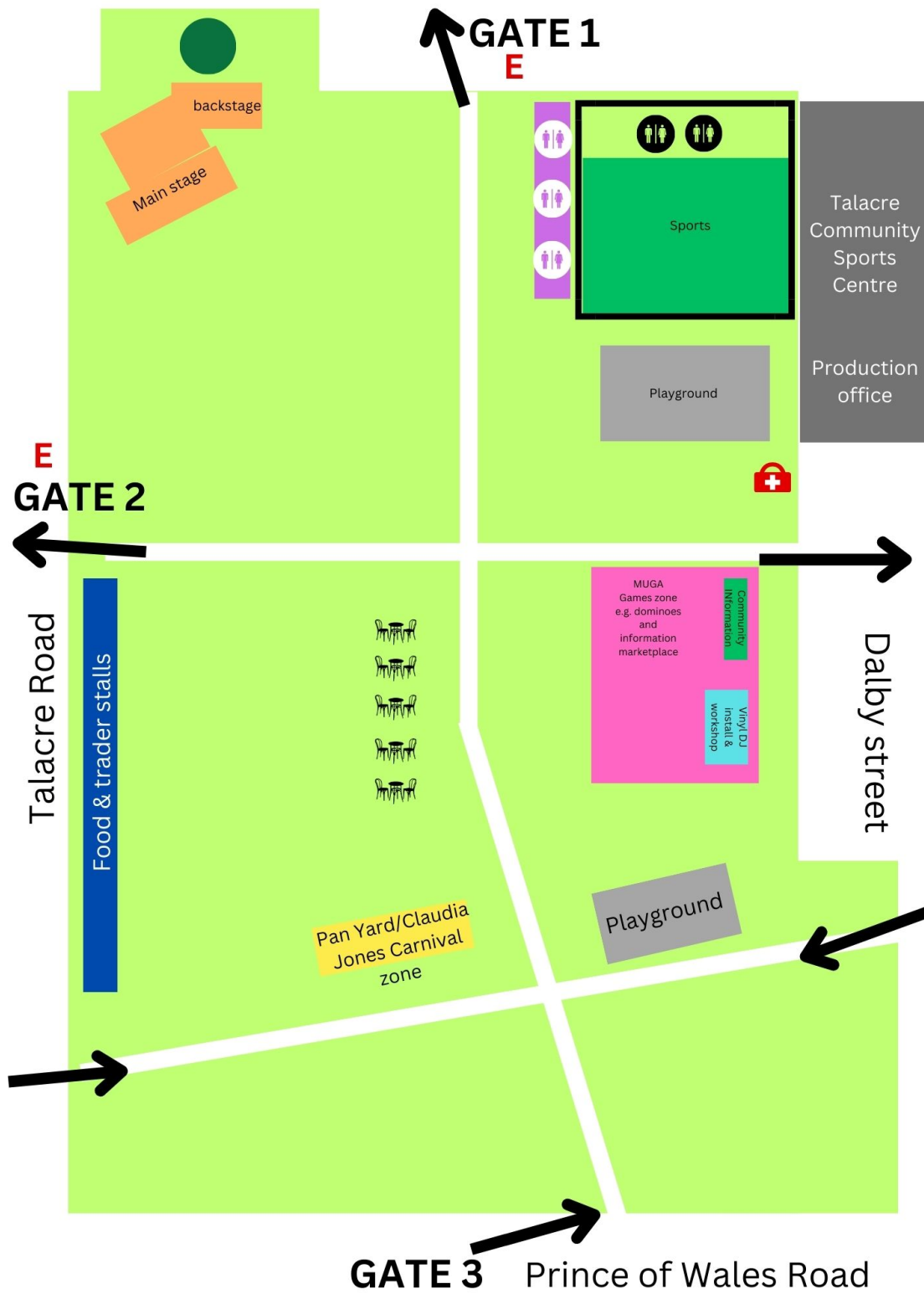
Proposed content includes:

- Main Stage featuring a programme of live music hosting some of the Camden homegrown talent featuring band acts and DJ's
- Stalls – 8 – 10 which cover Caribbean catering, arts and crafts and information
- Claudia Jones zone - a Carnival themed 'Mas Camp' and workshop area
- Legacy of music zone - learn to DJ and understand vinyl and originally records and mixing and influence and importance sound system
- Family Sporting activities
- Legacy Games from the Caribbean eg Dominos

1.3.Site Plan DRAFT

The site is in a public park which will remain open to the public throughout the event.

Figure 1 Site Plan



1.4. Qualifications/competencies of event promoters

London Borough of Camden (LBC) Culture Service (of which the Events team sit) collectively have over 60 years' experience in programming and delivering events. Our qualifications include IOSH Managing Events Safely, Crowd Safety & Risk Analysis, First Aid at Work and BSc Event Management.

Talacre Gardens has previously played host to the Euro 2020 as a viewing area and fan zone managed by LBC Events team. This event is creatively produced by the LBC Culture Service.

2. Licensing

The event will fall under the Licensing Act 2003 and will require a Premises Licence, applied for by London Borough of Camden. The Premises Licence will include:

- Amplified music
- Sale and supply of alcohol

The Designated Premises Supervisor will be Milo Mulgrew of Camden Brewery.

The Licence Conditions can be found in Appendix D.

3. Safety Policy

3.1.Safety Policy Statement

It is the policy of London Borough of Camden to provide a safe environment for all staff and attendees at this event.

We are keen to ensure that staff, contractors, and volunteers working for LBC view safety management as an integral part of delivering effective services and successful events. We believe this because failure to manage safety can result in harm to our customers and employees, increase costs and disrupt services. Each member of staff take responsibility for safety within their area and not view it as something for someone else to manage.

We want to promote a common-sense approach to safety. It is our policy:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our staff on matters affecting their health and safety
- To provide and maintain safe working equipment
- To ensure safe handling and use of substance
- To provide information, instruction and supervision for employees and contractors
- To ensure all staff are competent to do their tasks, and to give them adequate training

- To prevent accidents and cases of work-related ill health
- To maintain safe and health working condition
- To review and revise this policy as necessary at regular intervals.

To achieve this, we will employ all practicable means to ensure compliance with:

- The Principles of the Health and Safety at Work Act 1974
- The Management of the Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Licensing Act 2003
- The Purple Guide to Health, Safety & Welfare at Music & Other Events

For the purposes of this policy, the term “staff” will include employed staff, freelance staff, contractors and suppliers, and this shall apply in all working environments including home offices, the central office, onsite event locations and client bases.

3.2. Safety Planning & Management

LBC has developed this Event Safety Management Plan in consultation with the following stakeholders and contractors:

- LBC Licensing team
- LBC Noise and Pollution team
- Metropolitan Police (MPS)
- LBC Streetworks
- NHS Ambulance Service
- London Fire Brigade (LFB)
- LBC Health & Safety Advisor
- Number 8 Events

We have prepared this document in accordance with the appropriate codes of practice, which includes the following key safety elements:

- Organisation and Structure
- Crowd Management
- Control and Communications
- Fire Safety
- Medical aid and Medical Facilities
- Weather plan
- Environmental Health plan
- Alcohol Management plan
- Emergency Plan

- Safety Policy

The event is covered under £10 million Public Liability Insurance of London Borough of Camden

3.3. Pre event meetings

A sequence of meetings will be held prior to the event to plan the operations and programme.

Separate meetings with the following stakeholders took place in the planning for the event and will continue during planning stages

- Resident engagement
- Local stakeholders including Leisure Centre and other businesses
- Police
- Camden Licensing team
- Pre – Safety Advisory Group
- Camden Community Safety

3.4. Post event meeting

A hot debrief meeting will take place at the end of the event with key personnel and safety management staff. A formal debrief meeting will take place within the following ten days requesting feedback from stakeholders.

4. Key Personnel

4.1. London Borough of Camden

This event is produced by the Culture and Events team liaising closely with the Licensing, Health & Safety and Noise & Pollution teams.

4.2. Police

The Metropolitan Police Service (MPS) of Camden and Islington are engaged and will support the event with police resource from a community engagement strategy.

4.3. Ambulance Service and first aid Provider

The medical cover for the event is under administration of Number 8 Events.

4.4. Security

Number 8 Events have been contracted to supply security staff for the event.

4.5. Stewards

There will be a team of stewards from the Leisure Centre, Camden Culture team (Events & Arts). They are all employees of London Borough of Camden.

4.6. Community Stakeholders

The Friends of Talacre Gardens Group are engaged with the event organisers.

4.7. Event planning & Management Personnel

Name	Title	Role
Zerritha Brown	LBC Head of Culture	Event Producer
Ashleigh Trezise	Creative Producer	Creative Producer
Nicky Ezer	LBC Events Service Manager	Event Manager
Siobhan Livingston	LBC Events Officer	Trading & Stalls Manager
Nick Barclay	LBC Events Officer	Events Support

5. Responsibilities of Key Personnel

5.1. Event Manager and Event Producers

The role of the Event Manager and Event Producers is to manage the safe delivery of the event, ensuring the safety of all attendees and staff on site. The Event / Production Manager has the status and authority to take full responsibility for all matters related to the management of the event.

Among the responsibilities of the Event Manager / Production Manager are the following:

- Having overall responsibility for the safety of the event
- Participation in consultation or information meetings with any or all of the statutory bodies
- Assess the number of security and stewards required to manage the event, and ensuring that familiarisation of the event for stewards is provided as appropriate
- Ensuring that the event is staffed by a sufficient number of competent staff
- Ensuring that effective command, communication, and co-ordination systems are in place
- Ensuring that adequate measures are in place for the safety of persons attending
- Ensuring that the briefing is made available to staff, other workers

- Ensuring adequate emergency response measures are taken if necessary
- Initiation of the Emergency Plan procedure if appropriate
- Conducting regular reviews of the conduct of the event to ensure all agreed procedures are being implemented
- Being competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics

5.2. Event Management / Production Team

It is the responsibility of the event management team to run the event programme. They will be looking after the stage and other performance and activity areas. They will ensure that all traders and participants will be ready and on time for the event and are responsible for ensuring they pack down at the end of the event.

6. Policies & Procedures

6.1.1. Conditions of Entry & Search Policy

- A. This event is free, unticketed and the park remains open to the public however access will be controlled by security in the interest of safety and security
- B. All persons and bags may be searched upon request of security as an adhoc arrangement
- C. Permission must be granted by a person to be searched
- D. If a person refuses to be search, then they forfeit entry to the event
- E. Search activity will be maintained for the duration of the event
- F. Security and stewards are monitoring the following conditions:
 - a. No excessive drinking/bringing more than personal use;
 - b. Illegal activity;
 - c. Breaching the terms and conditions of entry;
 - d. Failing to submit to a search upon entry to the site;
 - e. Offensive behaviour;
 - f. Throwing hard objects in the direction of people;
 - g. Encouraging others to behave badly by incitement;
 - h. Preventing our security or emergency services reacting to a situation;
 - i. Building or fuelling a fire / throwing gas canisters onto fires;
 - j. Committing a criminal offence but not arrested by MPS;
 - k. In possession of unlawful drugs, including legal highs;
 - l. Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods;

- m. Any other behaviour that leaves the organiser open to prosecution or is not conducive to maintaining a safe event.
- n. Public urination

6.1.2. Banned Substances Policy

1. LBC has zero tolerance towards the use of illegal and banned substances. If you are caught at the entrance gate or on site with any amount of narcotics, you will be asked to surrender all items or risk eviction from site.
2. The MPS will be contacted in all eviction cases.
3. Any confiscated items will be destroyed or handed to MPS if associated with criminal intentions.
4. Items include, but are not restricted to:
 - Nitrous oxide
 - Spray cans
 - Knives
 - Fireworks
 - Explosives
 - Smoke canisters
 - Air horns
 - Flares
 - Weapons
 - Laser devices
 - Sky lanterns
 - Sound systems
 - Glass

6.1.3. Eviction Policy

Any person who disrupts the event under any of the below sections will leave themselves liable for eviction from site. The decision as to the eviction will be at the discretion of the Event Control team.

Persons will be liable for eviction under the following circumstances:

1. Unacceptable, disruptive or anti-social behaviour**
2. Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the MPS

**Unacceptable behaviour that can lead to eviction includes (but is not limited to):

1. Illegal activity;
2. Breaching the terms and conditions of entry;

3. Failing to submit to a search upon entry to the site;
4. Offensive behaviour;
5. Throwing hard objects in the direction of people;
6. Encouraging others to behave badly by incitement;
7. Preventing our security or emergency services reacting to a situation;
8. Building or fuelling a fire / throwing gas canisters onto fires;
9. Committing a criminal offence but not arrested by MPS;
10. In possession of unlawful drugs, including legal highs;
11. Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods;
12. Any other behaviour that leaves the organiser open to prosecution or is not conducive to maintaining a safe event.
13. Public urination

6.1.4. Lost Child Policy

Please refer to Section 13 Safeguarding.

7. Command, Coordinate, Communicate (C3)

The command, coordinate and communication structure is shown below. The Event Manager (EC) has overall safety responsibility for the event and deputises to the Head of Security or Event Manager as necessary. The Head of Security instructs security officers and the Event Manager instructs the event management team.

All key safety and management personnel will communicate with each other via two-way radios using agreed wording and adopting the phonetic alphabet to ensure clear messaging. Appendix X Radio Fleet Map is provided by XX and will detail out the radio fleet map.

7.1. Event Day Briefings

On the day of the event, the Production Manager will brief the security team and stewards to include, but not limited to, the following information:

- Overview of the event
- Arrival and departure routes
- Security dot plan and roles
- Security and Brand Ambassadors Responsibilities
- All policies
- All emergency procedures and threat mitigations

- Escalation procedure

In addition, any performing artists need to be briefed on:

- Show Stop procedures
- Decision makers
- Emergency communications

8. Stewarding & Security Plan

[SECURITY COMPANY TO CONFIRM THEIR RISK ASSESSMENT – BELOW INFO USED AS EXAMPLE]

The risk assessment shows that this event is low risk in relation to the audience profile. The number of security and stewards on site for the event will be at a ratio of 1:50 to an audience of 1500 pax.

8.1. Duties of Security

Number 8 Events are supplying 21 operatives for the event. The primary role of security staff on site is the protection of life and assets and are there for the safety of all attendees and staff.

All security staff will:

- Be in possession of a valid SIA Licence
- Display SIA badge at all times
- Wear a hi-viz vest
- Be provided with a working radio
- Wear black shirt, suit and shoes

Among the responsibilities of Security are the following:

- To provide a visible security presence in order to provide a safe environment for all persons attending and to secure the venue from unauthorised entrance;
- To greet attendees in a courteous and polite manner.
- Team Leader is to monitor security requirements and liaise with the Event Manager for further tasks
- Monitor the event to ensure health and safety regulations are adhered to
- To be friendly and approachable and assist attendees as best they can
- To monitor crowd flows and movements
- To follow instructions of the Event Manager or Deputy Event Manager
- To assist in evacuation procedures of the site in case of emergency
- Know the location of and be able to operate effectively the fire-fighting equipment on site

- Know the location of the first aid room and any first aid equipment kept elsewhere
- Control unruly behaviour and investigate immediately any disturbances
- Manage road closure and vehicle access to site if positioned at closure point
- Patrol the site to mitigate the opportunity for theft
- Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Event Manager

8.2. Duties of Stewards

The primary role of stewards on site are for the safety of all attendees and staff at the event.

Among the responsibilities of the Stewards are the following:

- Assist and monitor members of the public
- Carry out safety checks of the event
- Monitor the crowd throughout the ground for signs of distress or overcrowding and take action in accordance with standing instructions.
- Identify and investigate any incident or occurrence among attendees, reporting their findings to management.
- Know the location of the first aid room and any first aid equipment kept elsewhere.
- Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
- Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Event Manager
- Comply promptly with any instruction given in an emergency by the Event Manager or a police officer.
- Remain at their allocated posts as instructed unless authorised or ordered to do otherwise by the Event Manager or a police officer.
- Report to the Event Manager any damage or defect which is likely to pose a threat to attendee safety
- Assist as required in the evacuation of the site
- Knowing the layout of the site and being able to assist the public by giving information about the available facilities, remembering those with special needs;
- Ensuring that combustible litter does not accumulate;
- Knowing and understanding the arrangements for evacuating the site, including coded messages and undertaking specific duties in an emergency;
- Controlling vehicle parking and marshalling traffic.

8.3. Security & Steward Allocations

The steward deployment and dot plan is marked out below.

Figure 2 Security & Steward Positions

[INSERT SECURITY DOT PLAN]

To be supplied

Table 1 Steward & Security Position Roles

No.	Position	Position and responsibilities	Time
1			08:00 – 20:00
2			08:00 – 20:00
3			08:00 – 20:00
4			08:00 – 20:00
5			08:00 – 20:00
6			08:00 – 20:00
7			08:00 – 20:00
8			08:00 – 20:00
9			08:00 – 20:00
10 – 15			08:00 – 20:00

8.4. Steward Pre-Event Briefing

A briefing for all stewards and security will take place an hour before the event begins at 11am. See Appendix M - Event Briefing for the event day brief.

[EVENT MANAGER TO WRITE SECURITY BRIEF WITH SECURITY TEAM AND ADD AS APPENDIX]

9. Crowd Safety Management

9.1. Routes

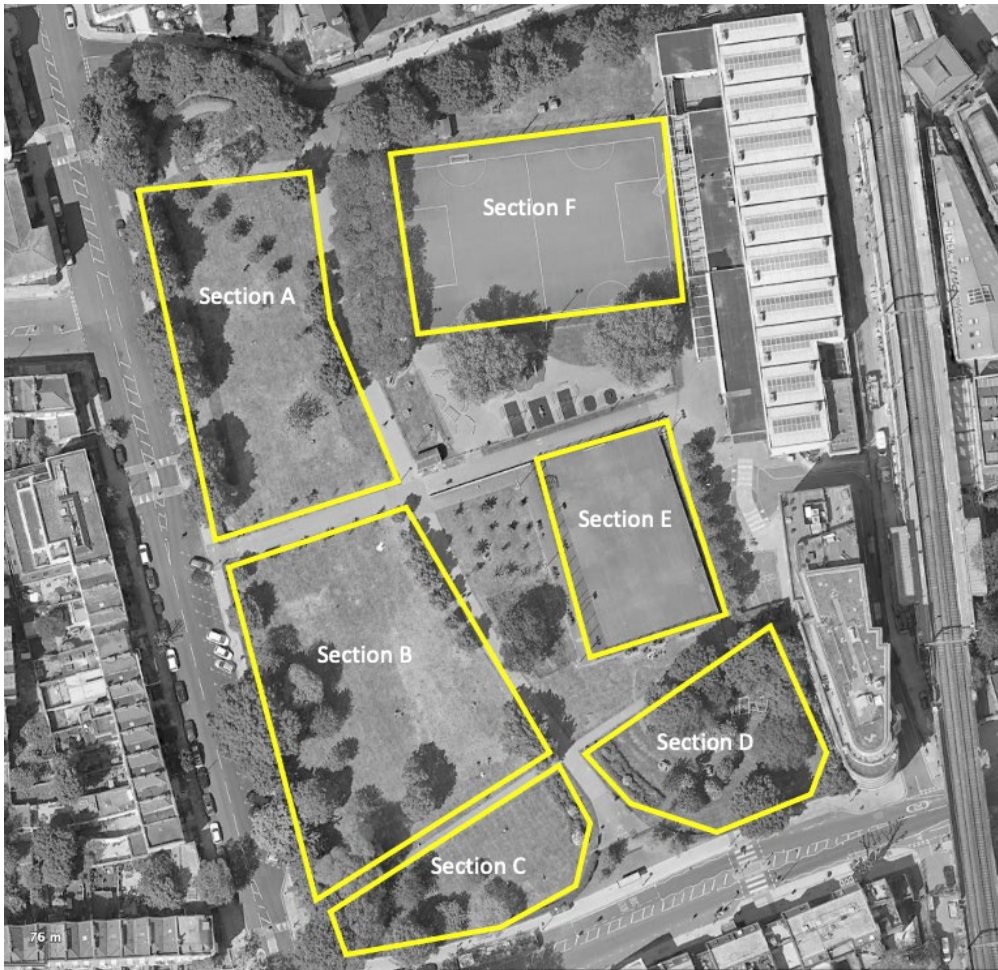
This event is designed for and will be marketed to the local community, therefore the routes most attendees will take are the footpaths on the outskirts of the park from the local residential area. There are four London Underground and National Rail stations nearby. They are:

- Kentish Town West
- Chalk Farm
- Kentish Town
- Camden Road

Camden Road is on the same line as Kentish Town West so people most likely will alight at Kentish Town West if attending this event from outside the local community.

9.2. Area

Figure 3 Sections of Talacre Gardens



Section	Activity	Area (sqm)	Area (less 20%)	Capacity (1ppm ²)
Section A	Main Stage	1886	1508.8	1509
Section B	Traders and Carnival and Pan workshop	2634	2107.2	2107
Section C		743	594.4	594
Section D	Playground	NA as it is in use as playground		
Section E	MUGA – info market place and vinyl DJ workshop and trading	Exit capacity based on one exit in use = 490 pax		
Section F	Sports zonw	NA as will be in use as sportsground		

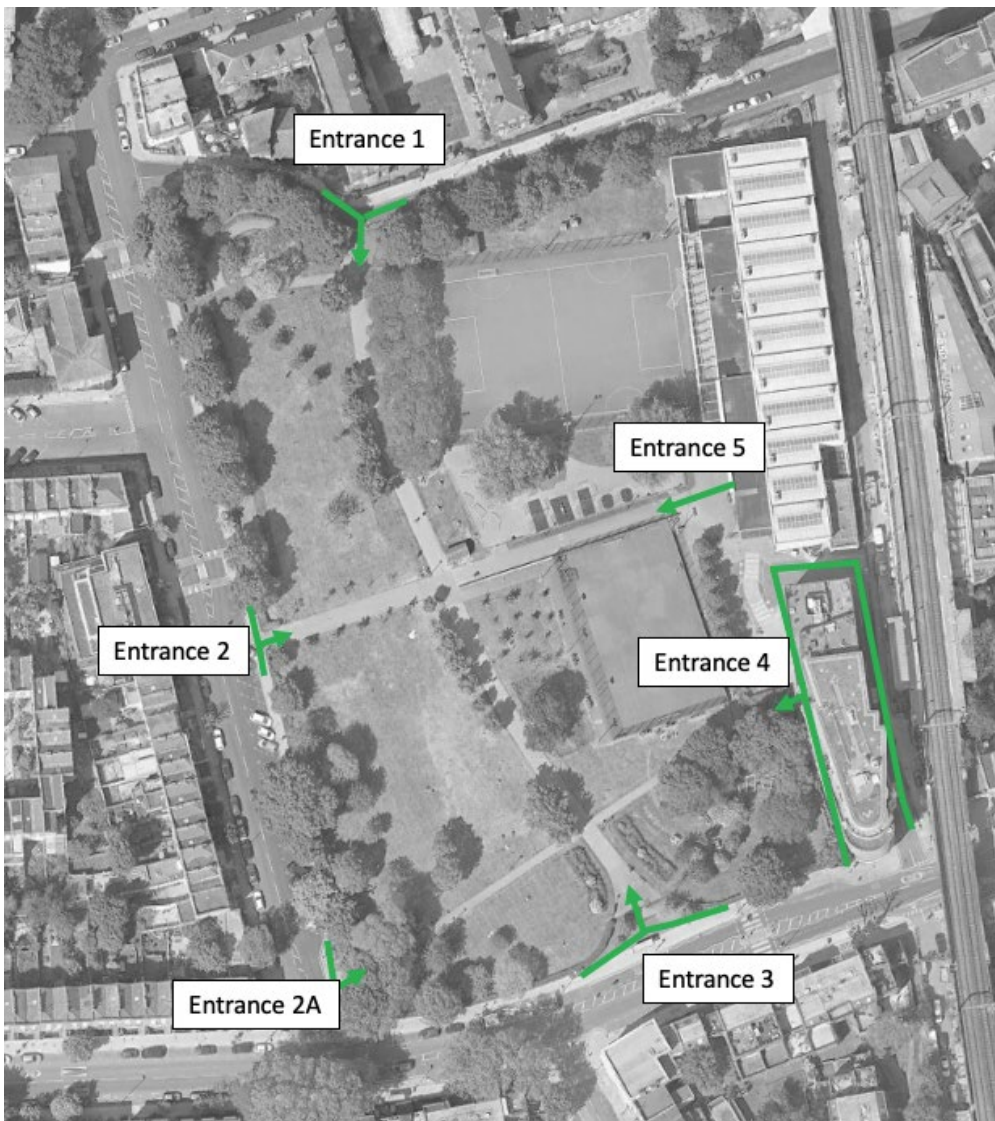
Based on the table above, there is ample capacity to hold between 1,500 and 2,000 attendees. The density is set at 1 person per square metre as this is a family event and due to the nature of the interactive activities, the attendees will take up more space for their personal experience. It is assumed that at the main stage, attendees will sit on the grass in family groups.

9.3. Movement - Ingress

There is good access to the site due to the nature and location of the event. The main transport hub is Kentish Town West Overground Station. The site is within less than a minute walking distance from main transport hubs and roads. Due to the nature of the audience being from the local area, many will walk from their homes and many others are local to the area.

As noted in the image below demarking the entrance gates, it may be an option to discount Entrance 2A and 5 as they are smaller, obscured gates and are close to activities and children's play areas. A suggested action here may be to staff the gates with security but prevent access or egress unless in the event of an emergency. This will help to control crowd numbers inside the park.

Figure 4 Entrance Gates



9.3.1. Design - Ingress

The site is based within an existing park with permanent fencing, allowing for natural ingress to occur through the existing entrances to the park. There are trees, benches, bins, multi-use games area, sports courts and a children's play area.

Hazard/Item	Risk/Observation	Action
Number of entrances/exits to site	Reduce number of entrances/exits in order to manage the crowd and improve security measures	2 x Security on each entrance/exit
Event is publicly accessible	Improve safety and monitor crowd numbers through controlling all entrances and exits	2 x Security on each entrance/exit

Trees	In full foliage during the summer, offering protection and little windfall unless there is deadwood within the trees.	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone.
Benches	Existing benches will provide additional seating for attendees and background demand.	
Bins	Bins will be used by people during the event and could overflow if not managed. In addition, non-transparent bins are a security risk as could be used to hide a dangerous item for example.	A waste management plan to ensure bins are cleaned during the day or removed and replaced by transparent bags

9.3.2. Information - Ingress

Hazard/Item	Risk/Observation	Action
Physical signage	Install signage on entrance gates and to show how to get to entrance gates from Kentish Town West Overground for anyone who doesn't know the space	Signage on ingress to show <ul style="list-style-type: none"> • Access gates • Conditions of entry
Advertising	Advertising posters to show entrance gates if there are restrictions placed on entrances to allow for the crowd to plan their journey and have a positive experience on arrival.	Any posters/maps printed to show entrance gates to be used.

9.3.3. Management - Ingress

Hazard/Item	Risk/Observation	Action
Security	Although this is a free event and publicly accessible, if the entrances to the site are uncontrolled, it increases risk to safety and security of everyone on site, including the	Security dot plan to be produced to denote roles and responsibilities to ensure safety of the crowd through the controlling of entrances to manage crowd numbers and

	inability to manage crowd dynamics.	be in a position to check bags for any security risks.
Stewarding	Stewards can help support the work of security by assisting the crowd, answering questions, guiding and wayfinding, allowing security to focus on safety risks	A stewarding dot plan with roles and responsibilities to be drawn up.

Figure 5 Entrance Gates

9.4. Movement – Circulation

This event is free to access at any stage of the day and as such there is no set ingress or egress apart from the start and the end of the event. Due to the nature of activities, crowds will rotate from activities area to the bar and food stalls and to the main stage, which higher activity around the food stalls and bar around 1pm – 3pm.

The below heat map demonstrates expected crowd densities and where density will be increased due to the location of food stalls, bar, activities and music.

It will be important for the security and stewarding team to ensure that the footpaths are kept clear to allow people to walk through the space and allow for background demand to pass through the park.

9.4.1. Design - Circulation

Hazard/Item	Risk/Observation	Action
Trees	In full foliage during the summer, offering protection and little windfall unless there is deadwood within the trees.	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone.
Benches / chairs and tables	Existing benches will provide additional seating for attendees and background demand.	
Sports Grounds	This space will be utilised as part of the event and as such needs to be managed to ensure regulation of space and controlling capacity	Event Stewards or Security to be present at access points to manage access. Events within the space to be managed by appropriate staff.
Children's Playground	This space will be used by families and children and as such needs to be kept clear of other obstructions,	Event Manager to ensure this space is kept clear.

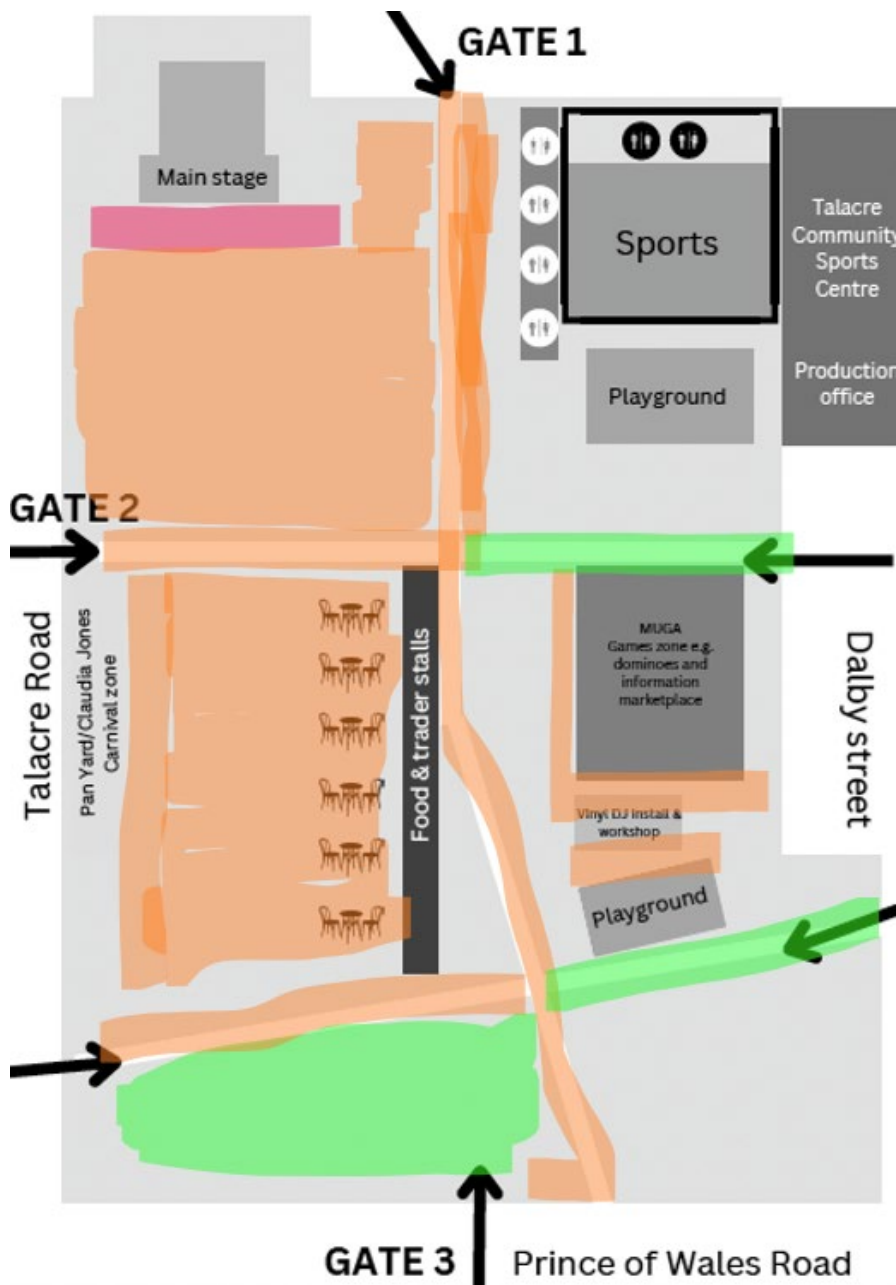
	infrastructure and anything that can obscure line of sight.	
Bins	Bins will be used by people during the event and could overflow if not managed. In addition, non-transparent bins are a security risk as could be used to hide a dangerous item for example.	A waste management plan to ensure bins are cleaned during the day or removed and replaced by transparent bags

9.4.2. Information - Circulation

Hazard/Item	Risk/Observation	Action
Physical signage	Signage to show: <ul style="list-style-type: none"> • Exits • Water • Welfare/First Aid 	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone.
PA System	PA system can be used to communicate with the crowd – however the artist needs to be briefed on Show Stop procedures and if any notices need to be given to the crowd.	Artist briefing to be prepared.
Loud Hailers	Ensure that in case of power loss, the crowd can be communicated to. Placing loud hailers in strategic locations including entrance/exit gates and stages can provide a back up plan in case instructions need to be given to the crowd.	Ensure there is a sufficient amount of loud hailers in locations accessible by stewards/security who may use them

9.4.3. Management - Circulation

Figure 6 Circulation Heat Map



9.5. Movement – Egress

As previously mentioned, the nature of this event means there will be constant ingress, circulation and egress. The main egress will be at the end of the event when it closes at 18:00.

9.5.1. Design – Egress

Hazard/Item	Risk/Observation	Action
-------------	------------------	--------

Exit gates	Ensure that exit gates are in clear view and not obstructed by anything that can impede emergency egress.	Event Management team to ensure all infrastructure is built away from access to gates. Waste Management team to ensure exit routes are clear of combustible items/rubbish etc.
Footpaths	Same as above – need to be kept clear to allow pedestrian access through the park at all times.	

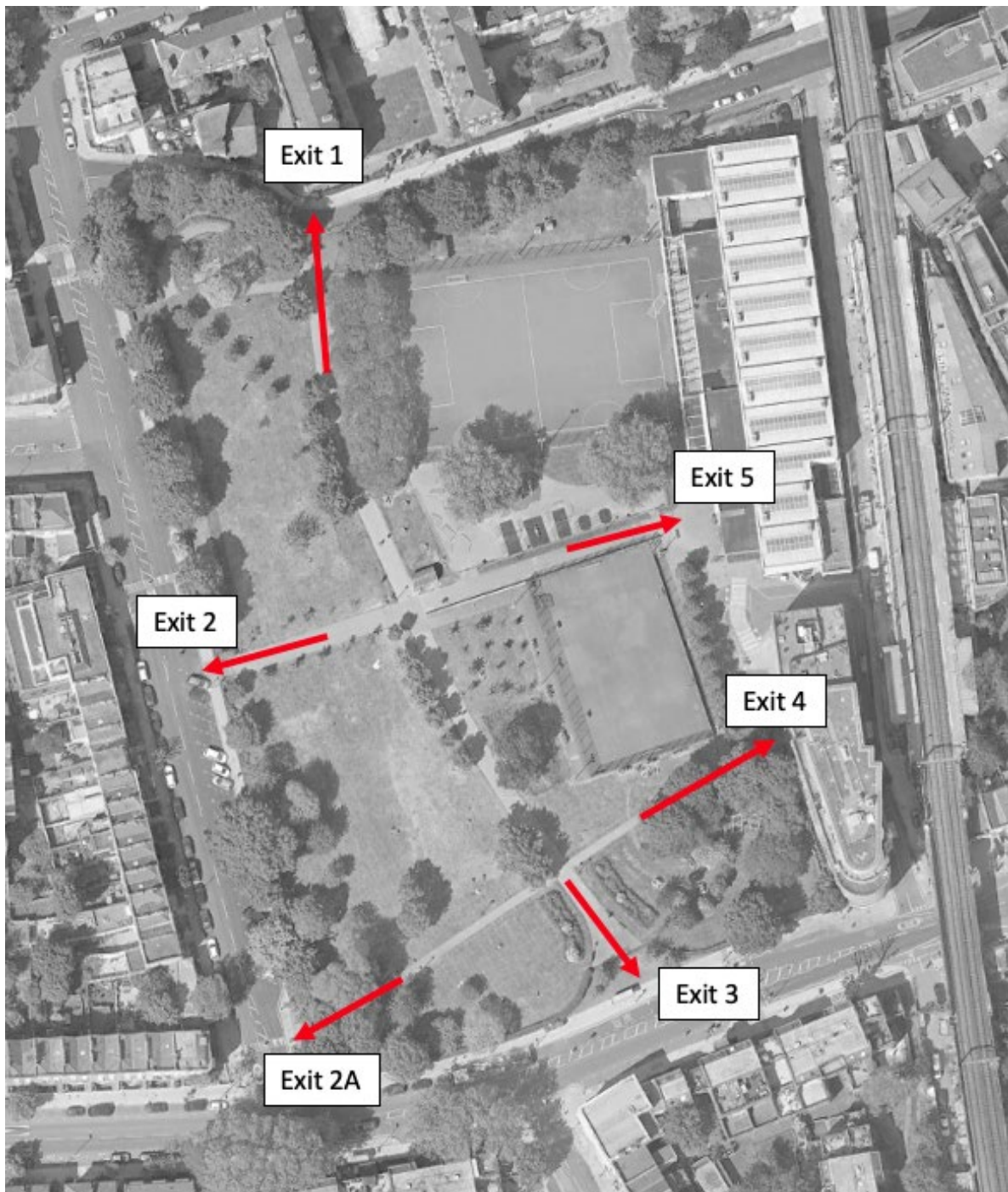
9.5.2. Information – Egress

Hazard/Item	Risk/Observation	Action
PA System	Same as “Information-Circulation”	
Loud Hailers	Same as “Information-Circulation”	

9.5.3. Management – Egress

Hazard/Item	Risk/Observation	Action
Security	Security to be placed at activity locations, sports areas and exit gates to support with normal and emergency egress	Ensure that security dot plan has security placed at any enclosures in order to instruct the crowd to leave on egress or emergency egress.
Stewarding	Stewards to assist with the crowd finding the exit gates on egress for both normal and emergency egress	Ensure there is a stewarding dot plan for egress in normal and emergency procedures so stewards are placed in locations to be able to guide the crowd to exit gates.

Figure 7 Exit Gates



9.6. Crowd Profile

The crowd profile of this event are families and members of the local community. The demographics will vary in age range from young children to elderly residents and family members. Due to the nature of the activities on offer, targeted at families and children, will attract an audience profile of this nature. Family crowds are usually cooperative, follow instructions by authorities and do not have a leader from the perspective of social identity norms. There are no predicted in-groups or out-groups

attending this event, reducing the risk of negative interaction between the crowd. It is assumed that as this event is for the local community, that many of the crowd will know one another.

9.7. Communications

Public announcements will be made via the PA system on the stage. This system will be used to communicate any safety messages and emergency messages. In the event of power outage, the event team will have loud hailers in order to communicate any emergency or important messages to the crowd.

9.8. Signage and Wayfinding

[INSERT SIGNAGE AND WAYFINDING DOT PLAN]

9.9. Accessibility

9.9.1. Access to Site

There is step free access to the entire site.

9.9.2. Parking

There is no parking for attendees on site, however there is ample public transport available which has step free access. Kentish Town West is not step free but Camden Road Overground and Gospel Oak Overground have step free access.

9.9.3. Assistance

The safety management team, security and stewards are on hand to assist those with disabilities. Staff will be clearly visible in Camden Council hi-viz vests.

10. Traffic Management Plan

10.1. Road Closure

There are no road closures planned for this event.

10.2. On Street Traffic Management

There is no on street traffic management planned for this event.

10.3. On Site Traffic Management

There is no vehicle access to site during the event. Vehicle access to site is allowed during build and derig and vehicles will be escorted by security or stewards and keep to 5mph.

10.4. Parking arrangements for crew/staff

There will be parking pay suspensions for suppliers and contractors for build and derig. Event day staff will be encouraged to utilise public transport.

10.5. Emergency service access/egress routes

Emergency vehicles can access the site via **Entrance 1, 2 and 3.**

11. Medical Provision

11.1. Level of Provision

The assessment for medical provision, as recommended by The Event Safety Guide is as follows:

Table 2 Event Nature

Item	Details	Score
Nature of event	Community Festival	3
Venue	Outdoor (confined - park)	2
Standing/Seated	Mix	2
Audience profile	Full mix, in family groups	2
	Total	10

Table 3 Event Intelligence

Item	Details	Score
Past history	First event, no data	3
Expected numbers	< 3000	2
	Total	5

Table 4 Additional Considerations

Item	Details	Score
Time of year	Summer	2
Proximity to definitive care	Less than 30 min by road (10 min)	0

Profile of definitive care	Large A&E department (Royal Free Hospital, 1.2 miles away by car)	2
Additional hazards	Street theatre	1
	Total	5

With a total score of 20, the Event Safety Guide recommends up to 4 x First Aiders with no additional staff, ambulance or support unit. Upon consultation of the event with **Number 8 Events** their recommendation for this size of an event was to have **? x First Responder**. This cover along with the qualifications and experience of the event safety management team, will suffice for the size and nature of this event.

11.2. Operational Plan

Event medical cover will be in line with the times of the event, from 12.00 – 19.00.

11.2.1. Ambulance Service

Due to the nature of the event, there will be no ambulance service on site. We have notified The London Ambulance Service of the event.

11.2.2. First Aid Provider

First Aid provision tbc up to 4 persons

11.2.3. First Aid Room

First Aid room available within Leisure Centre adjacent to the site, as well as on site under a Gazebo/Tent clearly signed and alongside information point

11.2.4. First Aid Points

The First Aid meeting point is at the medical tent / information tent

12. Event Activities

12.1. Main Stage

The Main Stage will feature a programme of ska to reggae to dance hall and hosting some of the Camden music pioneers and their descendants both as live band acts and DJ's

12.1.1. Main Stage Line Up

The main stage line-up includes:

- CAROL THOMPSON – Singer with backing tracks
- DAVE BARKER - Singer with backing tracks
- MATT WHITE – DJ

- JAZZIE B – DJ
- CLEVELAND WATKISS - Live band
- LONDON REGGAE CHOIR
- tbc

12.2. Trading Stalls

[LIST THE TRADING STALLS HERE AND ENSURE THEIR RAMS HAVE BEEN SUPPLIED AND REVIEWED AND ACCEPTED]

12.3. Claudia Jones Zone

Carnival Mas Camp, Genesis will supply Steel Pan workshops, Installation of Carnival costume and costume design workshop

12.4. Legacy of Music Zone

Exhibition of Vinyl records and Sound System speaker boxes, with opportunity to learn how to play Vinyl on a record deck and mix sound.

12.5. Steel Pan

Part of the Claudia Jones zone, and Carnival workshop zone

12.6. Family Sports/Games

Sports activities on the Astro turf tbc

12.7. Food Stalls

To be confirmed : [LIST THE NAMES AND OPERATORS OF THE FOOD STALLS, THEIR HYGIENE DOCUMENTS AND RAMS, WHAT FOOD ARE THEY SERVING, THEIR OPERATING TIMES, DO THEY HAVE ANY SOURCES OF HEAT OR FLAMES, USING GAS ETC. DETAIL HOW THEY ARE DEALING WITH WASTE MANAGEMENT]

12.8. Main Bar

The main bar supplier is Camden Town Brewery and this will be a small trading stand also selling soft drinks. The bar will have a dedicated bar manager and team who will be conversant with the requirements and responsibilities for the sale of alcohol and shall be given written designation of their responsibilities.

Non-intoxicating beverages including free drinking water will be available to all attendees throughout the permitted hours of sale.

12.8.1. Bar Operator/DPS

Camden Town Brewery are the Designated Premises Supervisor (DPS) for this event.

12.8.2. Underage drinking

If a person is found to be drinking without being able to prove they are of age, the following procedure outlines the protocol:

1. Security will ask for contact details of responsible adult
2. Security will caution the parent and child
3. If the child is found again to be drinking alcohol, both the child and parent will be evicted and the crime is reported to APS
4. If security cannot locate the responsible parent, the child will be brought to the medical tent and the DLP will be notified.

13. Health & Welfare

13.1. Waste management

Camden Council's contractor Veolia will conduct a site clean on the morning of the event. They will also provide bins for the duration of the event and clean up once the event is over.

13.2. Toilets

Toilets to be provided and positioned adjacent to Sports Pitch at top end of Park.

Accessibility toilets x 2, and 6 other single units. Access to Leisure Centre facilities also available

13.3. Welfare Points

[INSERT DETAILS ON WELFARE POINTS INCLUDING SHELTER, LOST PROPERTY AND IF POLICE WILL BE STATIONED THERE]

13.4. Safeguarding

13.4.1. Lost Child/Vulnerable Person Procedure:

- A. The lost child/vulnerable person point will be located at **medical tent**
- B. This will be staffed throughout the whole event and identified by Camden Council hi-viz vests
- C. An announcement will be made at the start of the event with details as to location of the lost child/vulnerable person point.
- D. All staff and volunteers will be briefed about this policy.

13.4.2. For parents/guardian:

- E. Any parents/guardians who cannot find their child or vulnerable person will be reassured and taken to the lost child/vulnerable person point to give information about the lost child/vulnerable person such as name, age, sex, hair colour, clothing, ethnic origin etc.

- F. Staff will be briefed on the description of the child/vulnerable person and will search the area.
- G. When the child/vulnerable person is found, they will be reunited with their parent/guardian (see details below).
- H. If they are not found within 30 minutes, the police will be informed.

13.4.3. For children/vulnerable persons:

- A. If a child/ vulnerable person appears lost, they will be asked if they know where their parent/guardian is and will be gently asked for as much information about their guardian as possible such as name, age, sex, hair colour, clothing, ethnic origin etc.
- B. If they do not know where their parent/guardian is, they will be led to the lost child/vulnerable person point and encouraged to stay while an announcement will be made on the PA system (this will not mention the name of the child/vulnerable person).
- C. Staff will be informed of the description of the parent/guardian and will search the area.
- D. If the parent/guardian is not found within 30 minutes, the police will be informed.

13.4.4. Reuniting children/vulnerable persons with parent/guardian:

- A. If a child/ vulnerable person seems reluctant to be reunited with their parent/guardian, the parent/guardian should be asked to provide I.D. to confirm their identity.
- B. If there remains any doubt about the identity of the parent/guardian advice should be sought from the police

13.5. Noise management

Amplified noise will be consistently monitored by the sound technician and Event Manager throughout the event to ensure compliance with Environmental Health recommendations and for the safety and enjoyment of all attendees.

13.6. Water monitoring

There will be free potable water available from the Camden Town Brewery stand and other stall holders

14. Temporary Structures

14.1. Structure / Installations

The following temporary structures and installations will be in place for the event.

Structure	Provider	Documents Submitted
Main Stage	TBC	PLI Risk Assessment Method Statement
4 x 3mx3m Gazebo	Camden Council	Risk Assessment
3mx4m Gazebo	Camden Council	Risk Assessment
4mx6m Gazebo	Camden Council	Risk Assessment
[PLEASE PROVIDE ANY OTHER STRUCTURES]		

14.2. Details of inspections and certifications

All documentation relating to temporary structures and installations are stored in Appendix S - Supplier Health & Safety Documents

15. Fire Safety

The event risk assessment has been produced in consultation with the Regulatory Reform (Fire Safety) Order 2005. Identifying fire hazards includes identifying a source of ignition, fuel and oxygen. To reduce the risk of fire at this event, it is important to identify the three requirements for a fire to start:

- Source of ignition
- Fuel
- Oxygen

All staff need to remain vigilant for any of these elements identified during the event and alerting the Event Manager. For example, it is important to remove waste if bins are full and remove any combustible items and process them accordingly.

15.1. Trained Staff

All Gallowglass security staff are trained in the use of using fire extinguishers.

15.2. Fire Equipment

THIS INFORMATION to be confirmed – EQUIPMENT TO BE BASED BY INFRASTRUCTURE, EQUIPMENT AND FOOD/DRINK STALLS] On consultation with the council's Fire Safety Advisor, we will have the following equipment on site:

- 2 x CO2 fire extinguishers

- 2 x Foam fire extinguishers
- 2 x Water

15.3. Litter & Waste Disposal

Veolia will conduct a full site clean prior to the event and after the event. Security and stewards will monitor the event for accumulation of combustible materials.

15.4. Stage

The PA provider will produce risk assessments for all electrical equipment and structures

16. Extreme Weather

Over the last few years, extreme weather has been increasingly damaging to events, from flash floods/rain to high winds and extreme heat.

It is therefore important to ensure an adequate weather report is prepared for the event and the Met Office are consulted if necessary.

16.1. Wet Weather

In the event of extreme wet weather, the event may need to be called off using the Show Stop procedure if the event is taking place.

16.2. Hot weather

The event management team need to decide what temperature level becomes the limit that impacts the safety of the event and attendees.

Phase	Considerations
Before the event	Welfare considerations for staff during the build of the event. Staff need longer breaks and short shift times. Ensure there is sun protection where possible and sunscreen and access to fresh drinking water at all times.
During the event	Ensure there is access to shelter from the sun for the audience, that activities can take place inside tents that have enough cover so they don't get hot inside. Ensure there is clear signage to access fresh drinking water.

	Watch out for grassy areas that may become dry and anyone who is smoking or sighting open flames. Place sand buckets near bin areas for people to put out cigarettes.
After the event	Welfare considerations for staff during the derig of the event. Staff need longer breaks and short shift times. Ensure there is sun protection where possible and sunscreen and access to fresh drinking water at all times.

16.2.1. Guidelines for staff

The below guidelines are taken from The Purple Guide for Health, Safety and Welfare for Outdoor Events.

- Staying inside/under cover during the hottest time of the day - late morning to mid-afternoon. If being outside cannot be helped, use sunscreen of factor 50, wear a hat and stay in the shade if possible.
- When inside, try to keep cool. If using marquees, try to mitigate the greenhouse effect of areas that catch the sun.
- Limit strenuous activities where possible.
- When travelling always carry a bottle of water and drink lots of fluid. Drink lots of water but limit drinks with caffeine and avoid alcohol as it can make dehydration worse.
- Choose the right clothes. It may sound obvious, but light-coloured, loose cotton clothing can help you stay cool in the heat. Dark colours absorb the light and can make you feel even warmer.
- Think about your feet. Allowing your feet to breathe is important when the weather is hot so wearing appropriate footwear for the specific task at hand is essential.
- Cool off with cold water. Take nice cool baths or showers. Try splashing your face with cold water or placing a cool damp cloth on the back of your neck.
- Eat normally but try to have more cold foods. Salads and fruits are particularly good as they contain a lot of water.
- Check for weather forecasts and temperature warnings Drinking plenty of water;
- Being aware of the signs of heat stress, typically extreme thirst, fainting, exhaustion, loss of concentration and heat stroke;
- Regularly checking skin for signs of damage, such as unusual moles.

16.3. Wind

The guidelines for wind

17. Deviant Behaviour

Since the reopening of the events industry post pandemic, there have been increased reports of deviant behaviour of attendees at events. Deviant behaviour includes any behaviour that is misaligned with accepted social norms, including but not limited to; rudeness to staff, not taking instruction from security, disrespecting staff and other people, damaging event infrastructure, attempting to or breaking into an event without a ticket, refusing to leave when instructed to by security.

It is important to identify this behaviour immediately when attendees arrive at the event. In order to reduce the likelihood of them causing damage to the event, injunctive norms (the behaviour we want them to do) must be set from the outset. In order to achieve this, security or a member of the event management team can speak to the individuals/group and inform them that those with good behaviour will be admitted and offer them a chance not to ruin their own experience of the event.

Written communication can be posted by the queues on ingress stating the following as an example:

“We want everyone to enjoy this event, please remember to be kind to each other and us. We retain the right to refuse entry to the event”

18. Counter Terrorism

The current UK Threat Level is SUBSTANTIAL which means an attack is likely.

There are a number of types of attack, which may not all be applicable to this event including;

- Vehicle-Based Attack
- Person-Based Attacks
- Public Order (protest)
- Improvised Explosive Device (IED)
- Chemical, Biological, Radiological (CBR)
- Fire as a Weapon (FAW)
- Distance Attack (sniper, RPG, grenade)
- Technical (cyber attack)

Security are present at both access points to the site to deter the possibility of an attack.

The nature of the space as an enclosed compound away from main roads naturally reduces the risk of a vehicle borne attack.

Should an attack occur, the attacker would most likely be on foot.

Security are to be briefed to on counter measures, following the Deter/Detect Principle as detailed below:

Deter involves discouraging adversaries from conducting an attack by making each element appear too physically or technically difficult to achieve. An example of this could be highly visible security patrols around the outside of the event.

Detect involves being alert to potential attack behaviours at every stage, from planning and reconnaissance to deployment. Encouraging staff to be aware of hostile reconnaissance behaviour is an example of detection methods.

Delay involves implementing measures that increase the time it takes for attackers to get to the location of vulnerability once the attack starts. This could be ensuring that the right type of perimeter fencing is used to ensure it is harder to penetrate.

Mitigate involves the use of measures to minimise the impact of an attack. The use of a hostile vehicle mitigation system to prevent vehicular access and provide appropriate stand-off is an example of this.

Respond involves ensuring that measures are in place to respond to an incident. This is crucial in ensuring that harm is kept to a minimum. Appropriate training of response staff and a credible response plan are key to ensuring that any incident is dealt with professionally.

19. Communications Plan

19.1. Marketing

The event will be marketed locally.

What	Where	When
Posters		< 4 weeks
Social Media	Love Camden Instagram	< 6 weeks
Email / Newsletter	[INSERT ANY NEWSLETTERS OR EMAIL CAMPAIGNS USED]	[INSERT HOW MANY DAYS/WEEKS BEFORE EVENT]
Local Newspaper	[INSERT ANY NEWSLETTERS OR EMAIL CAMPAIGNS USED]	[INSERT HOW MANY DAYS/WEEKS BEFORE EVENT]

20. Event Control Room & Communication Facilities

20.1. Event Control Room

Event Control Room is situated inside the Leisure Centre on First floor and overlooks the Park.

Access down to the site is directly out of the Event Control room as well as using front entrance to the building

20.2. Public Address/ Sound System

There is one PA system on the stage. Performances and speeches will take place here. In the event of an emergency, the Event Manager or Deputy Event Manager will use the PA system to communicate with attendees.

20.3. Telephone

All staff will have a mobile telephone charged and ready to use.

20.4. Radio Communications

Safety management staff and security will be equipped with radios.

21. Emergency Plan

21.1. Purpose of Emergency Plan

Procedures to deal with serious and imminent danger in the workplace including evacuation are a requirement of the Management of Health and Safety at Work Regulations 1999 (Management Regulations) (see chapter on Health and safety responsibilities). Creating and communicating an evacuation plan means ensuring as much as possible the health and safety of everyone attending or working at an event.

[Insert management structure figure]

[Who has the authority to show stop]

21.2. Definitions

21.2.1. Minor Incident

A minor incident is defined as a minor occurrence which can be dealt with in a routine manner through the implementation of standard operating procedures or function plans within each area of operation. This does not require the intervention of emergency services.

21.2.2. Major Incident

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- the initial treatment, rescue, and transport of a large number of casualties
- the involvement either directly or indirectly of large numbers of people
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for the large scale combined resources of two or more of the emergency services

- the mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

21.2.3. Transfer of Authority

In the unlikely event of a major incident being declared during the event it may be necessary for a transfer of authority to take place between the event lead and the Police (or other emergency senior officer, if deemed appropriate). Whilst this is not seen as routine, it is accepted to be an established practice that is made in exceptional circumstances only. Once a major incident is terminated or downgraded a second transfer of authority will take place effectively returning control of the festival to the event lead.

There are two levels of alerts:

- Code Amber – standby, be prepared to evacuate and await instructions
- Code Red – begin evacuation on command

21.3. Code Words

Code	Meaning
Code Foxtrot	Fire
Code Sierra	Suspicious Item
Code Papa	Suspicious Person
Code Charlie	Crowd Safety Issue

Emergency Stages	Meaning	PA Call
Code Yellow	Standby – Wait for instructions	“Would the YELLOW team leader come to main stage”
Code Green	Standdown – Issue resolved	“Would the GREEN team leader come to main stage”
Code Red	Begin emergency procedure	“Would the RED team leader come to the main stage”

21.4. Emergency Access & Egress

Emergency access is marked out in the blue light route on the map below. The exits are marked and labelled as:

- Talacre Road (Exit 3 & 2)
- Prince of Wales Road (Exit 1)

21.4.1. Escape routes

All escape routes from the site must be:

- Clearly visible
- Free from obstruction
- Free from tripping hazards

21.5. Threats

21.5.1. Deviant Behaviour

Since the reopening of the events industry post pandemic, there have been increased reports of deviant behaviour of attendees at events. Deviant behaviour includes any behaviour that is misaligned with accepted social norms, including but not limited to; rudeness to staff, not taking instruction from security, disrespecting staff and other people, damaging event infrastructure, attempting to or breaking into an event without a ticket, refusing to leave when instructed to by security.

It is important to identify this behaviour immediately when attendees arrive at the event. In order to reduce the likelihood of them causing damage to the event, injunctive norms (the behaviour we want them to do) must be set from the outset. In order to achieve this, security or a member of the event management team can speak to the individuals/group and inform them that those with good behaviour will be admitted and offer them a chance not to ruin their own experience of the event.

Written communication can be posted by the queues on ingress stating the following as an example:

“We want everyone to enjoy this event, please remember to be kind to each other and us. We retain the right to refuse entry to the event”

21.5.2. Attack

The current UK Threat Level is SUBSTANTIAL which means an attack is likely.

There are a number of types of attack, which may not all be applicable to this event including;

- Vehicle-Based Attack
- Person-Based Attacks
- Public Order (protest)
- Improvised Explosive Device (IED)
- Chemical, Biological, Radiological (CBR)
- Fire as a Weapon (FAW)
- Distance Attack (sniper, RPG, grenade)
- Technical (cyber attack)

Security are present at both access points to the site to deter the possibility of an attack.

The nature of the space as an enclosed compound away from main roads naturally reduces the risk of a vehicle borne attack.

Should an attack occur, the attacker would most likely would be foot.

Security are to be briefed to on counter measures, following the Deter/Detect Principle as detailed below:

- Deter involves discouraging adversaries from conducting an attack by making each element appear too physically or technically difficult to achieve. An example of this could be highly visible security patrols around the outside of the event.
- Detect involves being alert to potential attack behaviours at every stage, from planning and reconnaissance to deployment. Encouraging staff to be aware of hostile reconnaissance behaviour is an example of detection methods.
- Delay involves implementing measures that increase the time it takes for attackers to get to the location of vulnerability once the attack starts. This could be ensuring that the right type of perimeter fencing is used to ensure it is harder to penetrate.

Mitigate involves the use of measures to minimise the impact of an attack. The use of a hostile vehicle mitigation system to prevent vehicular access and provide appropriate stand-off is an example of this.

Respond involves ensuring that measures are in place to respond to an incident. This is crucial in ensuring that harm is kept to a minimum. Appropriate training of response staff and a credible response plan are key to ensuring that any incident is dealt with professionally.

21.5.3. Weather

Over the last few years, extreme weather has been increasingly damaging to events, from flash floods/rain to high winds and extreme heat. The weather forecast for the event is due to be:

- Temperature [XX]°C
- Wind [XX – XX] mph, gusts up to 25 mph south/south east
- Rain up to 9mm in the morning, clearing by midday

This forecast indicates that rain may not be an issue as the event begins at 2pm, allowing attendees to queue outside and utilise the food stalls without any rain protection.

The National Weather Service of Portland indicates the following for wind speed:

3-13 mph is a Gentle Breeze and the visual impact is wind blows up leaves from the ground and flags are extended out.

25mph gust (lasting <20 seconds) is a Strong Breeze and the visual impact is large branches in continuous motion, whistling head in overhead power lines, umbrellas used with difficulty.

21.5.4. Fire

To reduce the risk of fire at this event, it is important to identify the three requirements for a fire to start:

- Source of ignition
- Fuel
- Oxygen

All staff need to remain vigilant for any of these elements identified during the event and alerting the Event Controller. For example, it is important to remove waste if bins are full and remove any combustible items and process them accordingly.

21.6. Emergency Procedures

The emergency procedures detailed below are intended to complement any recommendations by the Health & Safety team.

21.6.1. Show Stop

If there is a requirement to stop the show at any stage, the following outlines the procedure:

- A. Event Manager (EM) decides a show stop is required and decides on what wording is appropriate to communicate to attendees.
- B. EM to confirm with Head of Security and Event Manager on initiation of Show Stop.
- C. EM or designated person liaises with Artist to stop their performance.
- D. Artist to speak over the PA system and inform attendees that the show has stopped and relay and repeat messaging agreed by EM.
- E. If there is no need to evacuate, messaging to confirm this and allow attendees to remain in the venue. This message to be relayed to the queue. Once issue is resolved, performance can resume.
- F. If there is a need to evacuate, follow Full Evacuation Procedure

21.6.2. Suspicious Items

In the event a suspicious item is discovered, follow the HOT principle.

- Is it HIDDEN?
 - Has the item been deliberately hidden or has an attempt been made to conceal it from view?
- Is it OBVIOUSLY TYPICAL?
 - Can wires, circuit boards etc be seen? Was the person placing it behaving suspiciously?

- Is it TYPICAL?
 - Of what you would expect to find at this location? e.g. a school bag on a school bus

In addition, consider the Four Cs:

- Clear the immediate area
- Cordon off the area as best you can (100 metre for a bag, 200 metre for a car)
- Communicate - call 999 and inform the Event Controller
- Control access to the area. Do not allow the public to go near the item.

21.6.3. Full Evacuation

In the event of a fire, technical failure, infrastructure failure or other reason why the venue becomes compromised and unsafe for people to remain, the following details the procedure for a full evacuation:

- A. Event Manager to decide in liaison with Head of Security and Creative Producer
- B. Call emergency services if appropriate for the emergency.
- C. Security and stewards to be prepared by a Code Yellow call
- D. Main Stage music to be stopped and Show Stop procedure to initiate
- E. Security and stewards begin evacuation by a Code Red call
- F. Security and stewards to calmly direct all attendees out of the nearest exit
- G. Security and stewards to be positioned at exits to prevent re-entry

21.6.4. Partial Evacuation

If there is no need to fully evacuate but that an area must be cordoned off, EC to agree messaging and liaise with DJ to relay this over the PA system.

- A. EM to agree messaging to confirm this and allow attendees to remain in the venue. This message to be relayed to the queue.
- B. Security and stewards to direct attendees away from cordoned area
- C. Security and Brand Ambassadors to remain calm and kind when liaising with attendees.

21.6.5. Invacuation/Dynamic Lockdown

If there is a need to bring everybody inside the Leisure Centre due to either a terrorist attack or extreme weather, the following procedure is to be followed:

- A. Event Manager decides a show stop is required and decides on what wording is appropriate to communicate to attendees.
- B. EM to confirm with Head of Security and Creative Producer on initiation of Show Stop
- C. EM to instruct security to call attendees back into the building

- D. EM to call police (if there is risk to life)
- E. Security and staff outside the venue to direct people into the building
- F. Security on door positions to keep doors open until everyone inside then lockdown doors
- G. Venue to remain on lockdown until instructed as safe to open doors on command of police and appropriate emergency services

22. Appendices

- A. Appendix - Site Map**
- B. Appendix - Event Risk Assessment**
- C. Appendix - Staff Risk Assessment**
- D. Appendix – Premises Licence**
- E. Appendix – Steward Deployment Plan**
- F. Appendix – Resident Letter**
- G. Appendix – Stalls Fire Risk Assessment**
- H. Appendix - Event Run Sheet**
- I. Appendix - Programme**
- J. Appendix – Contact Sheet**
- K. Appendix – Steward Signing On Sheet**
- L. Appendix – Event Briefing**
- M. Appendix – Event Checklist**
- N. Appendix – Event Log**
- O. Appendix – Post Event Report**

Conditions for the Windrush 75th Anniversary at Talacre Gardens NW5 3PH

1. At least 2 Weeks prior to the event, the Premises Licence holder shall produce a final version of the Event Safety Risk Management Plan (ESMP) containing detail appropriate to the Event. This will include: -
 - A detailed Site Plan
 - Crowd management plan
 - Alcohol management plan
 - Ingress management plan
 - Egress management plan
 - Sound Management Plan
 - Security and crime reduction plan
 - Event safety plan (including evacuation details)
 - Event risk assessment
 - Child & Vulnerable Persons Policy
 - Medical Management Plan
 - Extreme Weather Contingency Plan
 - Waste & Sustainability Management Plan
 - Agency Contact Details
 - Details surrounding Signage and Lighting provisions
2. The maximum capacity of the site excluding site contractors, performers, artists shall not exceed 1500 at any one time.
3. Alcohol shall only be supplied at the premises by the stall holder nominated by the event organisers, and he shall be a personal licence holder and the designated premises supervisor (DPS) for the event.
4. Licensable activities and the consumption of alcohol at the premises shall only be provided ancillary to the primary use of the park as a public green space.
5. The bar on site shall have a dedicated bar manager or supervisor and team who shall be conversant with the requirements and responsibilities for the sale of alcohol and shall be given written designation of their responsibilities. A letter of authorisation will be supplied for all bar staff and retained.
6. Non-intoxicating beverages, including free drinking water, shall be available to patrons throughout the permitted hours for the sale or supply of alcohol.
7. The PLH will have a clear and definitive policy on the use or possession of illegal substances at the event and will cooperate fully with other authorities i.e. the police to implement this.
8. Security will not permit illegal substances into the venue. Any illegal substances found will be confiscated where possible. Security are to look out for signs of illegal substance use or illegal substance dealing. The Head of Security shall

be informed through the Event Control of any person found to be dealing illegal substances.

9. Police shall be requested to collect such persons from the search centre. When a crime or other incident requiring police attendance is reported to or discovered by a security operative, they shall obtain as much detail as possible with particular importance being placed on identifying, victims, suspects, witnesses and scenes of crime.
10. Event security and stewarding will be briefed to be vigilant and identify suspicious behaviour and take appropriate action to assist in the prevention of theft, robbery and the prevention of crime and disorder within the site.
11. Signage shall be deployed around the site, e.g., signpost for first aid, exits and lost property/children and any other sign that deem necessary
12. A reputable and experienced SIA licensed security and stewarding company shall be appointed to ensure public safety and to prevent crime and disorder.
13. All SIA staff shall wear high visibility tabards or jackets at all times with the word Security clearly displayed. When they are on duty, they shall have their SIA licences on display at all times.
14. A minimum of 21 SIA licensed security operatives (or as determined by the risk assessment and or the police), shall be on duty at the premises from the beginning of the event till the end of the event.
15. The SMP Security Management Plan will outline the number, position and roles of the security and stewarding staff working at the event
16. Stewards will be placed at all event exit points. Bins will be placed at these locations to allow the disposal of any open containers of alcoholic drinks.
17. An incident log shall be kept at the site and made available on request to an authorised officer of the Camden Council or the Police. It will record the following:
 - a) all crimes reported at the site
 - b) all ejections of patrons
 - c) any complaints received concerning crime and disorder
 - d) any incidents of disorder
 - e) any visit by a relevant authority or emergency service.
18. Control and management of the capacity shall be agreed in advance with relevant council officers. Public entrance points shall be monitored, and ingress and egress to ensure there is no overcrowding.
19. The PLH shall ensure that all promoters, contractors and other personal involved with the event are made aware of any condition(s) contained within the

premises licence and attached conditions that will affect their involvement in the event.

20. The contact details of all key officers and service providers of the organiser's management team shall be provided to all responsible authorities at least two weeks before the event.
21. Should it become absolutely necessary for a vehicle to move or be moved either for emergency or serious public health hazards, the safety officer shall liaise with the event site officers and the vehicle shall be escorted at all times on to, or off the site and going at speed of not more than 5mph.
22. All concession caterers must have suitable firefighting equipment, adequate fire separation, suitable hand washing facilities and sanitary facilities for staff.
23. LPG cylinders shall only be used by the concessions and managed on a basis of one cylinder in use per appliance plus one spare.
24. Council officers, PLH and Security will conduct a site inspection prior to opening to the public on day of the event.
25. The PLH shall carry out a suitable and sufficient risk assessment, as well as use current industry guidance to determine the level of first aid provision for the event.
26. The organisers shall have in place arrangements to provide cleaning services to remove litter and waste.
27. Amplified noise shall be regularly monitored by the sound technician and event manager throughout the event along with support and or recommendation from Camden's environmental health officer(s).
28. A direct telephone number for the licensee at the premises shall be publicly available for the duration of the event. This telephone number is to be made available to residents and businesses in the vicinity.
29. A child welfare and vulnerable person policy shall be in place and shall be detailed in the Event Management Plan.
30. A full list of performers provided to both the Police and SAG 4 weeks ahead of event.

Section 1: Background comments of the Borough Solicitor

- 1.1 The purpose of Camden's Statement of Licensing Policy is to make it clear to applicants that wider considerations will be taken into account when determining applications. It is intended to guide the Licensing Panel when considering licence applications. However, the Licensing Panel must always consider each application on its own merits and allow exceptions to the normal policy where the circumstances of the application justify allowing an exception. The burden is on the applicant to show that they comply with the policy.
- 1.2 Members should only address those matters that have formed the subject matter of relevant representations. Matters that arise that are not the subject of relevant representations fall outside the function that the Panel is exercising when it holds a hearing
- 1.3 Members must determine, having regard for the evidence, whether granting the application for a premises licence will impact adversely on the policy criteria listed in paragraph 3 of this report.
- 1.4 In accordance with the provisions of Part 1 of Schedule 5 of the Act, where a Licensing Authority rejects in whole or in part, an application for a new premises licence, the applicant may appeal against the decision, to a magistrate's court within 21 days of being notified of the decision.
- 1.5 Similarly, where a person who made relevant representations in relation to the application contends that the licence ought not to have been granted, or that different or additional conditions should have been imposed on the licence, he may appeal against the decision to a magistrate's court within 21 days of being notified of the decision.
- 1.6 **The Human Rights Act 1998** incorporates the key articles of the European Convention on Human Rights into domestic law. Decisions on licensing matters are actions of a public authority and must be compatible with Convention rights. Consequently, Members of the Panel must be aware of the rights contained in the Convention (particularly those set out below) when making licensing decisions.
 - (a) **Article 6: Right to a fair trial**
In the determination of his civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - (b) **Article 8: Right to respect for private and family life**
Everyone has a right to respect for his or her private life, his home and correspondence.

(c) **Article 1 of the First Protocol: Protection of property**

Every natural or legal person is entitled to the peaceful enjoyment of his possessions, including a licence. No one shall be deprived of his possession except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

(d) **Article 10: Freedom of Expression**

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

The exercise of these freedoms since it carries with it duties and responsibilities may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health and morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

(e) **Article 14: Prohibition of discrimination**

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth, or other status.

- 1.7 When formulating policy local authorities must have regard to the **Equality Act 2010**. The Act provides protection from discrimination in respect of certain protected characteristics, namely: age, disability, gender reassignment, pregnancy and maternity, race, religion or beliefs and sex and sexual orientation. It places the Council under a legal duty to have due regard to the advancement of equality in the exercise of its powers including licensing powers. Members of the panel must be mindful of this duty when determining all licensing applications.

The section 149 Public Sector Equality Duty

(1) A public authority must, in the exercise of its functions, have due regard to the need to—

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

(2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).

(3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- (a) tackle prejudice, and
- (b) promote understanding.

(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

1.8 In determining any application, the Council must comply with the public sector equality duty in s.149 of the 2010 Act. This is a duty to have regard to the need to achieve the statutory goals of s.149, rather than to achieve a particular result. The s149 duty sits alongside and does not override statutory requirements in relation to determining licensing applications, including the duty to consider all evidence on its merits and the legislative criteria listed at paragraphs 3 & 4.

1.9 When members have before them representations or other material on issues relevant to s149, even outside the scope of “standard” licensing considerations such material must still be specifically assessed in the context of s149. However, because s149 creates a requirement to “have regard” the fact a matter raised is relevant to s149 will not automatically translate into a reason for refusing an application that would be sustainable in any subsequent appeal, given the legal requirement to determine applications in compliance with licensing legislation.

Section 2: Financial Comments

- 2.1 Following consideration there are no financial implications concerning this application. The Executive Director Corporate Services has been consulted in the preparation of this report and has no further comments to add.