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

General

The Premises Licence Holder shall produce an Event Management Plan, including the site plan, which shall be supplied to the Licensing Authority and the members of the Multi Agency Forum no later than 90 days prior to each event, and discussed at Multi Agency Stat meeting, and shall be updated for each event. A Final Event Management plan shall be submitted 28 days before each event. Any significant alterations to the final Event Management Plan must be agreed in writing with Licensing Authority. No licensable activities for the public shall take place unless the Event Management Plan is approved by the Licensing Authority.

Multi Agency Forum meetings shall be held to bring together all key event staff and agencies involved in the event at least three months before the event. Multi Agency meetings shall continue throughout the actual event at agreed times and will conclude with a post event debrief.

Prevention of crime and disorder

No licensable activities shall be permitted to take place under this licence unless the Event Management Plan, Fire Risk Assessment, and Crowd Management Plan for that event have been approved by The Lewisham Safety Advisory Group. Any deviation from this documentation during the event shall only be made in exceptional circumstances, and the details shall be recorded in the event log with detailed reasons at the time. These changes must be raised at the next available Event Liaison Team meeting onsite.

The event will use and maintain an event log. This will be kept up to date by Event Management and will be used to record all significant policy decisions made during the event by staff. This log will be available at every Event Liaison Team meeting, and will be available for inspection by the responsible authorities, as defined in the Licensing Act 2003, at any time.

There shall be a written drugs policy in place for the event. This policy shall be agreed between the licence holder and the Lewisham Police Licensing Team in writing and this policy shall be implemented whilst licensable activity is taking place. This event will include reference to psychoactive substances and must ensure a zero tolerance policy in this area. This policy must be agreed at least 14 days prior to the start of each event.

There shall be a written ejection policy in place for the event. This policy shall be agreed between the licence holder and the Police Licensing Team in writing and this policy shall be implemented whilst licensable activity is taking place. This policy must be agreed at least 14 days prior to the start of each event.

The premises licence holder shall ensure that customers will not be allowed to bring their own alcohol on to the site.

The premises licence holder shall ensure that customers do not bring glass bottles onto the site.

Contact telephone numbers for the designated premises supervisor, event managers and site managers shall be provided to Lewisham Safety Advisory Group before the start of each annual event.

No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.

All accidents, however minor, will be recorded in the on-site accident book and be reported to the event management team where applicable within 24 hours.

The premises licence holder shall publish a message on the event website at least 1 month prior to the event containing the following information;

- (a) Challenge 25 Policy for entry to the event and for bar service whilst licensable activities are taking place.
- (b) No alcohol permitted to be brought onto the site and searches will be made on entry
- (c) No glass drinking vessels and bottles allowed on site
- (d) Disabled access and facilities information
- (e) Details of medical facilities

The premises licence holder shall ensure that there are measures in place to accurately record and monitor entry numbers to the site. Upon request by a responsible authority, as defined in the Licensing Act 2003, the holder of the premises licence or an agent on behalf of and under the authority of the licence holder shall provide precise information regarding the number of people present on the site at the given time.

The premises licence holder shall ensure that all members of staff and SIA personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the Event Management Plan documents relevant to their role.

The premises licence holder shall have procedures in place to;

- (a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
- (b) Allow unrestricted and unobstructed access for emergency vehicles.

The premises licence holder shall ensure that bag searches are carried out as customers enter the event.

The premises licence holder shall ensure that any person appearing to be under the influence of illegal drugs shall be refused entry.

Any person deemed unfit due to drink or drugs at the event shall be asked to leave the event after organisers have considered that it is safe for them to leave the site.

Last entry to customers shall be 20:00hours. There shall be no admittance to customers after this time.

The licence holder shall ensure that patrols of the site area are performed by security staff of the site whilst the site is closed to the public.

A response team staffed entirely of SIA licensed personnel shall be available for deployment during the event.

There shall be a fence around the full perimeter of the licensable area. All fencing used shall have no gaps greater than 30 cm in the bottom and shall be at least 2 meters high. The only exemption to this is where there are entrances and exits, or existing fence lines in existence which are deemed suitable both by the event organisers and the Met Police.

All staff shall be issued with a wristband, lanyard, or similar, which identifies them as staff working at the event.

The specific number of volunteers, stewards, marshals and frontline SIA staff shall be recorded in the Event Management Plan. They will be based on a capacity of staff and customers for the entire licensable area. The numbers of staff will reflect the different challenges of the individual days various events and will not be generic.

The licence holder shall maintain a register giving details of each and every person employed in the role of security and shall provide upon request by any Police Officer or authorised officer of the licensing authority, the following details:-

- (a) The licence number, name, date of birth and residential address of that person;
- (b) The time at which he/she commenced that period of duty
- (c) The time at which he/she finished the period of duty
- (d) If that person is not an employee of the licence holder, the name of the person by whom that person is employed or through whom the services of that person were engaged;

The register shall be made available to a Police officer or the Licensing Authority on request. This register may be in paper or digital format.

Every entry and exit point to the site shall be supervised by SIA licensed security personnel.

All security persons shall have access to a radio to communicate to other staff on site.

There shall be an area within the licensable area dedicated to dealing with vulnerable adults. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.

A Medical Team will be set up on-site with trained and experienced staff available to care for ill, intoxicated or vulnerable adults until they are ready to leave safely.

There shall be a facility on site to deal with persons taken unwell or injured during the course of the event. This facility shall be open at all times that the site is open to members of the public. An SIA accredited person shall be present at all times that the facility is open to members of the public. The medical facility shall have access to a radio connecting to the site control. The numbers of medical personnel will be set and recorded in the event management plan taking into account any statutory guidance available at the time of the event.

Prevention of public nuisance

The Premises Licence Holder shall employ a team of suitably qualified Noise Consultants to monitor on site and off site noise. Off site noise levels will be agreed with London Borough of Lewisham Environmental Health Officer in advance.

The Premises Licence Holder will take all reasonable steps to ensure that a leaflet drop is carried out locally in advance of the events advising of a complaints line. It must also advise if there are to be fireworks at the event. This line must be installed on site and manned throughout the open hours of any events. All calls to this line are logged and the log made available to the Licensing Authority at all times.

Public Safety

Sanitary accommodation will be supplied in line with guidance from The Event Safety Guide (or such other document amending or replacing the same) to the event.

There shall be on site at all times a person nominated by the licence holder to liaise with the Licensing Authority in order to deal with any issues arising as a result of Licensing checks performed at the event.

Protection of children from harm

The licence holder shall ensure that all members of staff involved in the sale of alcohol receive training with regards to age restricted sales. This training must include the following:

The licensing objectives.

Recognising signs of drunkenness and recognising intoxication through drugs.

Challenge 25 and appropriate forms of identification.

Refusals logs including when and how to use them.

This training must be documented, signed by any person involved in the sale of alcohol on site to state that they understand the training, and kept for a minimum of 6 months following the event.

No person shall sell alcohol until they have received the training and signed the training document.

Signage advising customers that Challenge 25 is in operation shall be prominently displayed at each bar.

No supply of alcohol shall take place at any bar unless a personal licence holder is present in a supervisory capacity.

Each bar shall have on display a document showing details of the bar. These details shall be the name of the bar manager, their personal licence number, and the hours of operation.

All bar managers shall have access to a radio link with the event management team and security teams.

All personal licence holders shall be made aware of the licence conditions. Personal licence holders shall sign a declaration to confirm that they have been received a copy of the licence conditions. This shall be documented and a copy of the conditions shall be made available at each bar.

A sign shall be placed at each bar encouraging persons to drink responsibly.