

## **THE LONDON BOROUGH OF CAMDEN**

At a hearing of **LICENSING PANEL D** held on **THURSDAY, 31ST JULY, 2025** at 7.00 pm, which was held remotely via Microsoft Teams

### **MEMBERS OF THE PANEL PRESENT**

Councillors Joseph Ball (Chair), Matt Cooper and Sabrina Francis

### **MEMBERS OF THE PANEL ABSENT**

None.

**The minutes should be read in conjunction with the agenda for the hearing. They are subject to approval and signature at the next hearing of Licensing Panel D and any corrections approved at that hearing will be recorded in those minutes.**

### **MINUTES**

#### **1. ELECTION OF CHAIR**

The Principal Democratic Services Officer opened the meeting and invited nominations for the election of Chair of the Licensing Panel.

Councillor Cooper nominated Councillor Ball which was seconded by Councillor Francis.

#### **RESOLVED –**

THAT Councillor Joseph Ball be elected Chair of the Panel for the rest of the municipal year.

#### **2. GUIDANCE ON REMOTE MEETINGS HELD UNDER THE LICENSING ACT 2003 AND ASSOCIATED REGULATIONS**

#### **RESOLVED –**

THAT the guidance on remote meetings be noted.

#### **3. APOLOGIES**

There were no apologies.

**4. DECLARATIONS BY MEMBERS OF STATUTORY DISCLOSABLE PECUNIARY INTERESTS, COMPULSORY REGISTERABLE NON-PECUNIARY INTERESTS AND VOLUNTARY REGISTERABLE NON-PECUNIARY INTERESTS IN MATTERS ON THIS AGENDA**

Councillor Matt Cooper declared an interest in relation to item 8 (Co-operative Group Food Limited) application, stating that he was a Cooperative party Councillor and the single largest donor to the Cooperative party was the Cooperative Group of shops and would therefore recuse himself from that item.

Councillor Joseph Ball also declared in relation to the same application that he was a ward councillor for Kentish Town South, where the Co-op was located. He was able to maintain an open mind in considering the application.

**5. ANNOUNCEMENTS**

**Webcasting**

The Chair announced that the meeting was being broadcast live to the internet and would be capable of repeated viewing and copies of the recording could be made available to those that requested them. Those participating in the meeting were deemed to be consenting to being filmed.

**Supplementary agenda**

**Two Supplementary Agendas had been circulated since the main agenda was published.**

Supplementary Agenda 1 was published on Wednesday 30<sup>th</sup> July and contained additional information in relation to item 9 – Camden Music Festival

The information included:

- Supporting evidence submitted on behalf of the applicant including a case outline, management plan, amended conditions and correspondence.
- Supporting evidence from the Police Responsible Authority.

Supplementary Agenda 2 was published on 31<sup>st</sup> July and contained additional representations from the applicant in relation to item 8 – The Coop – The information was a photo of the hatch showing the location to be used for sales and delivery after the main store has closed.

### **Variation of the order of agenda**

Due to Councillor Cooper's declaration regarding Item 8, the chair proposed and the Panel agreed to vary the order of the agenda and take item 9 Camden Festival before the Coop application, so that Cllr Cooper can leave before consideration of item 8.

### **6. NOTIFICATION OF ANY ITEMS OF BUSINESS THAT THE CHAIR DECIDES TO TAKE AS URGENT**

There was none.

### **7. MINUTES**

#### **RESOLVED –**

THAT the minutes of the meeting held on the 19 June 2025 be approved and signed as a correct record.

### **8. CO-OPERATIVE GROUP FOOD LIMITED, 250-254 KENTISH TOWN ROAD NW5 2AB**

*Councillor Cooper left the hearing for the consideration of this item as per his declaration at item 4. The hearing was still quorate with 2 members.*

Consideration was given to a report of the Executive Director Supporting Communities detailing an application to vary a premises licence under section 34 of the Licensing Act 2003.

The Licensing Officer summarised the report highlighting that the application was to extend the hours for the sale of alcohol Monday–Sunday from 11pm to 2.00am using a secure hatch to collect online deliveries after the store had closed. There were 5 representations objecting to the application and none from the responsible authorities.

The Licensing Officer advised that the hours policy was engaged by the application.

Richard Arnot, Solicitor, representing the applicant, advised of an amendment to the application. The application had originally included the request to add late night refreshment to the licensable activities, this had been abandoned and the request was now only to amend the hours that the applicant was allowed to sell alcohol.

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Interested parties Caroline Hill representing (Kentish Town Residents Association) KTRA and David Jockelson representing (Inkerman Residents' Association) were in attendance and made their representations objecting to the application which could be found on pages 99 to 103 of the main agenda.

Their main reasons for objecting to the application were due to concerns raised about:

- Noise and disturbance from delivery drivers, particularly motorbikes.
- Safety risks and potential for antisocial behaviour.
- Impact on residents living above shops and in surrounding streets.
- Precedent-setting for other retailers.
- The desire to preserve the existing framework hours (ending at 11pm).

Residents requested the application be refused or significantly limited.

Caroline Hill provided the following information in response to questions:

- The residents were very keen for framework hours to be kept too. Abiding by framework hours had proved very successful in the past and once premises were allowed to go beyond this everybody else would want to do it.
- The Coop had offered a long list of conditions but residents could not see these or any further conditions that would be helpful in this case.

Richard Arnot (applicant's solicitor) summarised the application emphasising that the Co-op was a well-established business with a good reputation which had existed for a long time. The store had operated in Kentish Town for at least 20 years

He informed the Panel that the conditions attached to the licence were outdated and needed updating, the new conditions were an attempt to address this and adapt to the continually evolving retail trade.

The store would operate as a "dark store" after 23:00, with no public access. The hatch would be used solely for delivery drivers collecting online orders. Alcohol represented only 15% of sales; other items such as groceries and vapes were also in demand.

Conditions agreed with police included:

- No deliveries to public open spaces.
- CCTV retention extended to 31 days.
- No sale of super-strength beer.

The applicant emphasised experience with similar operations at other stores, including Battersea Bridge Road and while acknowledging the framework hours was of the view that they did not apply to this type of activity.

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Richard Arnot and Azad Hafiz (Coop Operations Manager) provided the following information in response to questions:

- The store would not be open to the public after 11pm and would operate as a “dark store”.
- Members of the public would not be able to collect deliveries from the store after 11pm. It would be delivery only.
- Orders would be fulfilled by night staff already working on-site.
- The hatch system was already in use at other locations with no known issues.
- There was no desire for the store to offend any of its neighbours, and the applicant was confident that the operation would not cause nuisance or disturbance due to the type of operation conducted at the store.

The applicant’s Solicitor made closing remarks summing up his representation.

### **Decision and reasons**

Panel Members confirmed that they had been able to follow and understand the discussion in relation to the application.

The Panel acknowledged resident concerns about potential noise, disruption, and antisocial behaviour caused by delivery drivers. However, Panel members were persuaded that:

- The hatch service was fundamentally different from late-night retail or takeaway, with no customer access.
- Delivery drivers would not loiter, as their earnings depended on speed of delivery.
- The Co-op’s model had been successfully trialled in other locations (e.g. Battersea Bridge Road) without complaint.
- Recognised the changing retail models and the need to balance innovation with community impact.

The Panel also noted that no responsible authorities (e.g. police or Environmental Health) had objected, and that the Co-op had engaged proactively with the police during the process.

The Panel was satisfied that the applicant had a track record of compliance and had proposed a comprehensive set of conditions.

The Panel felt that by reducing the proposed hours and requiring engagement with local groups, the licensing objectives would be upheld, also reminding residents that a licence review could be sought if concerns arose after implementation.

The Panel were minded to grant the application subject to including a new condition requiring the store manager to meet with residents (KTRA and IARA) within 3

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months of the licence taking effect and 6 months thereafter (unless residents agreed meetings were no longer needed)

With Panel Members in agreement, it was

**RESOLVED –**

That variation application be granted with reduced hours and additional conditions.

Alcohol sales via delivery permitted until:

Midnight (12am) Sunday–Thursday

1:00am Friday–Saturday

1. All alcohol must be sold via online delivery only; no in-person sales after store closure.
2. The service hatch must only be used by verified delivery drivers, not members of the public.

Conditions agreed with the police

3. CCTV retention (31 days)
4. No delivery to public spaces
5. No super-strength beer/cider over 6.5% ABV

Condition Agreed by Panel on the night

6. The store manager was required to meet with residents (KTRA and IARA) within:  
Three months of the licence taking effect  
Six months thereafter (unless residents agree meetings are no longer needed)

**9. CAMDEN MUSIC FESTIVAL, HAWLEY CRESCENT, BUCK STREET, JAMESTOWN ROAD, INVERNESS STREET, CAMDEN HIGH STREET (JUNCTION OF HAWLEY CRESCENT AND JAMESTOWN ROAD)**

Consideration was given to a report of the Executive Director Supporting Communities detailing an application for a new premises licence under section 17 of the Licensing Act 2003.

The Licensing Officer summarised the report highlighting that the application was for the sale of alcohol and regulated entertainment Friday–Saturday 12:00–21:00, Sunday 12:00–20:00. The applicant sought a time-limited premises licence for 3 days from 12–14 September 2025. Activities were scheduled to take place across multiple Camden streets including Camden High Street and Hawley Crescent. One

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representation objecting to the application remained outstanding from the Metropolitan Police.

The Licensing Officer advised that the hours policy was not licencing engaged by the application and women's principles had been applied to the application.

Andrew Woods, Solicitor, representing the applicant, advised of two amendments to the application

The applicant had previously applied for a permanent licence to have effect every year at various dates that had now been amended to a time lapse which was only for three days in September – 12, 13 and 14<sup>th</sup> (time-limited). Jamestown Road would remain part of the application area but would not host a stage and was intended for emergency access only.

Michael Feeney Legal representative on behalf of the Police Responsible Authority made their representation objecting to the application which could be found on pages 219 to 244 of supplementary agenda 1.

Their main reasons for objecting to the application were:

- Safety concerns from the 2023 event (held under TENs), including traffic incidents and overcrowding.
- Failure to submit an Event Management Plan (EMP) in 2024 despite it being a licence condition.
- Lack of confidence in the applicant's ability to deliver a safe event in 2025.
- Ongoing deficiencies in documentation, including missing crowd, traffic, medical and noise management plans.
- Concerns about the high-risk location (Camden High Street) and cumulative impact area (noted later to be outdated under new policy).

The Police requested refusal of the application or, alternatively, imposition of stringent conditions including Safety Advisory Group approval and a three-month EMP submission deadline.

Michael Feeney provided the following information in response to questions

- The Police had no confidence that a suitable EMP would be agreed in time because the basics had not been provided by the applicant such as a crowd management plan, traffic management plan.
- If the application were to be granted this would be done trusting that these issues would somehow be worked out, this was a big assumption made on no evidence
- Although the Panel were deciding the application based on proposals put forward for this application, the history of the applicant and proposed licence holder was relevant in determining whether they were responsible and would be able to promote the licensing objectives.

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- The police were of the view that the application in its current state did not address the four licensing objectives.
- It was for the applicant to demonstrate that they were going to promote the licensing objectives and what they were proposing was possible and feasible and understood the risks.
- The Police as advised in section 182 guidance were the experts on crime and public safety and this was the main concern in relation to this application. The other responsible authorities such as Environmental Health from their point of view might think that the application was fine in relation to noise and public nuisance, however the Police were considering this from a public safety perspective.
- The Police had numerous meetings with the applicant and had numerous chances to provide the required paperwork which has not been produced.
- The documents yet to be produced by the applicant included the Crowd Management Plan, Traffic Management Plan, Medical Plan these go to the heart of how the event would operate safely.

Andrew Woods (applicant's solicitor) summarised the application emphasising that the applicant had submitted a pre-application request to the Council and a meeting took place with the Council licensing officers. An advice document had been provided one of the recommended conditions was that a final event management plan would be submitted at least 30 days before the events. That was the deadline the applicant had been working towards.

He advised that the applicant had agreed to all proposed conditions except the three-month EMP deadline, which was no longer feasible.

Highlighted that the applicant had engaged with the community, including meetings with residents and amendments to the application (e.g. removal of Jamestown Road stage).

He stated that all required documentation was near completion and would be submitted to the SAG and emphasised the event's support from local businesses and residents, and the experience of the applicant's event team.

He provided the following information in response to questions:

The applicant had several meetings with various residents' groups particularly Castle Haven, TRACT and the Community Safety Group. The residents' group did not like the fact that the licence would allow the event to be held every year, therefore the applicant changed the application from a permanent licence to a 3-day licence in September. Amendments were also made to the Jamestown Road part of the application due to representations from residents' groups.

The applicant provided assurances that the outstanding documents (including crowd, medical, and traffic management plans) were mostly complete and would be submitted in time to the SAG.



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Most of the events were free entry except for the bar and some stalls where money was being raised for different schemes.

Licensing conditions were agreed with Environmental Health (28 conditions) and the Licensing Officer (5 conditions). The applicant also accepted all of the police's proposed conditions except one requiring EMP submission three months before the event.

All parties made closing remarks summing up their representations.

#### **Decision and reasons**

Panel Members confirmed that they had been able to follow and understand the discussion in relation to the application.

The Panel raised concerns about the Police reliance on historic issues commenting that the Police were asking the Panel to make a decision based on the potential violation of a rule that had not yet been violated

The Panel acknowledged the lack of final documentation (e.g. crowd, medical, noise, and traffic management plans) but considered that a clear condition was in place preventing the event from proceeding without Safety Advisory Group (SAG) approval.

The Panel commented that this hearing was not the correct forum to scrutinise operational event safety in detail. That would be the remit of the SAG.

The Panel noted that a lot of conditions had been attached to the application and the one condition that was most relevant was that the Safety Advisory Group needed to agree the EMP and sign off on the event before it could take place.

The Panel also highlighted that:

- The event had widespread local support and previous objectors (including TRACT and Environmental Health) had withdrawn their objections after community engagement and proposed amendments.
- The applicant had amended the application to be for a one-off, three-day event (not annual).
- Removed the Jamestown Road stage and limited hours (ending 9pm or earlier) helped address local concerns.
- It was noted that the new Camden Licensing Policy no longer included a cumulative impact zone, so objections based on that were not upheld.

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The Panel imposed a revised condition requiring explicit SAG agreement of the EMP at least one month prior to the event date. If not met, the event could not proceed.

Subject to conditions including updating the wording of a key condition to clarify that the SAG must approve the EMP in full before the event may proceed, it was

**RESOLVED –**

That the new premises licence application be granted to cover a three-day event to be held on the 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> September 2025 for

**Regulated entertainment in the form of Films, Live Music, Recorded Music, Performance of Dance**

12:00 – 21:00 Friday to Saturday  
12:00 – 20:00 Sunday

**Supply of Alcohol (on the premises)**

12:00 – 21:00 Friday to Saturday  
12:00 – 20:00 Sunday

**Opening hours**

12:00 – 21:00 Friday to Saturday  
12:00 – 20:00 Sunday

And the following conditions

1. The licence holder shall instruct a suitably qualified acoustic consultant to produce a noise management plan (NMP) and this shall be submitted 30 days in advance to the Local Authority for prior approval for the event. The NMP will map the noise sensitive locations, monitoring points and sound levels. All events must take place in accordance with the approved NMP.
2. All event build and derig timings to be specified “production schedule” especially where construction activities are outside permitted noisy works periods. “Production schedule” to also include any street advertising, banners, decoration, which might involve cherry pickers. Activities outside the usual permitted works hours shall be carried out using best practice e.g. radios, white noise reversing siren, non- intrusive additional artificial works lighting etc. No noisy works shall not take place between 12 Midnight and 6am. Permitted noisy works hours are 8am – 6pm Monday to Friday and 8am to 1pm Saturday.
3. Indication of any staff temporary structures/ cabins to be provided on map and delivery collection timings.

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4. Power such as generators and artificial or effects lighting provision to be included and how this will be arranged to prevent nuisance to neighbouring properties.
5. All catering stalls/ vans shall be located so as not to create nuisance to surrounding business or residential premises whilst at the event. For example from noise, smoke or other nuisance arising. Licence holder to discourage smoke causing cooking methods e.g. no open BBQ's.
6. Identification of noise sensitive locations to be provided on a map in the NMP, with proposed monitoring locations during the event.
7. Maximum music noise levels in the range of 65 to 75 dB(A) 15 min at the boundary of the event area or at 1m from the sensitive premises if property directly abutting the event area. Reference is given to the Code of Practice on Environmental Noise Control at Concerts 1995 (ISBN 0 900103 51 5) which is to be followed and is mentioned in the other submitted supporting documents to this application.
8. Background reading (L90 15 min) prior to the event "entertainment" or any testing taking place.
9. Make sure a sound check is carried out and note the music noise levels at monitoring locations and the sound mixer desk. A noise propagation test shall be carried out by the acoustic consultants prior to the start of each rehearsal/concert in order to establish appropriate control limits at the mixer position to ensure that the music limits are not exceeded.
10. The sound system shall be configured and operated in a similar manner as intended for the event and the sound source used for the test shall be similar in character to the music likely to be produced during the event. The purpose of this test is to reduce nuisance to residents, as the level at noise sensitive premises is extremely dependent on weather conditions. The propagation test will help identify particular sensitive areas for the specific conditions on that day and then the volume shall be adjusted accordingly.
11. Constant monitoring at sound mixer/ FOH. The noise levels shall be monitored by the acoustic consultants for the event and rehearsals, at the designated representative noise sensitive locations in the vicinity of the event site. These designated sites shall be agreed with the local authority before the first scheduled event and shall be accessible for the acoustic consultants and the local authority.
12. The sound system and speaker arrangement shall be established to minimise, as far as reasonably practicable, the transmission of sound beyond the perimeter of the event boundary.

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13. Rehearsals and sound testing at expected event volume shall be a maximum of 2 hours and only between 9.00am and 11.00am. "In line" rehearsal will be preferred.
14. Announcements shall be made over the public address system on the following 3 grounds (if used), 1) on limited testing of the system prior to event, 2) in special circumstances as in emergencies and 3) encouraging people to leave the venue quietly and quickly, and to bag up their waste and leave it in the designated bins.
15. 15 License Holder will Ensure that as part of your local liaison you have clear timing performance programme periods and breaks of each stage zone. Rehearsal and testing periods to be included in programme liaison
16. Full programme of timings and activity to be provided to local authority prior to the event. This will be performers listings and Activities to be listed and described if more than one event area.
17. All queuing shall not cause obstruction at any residential, business properties. The queuing shall be managed by the security company.
18. Litter receptacles shall be provided at entry exit points. Collections shall be carried out during and after the event by organiser in and closely around the event areas.
19. Sufficient toilets shall be well maintained by on-site service team during event, and all staff shall be aware of advising event attendees of their location.
20. All deliveries and collections within the event boundary, to take place before the event. Liaison will take place with interested parties
21. All staff and contractors shall park on site well away from residential properties so there is no disturbance when they arrive and leave the site.
22. Event organiser shall engage with the local community via newsletters, local residents associations, and event meetings. Event organiser shall hold a residents meeting with local residents/ businesses and the Licensing Authority, prior to the event to identify any issues of concern and discuss and implement measures to alleviate. Minutes of meeting to be available to local authority upon request. Full events programme to be shared with interested parties.
23. An incident log which contains complaints received and remedy action shall be kept by the organiser and made available to the licensing responsible authorities on request. The organiser is to provide a designated and attended complaints contact number to local residents and businesses.

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24. There shall be a central control point on site within the licenced area at which the licensees will be available. A contact phone number shall be available for contacting the event management during the event. The event contact number shall be made known to all the Licensing Responsible Authorities. Environmental Health will be provided with a direct contact of the appointed monitoring consultant.
25. Nearby residents shall be notified prior to the event and shall be given a dedicated telephone number to call on the days the licence is in use, which shall be staffed by a member of the management team for the duration of the event.
26. Camden Town Festival shall also supply a full record of all complaints and record of all noise monitoring to Council Environmental Health Department 7 days after the event.
27. In addition, this dedicated telephone number can be used by residents to report noise or other nuisance issues to the attention of the event management. A system of forwarding these complaints to the appropriate responsible person shall be put in place prior to the event. This will include any escalation for further assessment at the complaint location, action and remedy recorded.
28. *The Licence Holder shall include a transport management for arrivals and dispersal plan which will include engagement with TFL and provide source of information for attendees to the event. The Licence shall have communications link with pre and during the event with TFL*
29. The Event Management and Operating Plan ( EMP) for the event must be submitted to a SAG, no later than 1 month ahead of the event. Thereafter, no changes will be made to the EMP without the prior written consent of the relevant authorities. Any changes during the events can only be made with the consent of the Event Liaison Team (ELT). If the EMP is not signed off as acceptable by all the relevant authorities by the SAG then the event will not be held. The EMP and any agreed amendments will be adhered to at all times.
30. The SAG has to be agreed at least 1 month prior to the event taking place. The event cannot take place without the agreement of the SAG. **(condition amended by the Panel on the night)**
31. The Premises Licence Holder will undertake a full and detailed consultation with each of the responsible authorities. This consultation will take place through a Multi-Agency Planning Group (chaired by the Local Authority) in the lead up to, and during the events.
32. At least 30 days prior to the first event date, the Premises Licence holder will produce a draft EMP containing detail appropriate to each event. This will also include a detailed plan of the site and is to be submitted to the Police.

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33. The Premises Licence holder will implement an event and pre-event communications strategy to provide anti-crime messaging and drugs awareness advice to ticket holders.
34. The Premises Licence holder will implement a policy to disrupt the misuse of drugs amongst those proposing to attend the event, and to support the Event Organiser's "zero tolerance to drugs" policy, these operations will be included in detail within the EMP.
35. *The Premises Licence holder will produce the following which will be submitted to the Metropolitan Police and to the SAG 1 month prior to the event taking place. These plans have to be agreed by the MPS and the SAG;*
  - a. Crowd Management Plan
  - b. Alcohol Management Plan
  - c. Ingress Management Plan
  - d. Egress Management Plan
  - e. Security & Crime Reduction Plan
36. The Premises Licence holder will set up a publicised meeting with local residents and businesses at least 21 days prior to the first event date. This meeting will be to discuss plans for the Event.
37. The Premises Licence holder will set up a publicised meeting each year with local residents after the final event date. This meeting will be to receive residents feedback.
38. Age restrictions will apply to each event day, the age restrictions for each event day will be agreed in advance with the Multi-Agency Group (SAG) and will be contained within the EMP.
39. The EMP will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information which will be agreed with the Metropolitan Police.
40. All Management Staff will be trained in the use of CCTV and a log is to be kept.
41. CCTV footage is to be kept for 31 days after the Event and must be made available to the Local authorities on request. Furthermore, copies of the CCTV shall be made available 48 hours on request to the Police and Local Authorities.
42. Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.

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43. Any complaints received should be directed to the Council Officers and all concerned immediately by secure phone or messaging service, not via an insecure wireless. The Council's complaints procedure for taking and logging complaints must be followed at all times .
44. The licensable activities will only be permitted in areas shown on the approved plan or as varied by application.
45. For the calendar year 2025 the Premises Licence will be used on Friday 12th September, Saturday 13th September and Sunday 14th September.
46. The EMP will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.
47. SIA registered staff will be used at a rate of 1 per 100 to those in the licensable areas. Clickers will be used to monitor and control capacity. All door supervisors will wear high-visibility jackets or vests or high-visibility arm bands whilst on duty.
48. SIA registered staff are to use body worn cameras whilst searching and attending incidents. In the event of an incident, the footage must be made available to Police upon request. The management will ensure that a suitable, expeditious playback/downloading system is in place for Police to be able to obtain any evidential footage which will be required within 48 hours and stored for 31 days
49. All SIA staff on duty are to remain on duty for half an hour after the close of the area to ensure all patrons are dispersed peacefully from the area.
50. Door supervisors and appropriate staff shall be provided with "two-way" radios or similar systems capable of always ensuring continuous communication between each other when the premises are open for a licensable activity.
51. The Security and Stewarding Plan will not be changed without the agreement of the Responsible Authorities. The Plan is included in the EMP
52. A register will be maintained to record all steward personnel working in the licensed area. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty with a signed acknowledgement by each individual. The register will be maintained at the licensed site and be

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produced for inspection by any authorised officer of the Responsible Authorities. The Licence holder will retain the register for a period of 6 months following the event.

53. The capacity for each licensed area is to be displayed in the EMP
54. All alcohol is to be served in Plastic cups and cans
55. No persons carrying visibly open or sealed alcohol vessels shall be admitted to the enclosed areas at any time that the premises are open for any licensable activity.
56. The public will not be admitted to the licensed area until such time that the Premises Licence Holder/nominated person is satisfied that the area is safe and suitable for its intended use. A log book with the check lists contained is to be recorded and signed by the inspecting Manager of the Licensed Area. This includes availability of exit gates and routes for pedestrians and emergency vehicles
57. The Premises Licence Holder, or a nominated person shall be in charge of and remain within the licensed area whilst the site is being used for licensable activities. Names of such people are included in the EMP
58. An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties. The Co-ordinator is to attend the Event. The hours of availability and contact details to be included in the EMP
59. Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities. The plans should contain the following items (not exhaustive):
  - a) All boundary fencing (defining the arena, backstage areas, etc);
  - b) All vehicle access routes, including routes for emergency vehicles;
  - c) The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);
  - d) All structures (type/use identified);
  - e) Fire Points;
  - f) First Aid Points;
  - g) Toilet Blocks;
  - h) Water Points;
  - i) Welfare provisions, lost and found etc;
  - j) CCTV locations;
  - k) Security Control
  - l) Production office etc.



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60. Public liability and third party insurance adequate for the total capacity of the licensed areas and the duration of the event shall be taken out and retained. Copy of Insurance will be included in the EMP and is to be made available no later than 28 days before the Event. A copy is to be available onsite
61. A register will be maintained at the licensed Area, to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for inspection immediately on request by any authorised officer of the Responsible Authorities and shall be retained by the Licence Holder/nominated person for a period of 6 months after the event.
62. Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed where alcohol is available for purchase. The only acceptable forms of identity will be those with photographic identification documents recognised in the Home Office guidance; including passports, photo-card driving licence or proof of age card bearing the PASS hologram.
63. A search policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities. The agreed search and seizure policy is contained within the Event Management Plan.
64. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents. Procedure is included in the EMP
65. An incident log shall be kept at the premises, and made available on request to an authorised officer or the Police, which will record the following:
  - a) all crimes reported to the venue;
  - b) all ejections of patrons;
  - c) any complaints received;
  - d) any incidents of disorder and violence;
  - e) all seizures of drugs or offensive weapons;
  - f) any faults in the CCTV system or searching equipment or scanning equipment;
  - g) any refusal of the sale of alcohol to include date, time, and staff member;
  - h) any visit by a relevant authority or emergency service; and
  - i) CAD reference numbers where Police are called.
  - j) Written records of all accidents and safety incidents involving members of the public will be kept in the Incident Report Register.

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66. Notices will be prominently displayed at all entrances to the Licensed areas which inform customers that alcoholic drinks may not be taken in or out of the licensed area.
67. Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authority.
68. The Event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions/loadings, and details of the suppliers/installation arrangements as well as timings for the removal of stages. The locations of all temporary structures will be identified on the relevant site plans.
69. Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards/numbers as agreed with the Responsible Authorities. For this event is Tier 4 and a plan is included in the EMP
70. All staff will receive training to the procedures for dealing with unaccompanied and lost children on the site to prevent them from harm. Such training and procedures and is demonstrated in the Event management Plan. A log shall be created to include names and dates of training . The information is to be made available for inspection
71. All staff and stewards shall be trained in Welfare and Vulnerability Engagement (WAVE), "Ask for Angela", drink spiking. Records of staff training shall be provided to an authorised officer upon request.
72. The Metropolitan Police must be called to incidents of violence and/or disorder.
73. A Safety Advisory Group (SAG) meeting will take place with the event organisers and responsible authorities prior to the event taking place.
74. The licence holder would be required to attend (Camden Safety Advisory Group) SAG prior to each specific event year.
75. The licence-holder shall comply with all requirements arising from the SAG and relevant subgroups.
76. The capacity figure will be determined for each event day, following full documents being provided and approved by SAG.
77. This licence will be time limited for event days; the number of events will not exceed 3 calendar days.

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78. The Licence shall permit licensable activities on a Friday, Saturday and Sunday only

**10. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

There was none.

The hearing ended at 9.21 pm.

**CHAIR**

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**MINUTES END**