

Licensing Sub-Committee

Tuesday 15 August 2017

10.00 am

Ground Floor Meeting Room G02C - 160 Tooley Street, London SE1
2QH

Supplemental Agenda No. 1

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Contact

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Date: 11 August 2017

Item No. 8.	Classification: Open	Date: 15 August 2017	Meeting Name: Licensing Sub-Committee
Report title:		Licensing Act 2003: Africa Centre, 66 Great Suffolk Street, London SE1 0BL (Event on Great Suffolk Street from Junction with Dolben Street to Junction with Sturge Street)	
Ward(s) or groups affected:		Cathedrals	
From:		Strategic Director of Environment and Social Regeneration	

RECOMMENDATION

1. That the licensing sub-committee considers an application made by The Africa Centre for a time-limited premises licence to be granted under the Licensing Act 2003 in respect of the premises known as Africa Centre, 66 Great Suffolk Street, London SE1 0BL (Event on Great Suffolk Street from Junction with Dolben Street to Junction with Sturge Street).
2. Notes:
 - a) This application forms a new application for a premises licence, submitted under Section 17 of the Licensing Act 2003. The application is subject to representations from responsible authorities and is therefore referred to the sub-committee for determination.
 - b) Paragraphs 8 to 10 of this report provide a summary of the application under consideration by the sub-committee. A copy of the full application is attached as Appendix A.
 - c) Paragraphs 12 to 19 of this report deals with the representations received to the premises licence application and conciliations progress made. Copies of the relevant representations from responsible authorities are attached as Appendices B and C.
 - d) Paragraph 20 deals with licensed premises within a 100m radius of the premises. A map of the area is attached as Appendix D.
 - e) A copy of the council's approved procedure for hearings of the sub-committee in relation to an application made under the Licensing Act 2003, along with a copy of the hearing regulations, has been circulated to all parties to the meeting.

BACKGROUND INFORMATION

The Licensing Act 2003

3. The Licensing Act 2003 provides a regime for:
 - The sale of and supply of alcohol
 - The provision of regulated entertainment

- The provision of late night refreshment.
4. Within Southwark, the licensing responsibility is wholly administered by this council.
 5. The Act requires the licensing authority to carry out its functions under the Act with a view to promoting the four stated licensing objectives. These are:
 - The prevention of crime and disorder
 - The promotion of public safety
 - The prevention of nuisance
 - The protection of children from harm.
 6. In carrying out its licensing functions, a licensing authority must also have regard to
 - The Act itself
 - The guidance to the act issued under Section 182 of the Act
 - Secondary regulations issued under the Act
 - The licensing authority's own statement of licensing policy
 - The application, including the operating schedule submitted as part of the application
 - Relevant representations.
 7. The premises licence application process involves the provision of all relevant information required under the Act to the licensing authority with copies provided by the applicant to the relevant responsible bodies under the Act. The application must also be advertised at the premises and in the local press. The responsible authorities and other persons within the local community may make representations on any part of the application where relevant to the four licensing objectives.

KEY ISSUES FOR CONSIDERATION

The premises licence application

8. On 27 June 2017, The Africa Centre applied to this council for the grant of a time-limited premises licence for an event to be on 18 – 20 August 2017 in respect of the premises known as Africa Centre, 66 Great Suffolk Street, London SE1 0BL (Event on Great Suffolk Street from Junction with Dolben Street to Junction with Sturge Street). The activities will include three music stages playing amplified live music, and food and drink for purchase by street vendors.
9. The application is summarised as follows:
 - Films (indoors and outdoors)
Friday from 18:00 to 22:00
Saturday from 12:00 to 22:00
 - Live music (indoors and outdoors)
Saturday from 12:00 to 22:00
 - Recorded music (indoors and outdoors)
Saturday from 12:00 to 22:00
 - Performance of dance (outdoors)
Saturday from 12:00 to 22:00

- Entertainment of a like kind to the above
Saturday from 12:00 to 22:00
 - Supply of alcohol (indoors)
Saturday from 12:00 to 22:00
 - Operating hours of premises
Friday from 18:00 to 22:00
Saturday from 12:00 to 22:00
10. The premises licence application form provides the applicant operating schedule. Parts B, E, F, G, H, J, K, L, and M set out the proposed operating hours and operating controls in full, with reference to the four licensing objectives as stated in the Licensing Act 2003. Should a premises licence be issued in respect of the application the information provided in part M of the operating schedule will form the basis of conditions that will be attached to the licence. A copy of the application is attached to this report as Appendix A.

Designated premises supervisor

11. The proposed designated premises supervisor is Kojo Asare Akuffo who has yet to obtain a personal licence.

Representations from responsible authorities

12. Four representations were submitted by the Metropolitan Police Service, Environmental Protection Team (EPT), Licensing (as a responsible authority) and Health and Safety.
13. The Metropolitan Police Service representation states that they object to the application on the grounds that the applicant has not addressed the four licensing objectives, in particular the prevention of crime and disorder. The applicant refers to the use of police and local authority wardens and other volunteers, and state that they have consulted with Better Bankside and that wardens will be provided. This is not the case and there will be no wardens dedicated to this event. Due to the lack of detail provided they are reluctant to provide further comments or suggest the appropriate control measures.
14. The EPT representation state that the measures outlined are not considered adequate enough for an outdoor event with amplified entertainment for up to 8,000 people. There is no information submitted nor measures put forward on how to control noise or how the applicant will prevent noise disturbance from occurring. The EPT will review further information when submitted and, if agreeable, could conciliate the objection by way of agreeing conditions. They have since received such information from the applicant who has agreed to the conditions and as such have withdrawn their representation.
15. The Licensing representation state the premises sits in the Borough and Bankside cumulative impact policy area. The plan submitted with this application does not show where "...drink available for purchase by street vendors" shall be located. The application has failed to address any of the licensing objectives adequately and due to the limited information provided recommend that the application is refused or an appropriate operating schedule is provided which should include an event

management plan. They are also not in a position to recommend any conditions to promote the licensing objectives as there is insufficient information provided with this application.

16. The health and safety representation makes reference to support from community wardens and police as integral to the prevention of crime and disorder – however the provision of this support is beyond the control of the organisers at this time. The submitted paperwork seems to fail to address how the management would deal with public safety. Therefore they have concerns about the organisation's commitment and execution of their duties to carry out a full risk assessment and incorporate it into an event management plan. There is no clear information as to how the organisers are to handle crowd management. There has since been more information submitted, however this has not been satisfactory and therefore issues remain outstanding.
17. Copies of the representations are attached as Appendix B.

Representation from other persons

18. There are no representations from other persons.

Conciliation

19. The representations received were forwarded to the applicant and the EPT representation has been conciliated. However there are still outstanding issues to be resolved. The correspondences relating to the process are attached as Appendix C. The licensing sub-committee will be updated on 15 August 2017.

The local area

20. A map of the area is attached to this report as Appendix D. The premises is identified by a triangle at the centre of the map. For purposes of scale-only the circle on the map has a 100 metre radius. The following licensed premises terminal hours are also shown on the map
 - Blackfriars Wine Bar, Rail Arch 80 Scoresby Road, London SE1 (Monday to Saturday from 10:00 to 23:00 and Sunday from 12:00 to 22:30)
 - Union Street Café, 47-51 Great Suffolk Street, London SE1 (Monday to Thursday from 11:00 to 00:30, Friday and Saturday from 11:00 to 02:30 and Sunday from 11:00 to 00:00)
 - White Hart, 22 Great Suffolk Street SE1 (Monday to Wednesday from 11:00 to 23:30, Thursday, Friday and Saturday from 11:00 to 00:30 and Sunday from 12:00 to 23:00)
 - Mar I Terra, 14 Gambia Street, London SE1 (Monday to Saturday from 10:00 to 00:30 and Sunday from 12:00 to 00:00)
 - Tesco stores, 15 Great Suffolk Street, London SE1 (Monday to Sunday from 07:00 to 23:00)
 - Travelodge Southwark, (Hotel) 202-206 Union Street, London SE1 (24 hours)

- Local Express, Unit 2 202-206 Union Street, London SE1 (24 hours)
- Carlos Kitchen, 202 Union Street, London SE1 (Sunday to Thursday from 09:00 to 23:30 and Friday and Saturday from 09:00 to 00:00)
- Union Street Theatre, 229 Union Street, London SE1 (Monday to Sunday from 07:30 to 23:30)
- The Lord Nelson, 243 Union Street, London SE1 (Monday to Saturday from 10:00 to 23:00 and Sunday from 12:00 to 22:30)
- Blue Tree Kitchen, 164-180 Union Street, London SE1 (Monday to Sunday from 08:00 till 23:00).

Deregulation of entertainment

21. On 6 April 2015 entertainment became deregulated and as a result:
 - Live unamplified music is deregulated between 08:00hrs – 23:00hrs on any premises.
 - Live amplified music is deregulated between 08:00 and 23:00 provided the audience does not exceed 500 people.
22. However, live music can become licensable in on-licensed premises if the licensing authority removes the effect of the deregulation following a licence review ('licence review mechanism').

Borough and Bankside cumulative impact zone

23. Council assembly approved the introduction of a special policy for Borough and Bankside on the cumulative impact of a concentration of licensed premises (saturation/cumulative impact policy) on 5 November 2008, and extended the area in April 2011. This application falls within the policy area.
24. The decision to introduce saturation policy was taken with regard to the committee's concern over rising trends of late night alcohol related violence against the person and late night disorder and rowdiness associated with late night licensed premises in the area.
25. The effect of this special policy is to create a presumption that applications for new premises licenses or variations that are likely to add to the existing cumulative impact will normally be refused, following relevant representations, unless the applicant can demonstrate in their operating schedule that there will be no negative cumulative impact on one or more of the licensing objectives.
26. The applicant has been advised to address the committee's concerns around cumulative impact at the meeting.

Southwark statement of licensing policy

27. Within Southwark's statement of licensing policy, the premises are identified as being within a residential area. Relevant closing times recommended in the statement of licensing policy for licensed premises in residential areas are as follows:

- Closing time for Restaurants and Cafes: Sunday to Thursday is 00:00 hours and for Friday and Saturday is 01:00 hours
 - Closing time for Public Houses Wine bars or other drinking establishments: Sunday to Thursday is 23:00 hours and for Friday and Saturday 00:00 hours.
28. Council assembly approved Southwark's Statement of Licensing Policy 2016-20 on 25 November 2015. Sections of the statement that are considered to be of particular relevance to the sub-committee's consideration are:
- Section 3 - Purpose and Scope of the Policy, which reinforces the four licensing objectives and the fundamental principles upon which this Authority relies in determining licence applications
 - Section 5 – Determining Applications for Premises Licences and Club Premises certificates, which explains how the policy works and considers issues such as location; high standards of management; and the principles behind condition setting.
 - Section 6 – Local Cumulative Impact Policies, which sets out this authority's approach to cumulative impact and defines the boundaries of the current special policy areas and the classifications of premises to which they apply. To be read in conjunction with Appendix B to the policy
 - Section 7 – Hours of Operation, which provides a guide to the hours of licensed operation that this Authority might consider appropriate by type of premises and (planning) area classification. To be read in conjunction with Appendix B to the policy.
 - Section 8 – The Prevention of Crime and Disorder, which provides general guidance on the promotion of the first licensing objective
 - Section 9 – Public Safety, which provides general guidance on the promotion of the second licensing objective
 - Section 10 – The Prevention of Nuisance, which provides general guidance on the promotion of the third licensing objective
 - Section 11 – The Protection of Children from Harm, which provides general guidance on the promotion of the fourth licensing objective.
 - Closing time for Restaurants and Cafes: Sunday to Thursday is 00:00 hours and for Friday and Saturday is 01:00 hours.
29. The purpose of Southwark's statement of licensing policy is to make clear to applicants what considerations will be taken into account when determining applications and should act as a guide to the sub-committee when considering the applications. However, the sub-committee must always consider each application on its own merits and allow exceptions to the normal policy where these are justified by the circumstances of the application.

Resource implications

30. A fee of £315 has been paid by the applicant company in respect of this application being the statutory fee payable for premises within non-domestic rateable value band C.

Consultations

31. Consultation has been carried out on this application in accordance with the provisions of the Licensing Act 2003. A public notice was published in a local newspaper and a similar notice exhibited outside of the premises for a period of 28 consecutive days.

Community impact statement

32. Each application is required by law to be considered upon its own individual merits with all relevant matters taken into account.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Director of Law and Democracy

33. The sub-committee is asked to determine the application for a premises licence under section 17 of the Licensing Act 2003.
34. The principles which sub-committee members must apply are set out below.

Principles for making the determination

35. The general principle is that applications for premises licence applications must be granted unless relevant representations are received. This is subject to the proviso that the applicant has complied with regulations in advertising and submitting the application.
36. Relevant representations are those which:
 - Are about the likely effect of the granting of the application on the promotion of the licensing objectives
 - Are made by an interested party or responsible authority
 - Have not been withdrawn
 - Are not, in the opinion of the relevant licensing authority, frivolous or vexatious.
37. If relevant representations are received then the sub-committee must have regard to them, in determining whether it is necessary for the promotion of the licensing objectives to:
 - to grant the licence subject to:
 - The conditions mentioned in section 18 (2)(a) modified to such extent as the licensing authority considers necessary for the promotion of the licensing objectives
 - Any condition which must under section 19, 20 or 21 be included in the licence

- to exclude from the scope of the licence any of the licensable activities to which the application relates
- to refuse to specify a person in the licence as the premises supervisor
- to reject the application.

Conditions

38. The sub-committee's discretion is thus limited. It can only modify the conditions put forward by the applicant, or refuse the application, if it is necessary to do so. Conditions must be necessary and proportionate for the promotion of one of the four licensing objectives, and not for any other reason. Conditions must also be within the control of the licensee, and should be worded in a way which is clear, certain, consistent and enforceable.
39. The four licensing objectives are:
 - The prevention of crime and disorder
 - Public safety
 - The prevention of nuisance
 - The protection of children from harm.
40. Members should note that each objective is of equal importance. There are no other licensing objectives, and the four objectives are paramount considerations at all times.
41. Conditions will not be necessary if they duplicate a statutory position. Conditions relating to night café and take away aspect of the license must relate to the night time operation of the premises and must not be used to impose conditions which could not be imposed on day time operators.
42. Members are also referred to the Home Office Revised Guidance issued under section 182 of the Licensing Act 2003 on conditions, specifically section 10.

Reasons

43. If the sub-committee determines that it is necessary to modify the conditions, or to refuse the application for a premises licence application, it must give reasons for its decision.

Hearing procedures

44. Subject to the licensing hearing regulations, the licensing committee may determine its own procedures. Key elements of the regulations are that:
 - The hearing shall take the form of a discussion led by the authority. Cross examination shall not be permitted unless the authority considered that it is required for it to consider the representations.
 - Members of the authority are free to ask any question of any party or other person appearing at the hearing.
 - The committee must allow the parties an equal maximum period of time in which to exercise their rights to:

- Address the authority
 - If given permission by the committee, question any other party.
 - In response to a point which the authority has given notice it will require clarification, give further information in support of their application.
- The committee shall disregard any information given by a party which is not relevant to the particular application before the committee and the licensing objectives.
 - The hearing shall be in public, although the committee may exclude the public from all or part of a hearing where it considers that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in private.
 - In considering any representations or notice made by a party the authority may take into account documentary or other information produced by a party in support of their application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing.
45. This matter relates to the determination of an application for a premises licence under section 17 of the Licensing Act 2003. Regulation 26(1) (a) requires the sub-committee to make its determination at the conclusion of the hearing.

Council's multiple roles and the role of the licensing sub-committee

46. Sub-committee members will note that, in relation to this application, the council has multiple roles. Council officers from various departments have been asked to consider the application from the perspective of the council as authority responsible respectively for environmental health, trading standards, health and safety and as the planning authority.
47. Members should note that the licensing sub-committee is meeting on this occasion solely to perform the role of licensing authority. The sub-committee sits in quasi-judicial capacity, and must act impartially. It must offer a fair and unbiased hearing of the application. In this case, members should disregard the council's broader policy objectives and role as statutory authority in other contexts. Members must direct themselves to making a determination solely based upon the licensing law, guidance and the council's statement of licensing policy.
48. As a quasi-judicial body the licensing sub-committee is required to consider the application on its merits. The sub-committee must take into account only relevant factors, and ignore irrelevant factors. The decision must be based on evidence, that is to say material, which tends logically to show the existence or non-existence of relevant facts, or the likelihood or unlikelihood of the occurrence of some future event, the occurrence of which would be relevant. The licensing sub-committee must give fair consideration to the contentions of all persons entitled to make representations to them.
49. The licensing sub-committee is entitled to consider events outside of the premises if they are relevant, i.e. are properly attributable to the premises being open. The proprietors do not have to be personally responsible for the incidents for the same to be relevant. However, if such events are not properly attributable to the premises being open, then the evidence is not relevant and should be excluded. Guidance is that the licensing authority will primarily focus on the direct impact of the activities

taking place at the licensed premises on members of the public, living, working or engaged in normal activity in the area concerned.

50. Members will be aware of the council's code of conduct which requires them to declare personal and prejudicial interests. The code applies to members when considering licensing applications. In addition, as a quasi-judicial body, members are required to avoid both actual bias, and the appearance of bias.
51. The sub-committee can only consider matters within the application that have been raised through representations from other persons and responsible authorities. Interested parties must live in the vicinity of the premises. This will be decided on a case to case basis.
52. Under the Human Rights Act 1998, the sub-committee needs to consider the balance between the rights of the applicant and those making representations to the application when making their decision. The sub-committee has a duty under section 17 Crime and Disorder Act 1998 when making its decision to do all it can to prevent crime and disorder in the borough.
53. Other persons, responsible authorities and the applicant have the right to appeal the decision of the sub-committee to the magistrates' court within a period of 21 days beginning with the day on which the applicant was notified by the licensing authority of the decision to be appealed against.

Guidance

54. Members are required to have regard to the Home Office guidance in carrying out the functions of licensing authority. However, guidance does not cover every possible situation, so long as the guidance has been properly and carefully understood, members may depart from it if they have reason to do so. Full reasons must be given if this is the case.

REASONS FOR URGENCY

55. The time limited licence is for an event to take place between 18 and 20 August 2017. Due to legislative time constraints it would not be possible to wait for a further meeting to be held to consider this report.

REASONS FOR LATENESS

56. It was not possible to circulate this report five clear days in advance of the meeting. The final report was confirmed and received after the main agenda was dispatched on 7 August 2017

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Licensing Act 2003 Home Office Revised Guidance to the Act Secondary Regulations Southwark statement of licensing policy Case file	Southwark Licensing, C/O Community Safety and Enforcement, 160 Tooley Street, London, SE1 2QH	Mrs Kirty Read Tel: 020 7525 5748

APPENDICES

Name	Title
Appendix A	Application premises licence
Appendix B	Representation from responsible authorities
Appendix C	Conciliation and withdrawal statements
Appendix D	Map of local area

AUDIT TRAIL

Lead Officer	Deborah Collins, Strategic Director of Environment and Social Regeneration		
Report Author	Dorcas Mills, Principal Licensing Officer		
Version	Final		
Dated	9 August 2017		
Key Decision?	No		
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER			
Officer Title	Comments sought	Comments included	
Director of Law and Democracy	Yes	Yes	
Strategic Director of Finance and Governance	No	No	
Cabinet Member	No	No	
Date final report sent to Constitutional Team		9 August 2017	



**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We THE AFRICA CENTRE
(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Great Suffolk Street from Junction with Dolben Street to Junction with Sturge Street			
Our premises is located at: 66 Great Suffolk street London Southwark			
Post town	London	Postcode	SE1 0BL

Telephone number at premises (if any)	020800 [REDACTED] / [REDACTED]
Non-domestic rateable value of premises	£ 150,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| i as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| i.i as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input checked="" type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☐

I am making the application pursuant to a statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		

Date of birth		I am 18 years old or over Please tick yes	
Nationality			
Current postal address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

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

Name : The Africa Centre
Address 66 Great Suffolk street London Southwark SE1 0BL
Registered number (where applicable) Charity number: 313510 Company number: 00683989
Description of applicant (for example, partnership, company, unincorporated association etc.) Charity/ Registered company
Telephone number (if any) 0208 004 [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	9	0 8 2 0 1 7

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
1	8	0	8	2	0	1	7

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

DD		MM		YYYY			
2	0	0	8	2	0	1	7

Please give a general description of the premises (please read guidance note 1)

The premises we wish to conduct our activities on is Great Suffolk Street. From the junction with Dolben Street (north of junction with union Street) down to the junction of Sturge Street. Hoping to utilise the 5-a side football pitch located at Moonracker point as well as the Grand Vitesse Industrial goods yard just before the junction with Dolben Street.
These activities will include three music stages playing amplified live music. There will also be a large selection of African textiles, Food and Drink available for purchase by street vendors

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
Day	Start	Finish		
Mon			<u>Please give further details here</u> (please read guidance note 4)	
Tue				
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)	
Thur				
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)	
Sat				
Sun				

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) We propose three separate locations for film screenings. The magistrates court, the taxi yard and the boxing club. All locations are connected to the festival route/boundaries.		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	18:00	22:00			
Sat	12:00	22:00			
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)			
Wed			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)			
Thur						
Fri						
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon			There will be three musical stages, featuring live performances of amplified live and recorded music. A DJ will fill time between performances and there will also be a host on each stage. There will also be other types of performances such as Dance and Spoken Word.		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	12:00	22:00			
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) There will be two ^{three} main stages that will be playing amplified live and recorded music.	
Mon				
Tue			There will also be indoor amplified music in the Africa Centre building.	
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)	
Thur				
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)	
Sat	12:00	22:00		
Sun				

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors <input type="checkbox"/>
				Outdoors <input checked="" type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) this will feature amplified music and take place on the three staging areas.	
Mon				
Tue				
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)	
Thur				
Fri				
Sat	12:00	22:00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)	
Sun				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing There will be various activities taking place throughout the festival, these include spoken word performances, Drama, Face painting, Storytelling, Mask making and Children's games.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3) These activities will take place in designated areas and be supervised/ran by licensed security checked individuals.		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri					
Sat	12:00	22:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

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

Name	
Kojo Asare Akuffo	
Address	
<div style="background-color: black; width: 100px; height: 100px;"></div>	
Postcode	<div style="background-color: black; width: 100px; height: 20px;"></div>
Personal licence number (if known)	
TBC	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Tue			
Wed			
Thur			
Fri	18:00	22:00	
Sat	12:00	22:00	
Sun			

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The Africa Centre has ensured that all licensing objectives will be met by allocating a sufficient number of supervisory personnel to manage the event. We will have stewards at road closures, in addition to staff and volunteers of the Africa Centre, we envisage having police presence and community wardens provided by Better Bankside. We will work with Bankside Residents forum to ensure our neighbours are included and not overly burdened by this event.

b) The prevention of crime and disorder

To prevent crime and disorder at the event, we have consulted with Better Bankside who will provide community wardens. We also envisage enlisting the local Police force to ensure adequate security is on hand to deter and/or deal with any disruptions. Stewards will also be on site with radios to communicate any issues to the relevant authority.

c) Public safety

There will be trained stewards on site, to instruct the visitors of the event on locations of attractions and also assist any person who may need help. The Africa Centre Staff and Volunteers will also be on hand to provide safety information such as the closest exit, as well as ensuring everybody remains safe and well throughout the day.

d) The prevention of public nuisance

The presence of Police and Community stewards should deter any possible public nuisance activity. The stewards and volunteers will also be vigilant in spotting and reporting and signs of public disturbance or nuisance. All through fares will be clearly signposted and allow for pedestrians on foot or on bicycle to both attend and travel through the festival route.

e) The protection of children from harm

All staff on duty throughout the day will be on the look-out for any children who may have strayed from their parent or guardian.
 Stewards, staff and announcers will all be reminding attendees of their need to properly supervise all children and keep them close by at all times.
 There will be Police, Community Wardens and volunteers throughout the event who will be briefed on helping any lost children.
 Production team and a health and safety specialist will be conducting a thorough risk assessment of the festival premises highlighting any hazards

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- ☐

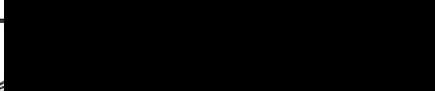
[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

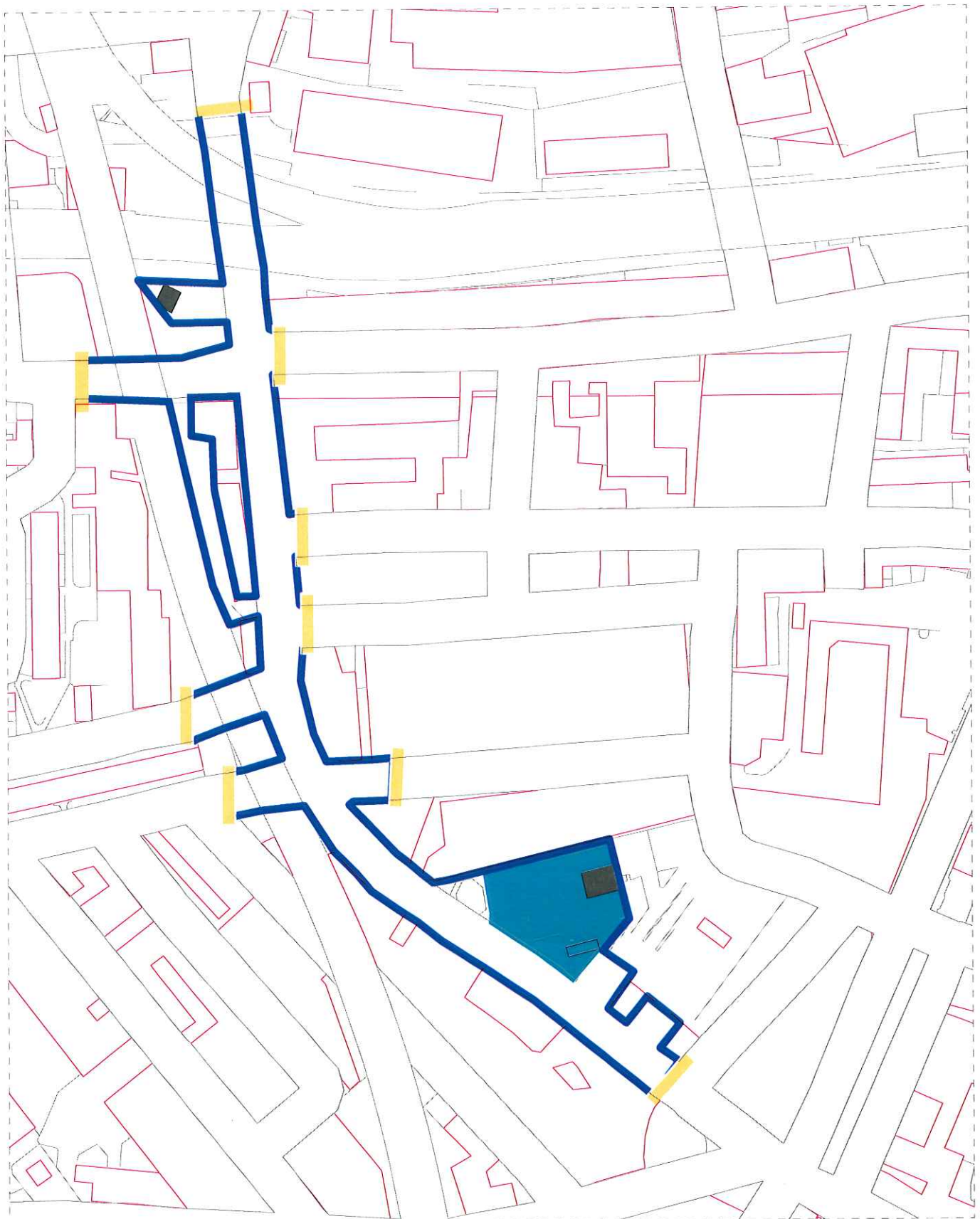
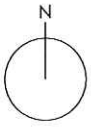
Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	27.6.17
Capacity	Office Manager / organiser

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**







Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance



KEY

	ROAD BLOCKS		A - ROADS
	FESTIVAL ROUTE		B - ROADS
	STAGE LOCATIONS		ROAD AHEAD CLOSED

0 50

Event Management Plan
V3 Final
Prepared by: Kojo Akuffo
Dated: 9 August 2017

Africa Centre Summer Festival 2017

Event Management Plan

The Africa Centre Summer Festival –Saturday 19th August 2017

1 Event Overview

2017 plays host to the fourth Africa Centre Summer Festival. This event is an open air street festival-that will allow all visitors to see, touch, hear and taste the best in contemporary African culture at the Africa Centre's summer all-dayer.

Great Suffolk Street in SE1 will be closed for the event.

The 2017 edition will be the first to take place outside of the Covent Garden East and West Piazzas.

This will be the Festival's first time taking place in Southwark; the event will host three outdoor stages, as well as a visual art installation from Internationally known, London based Nigerian Sculpture artist Ms Sokari Douglas-camp CBE.

There will be a host of activities and subsidiary entertainment distributed along the Festival during the opening hours. The Music stages, stalls and all other activities will be open to the public between 12:00 and 22:00.

Site map - Appendix item 1

The Attraction to an event of this nature is that there are a large number of African and British born artists performing on the different stages during the day, appealing to a wide range of people. The presence of a visual art installation, a large variety of stalls selling African products and food as well as children's activities, means there is something for people from all walks of life to enjoy and experience at this event. A diverse demographic mix of people has attended our past Summer Festivals. Our audience

profile is exactly this, we welcome attendees of all ages to this event, it will be family friendly.

1.1 Audience

Adults, children and teenagers of all ages are expected to be in attendance. There will be many activities for a family audience to enjoy, as well as some high profile musicians from both the UK and Africa for young adults, teens and adults. There will be no contentious artists booked to perform at this event.

1.2 Work Force

A joint work approach has been adapted by The Africa Centre and consultants contracted to work on the preparation and execution of the festival.

Liaison with Southwark Council regarding licensing has already taken place and applications are being processed at this time. All neighbouring businesses have also been consulted in regards to the event and their involvement. We have liaised with all effected businesses. Throughout the event planning, the organisers will attend SAG (Safety Advisory Group) meetings, as well as arrange further meetings with MET Police, Ambulance Solutions Ltd, FM Conway, Transport For London, ResponSec, and any of the effected businesses in the immediate area.

During the event itself the event organisers will be supported by contractors, stewards, a security team, medics, electricians, wardens, volunteers and production staff.

Event Director – Mark Higham

Event Manager – Kojo Akuffo

Event Consultant - [REDACTED]

Stage and Production Manager– [REDACTED]

Stage Production – NKN Productions Ltd

First Aid Provider – Ambulance Solutions Ltd

Artist Liason – Open The Gate Ltd

Vendor Liason – Open the Gate Ltd

Cleaners – Southwark Council

Noise Control Consultant – Vanguardia

Volunteers - Africa Centre

Security - ResponSec

Africa Centre Staff – [REDACTED]

The Event Director will make all key decisions about the event.

For information on the experience of Key staff please see additional information section at the end of this document.

Estimated attendance: A maximum of 4,000 in attendance at one time

This event management plan is a working document and will be amended throughout the planning process.

1.3 Overview of Site Facilities and Attractions

1.3.1 Music Stages

Africa Music Stage

This stage will be the largest of the three stages. Managed by Open the Gate, there will be an eclectic mix of artists from all over the world playing traditional African music from their country of origin. This stage will feature artists from North, South, East and West Africa including the less represented African countries. The core audience for this stage is expected to be aged 25 + including families with young children.

Stage Open: 12:00

Stage Close: 22:00

Stage Schedule: See appendix Item 2

Black British Music Stage

Managed by Jack Arts entertainment, this stage will feature premium Homegrown UK Talent, featuring artists with current singles in the UK charts. The core audience for this stage is expected to be aged 15 – 30. This stage will function from 12:00 to 22:00 on the day of the event.

Stage Open: 12:00

Stage Closed: 21:00

Stage Schedule: See appendix Item 2

Young Africa Centre stage

This stage will be the smallest of the three stages and will feature unsigned artists from London and the UK. Our Young Africa Centre committee consisting of 5 young adults aged 18 – 25 will select the roster for this stage. This stage will feature a mixture of unsigned artists and performers.

The audience for this stage is likely to be a variety as we would assume the majority of spectators would be friends and family of performers.

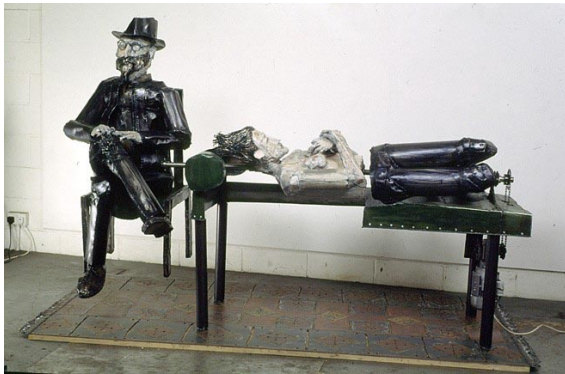
Stage Open: 12:00

Stage Close 22:00

Stage Schedule See appendix Item 2

1.3.2 Visual Art Installation

Ms Sokari Douglas-Camp will be exhibiting a single piece located in front of The Africa centres V.I.P Area. Examples of her work below:



1.3.3 Children's Activities

The children activities will take place on Pocock Street. This area will be clearly signposted. All Personnel dealing directly with children will be required to provide up to date DBS clearance before conducting any service for this event. These activities will include face painting and various arts and crafts.

1.3.4 Vendor Stalls

The Vendor management will be handled by Open The Gate Ltd. They have a large roster of vendors who specialise in African products and foods. These stalls will appear under 3x3m gazebos holding one or two vendors in each of them.

Vendors

A full list of Vendors along with contact information can be found in-Appendix Item 3

Production and Event Time table

Stage schedules can be found in Appendix item 2.

Africa Centre Address:
66 Great Suffolk Street
Southwark
London
SE1

Please see Appendix Item 2 for a production and show timetable

2 Risk Assessments

2.1 Fire Protection

An event specific fire risk assessment has been conducted by a competent fire risk assessor. The fire risk assessment has been forwarded to LFB and the SAG in advance of the event.

Please see Appendix item 4

2.2 Site Inspection

All structures will be set-up by qualified professionals, who will follow all safety protocols during set-up as well as conduct a thorough safety check once the set-up has been completed.

Stage specifics – Appendix Item 5

2.3 Health and Safety

A specialist Event Safety consultant conducted a site visit on Tuesday 4th July and has provided a comprehensive event Risk Assessment, Fire Risk Assessment and review of the Event Management Plan (Version 2) for the entire festival.

All staff will be briefed on the event safety policy and issued a copy. All contractors and suppliers will be required to provide their event specific RAMS which will be reviewed in advance of the event, by a competent person and be available as a contractor file, for inspection by the local authority at their request.

A construction Phase Plan (Production Schedule) has been provided in advance of the event and circulated to the SAG and all key personnel involved with the event.

Event Risk Assessment Please See Appendix item 6

Event Fire Risk Assessment Please see appendix item 4

Production Schedule please see appendix item 2

For RAMS Method statements and all certification covering Structures on the site Please see appendix items 5 and 11.

3 Proof of Liability Insurance

The Africa Centre has in place a public liability cover up to £5,000,000 and Employers liability insurance up to £10,000,000.

The proof of this cover will be present in the appendix item 7

4 Event Communication Plan

All key members of staff will be able to communicate throughout the event via the use of Hytera Digital UHF Radios.

There will be designated channels for different areas of operation. Communication to the crowd present at the event will be done via the PA systems on each of the staging areas. Stewards and Security will also be updated of any pressing notifications that are to be communicated to visitors. The Africa Centre will also utilise social media to send out regular updates to those attending and potential visitors.

4.1 Radio channels

Below is a list of the designated radio channels and their use on the day.

- Ch 1 Event Control / EIC
- Ch 2 Security / traffic management
- Ch 3 First Aid / ambulance
- Ch 4 Event management
- Ch 5 Production
- Ch 6 Stages
- Ch 7 Noise control consultant
- Ch 8 Cleaner

5 Security and Stewarding Provision

5.1 Stewards and Security

A Security deployment document has been produced in consultation with the security provider and event safety consultant.

SIA staff, supported by stewards, will be on site from the moment the first piece of equipment is delivered to the festival site, to the moment the last piece of equipment is removed from the site. The Africa Center have consulted with Better Bankside Wardens and the Metropolitan Police, while recognising their support is subject to availability.

Please see appendix item 9

5.2 Identification

All Event Staff will wear branded T-shirts for ease of identification. Security staff, stewards and First Aid Staff will wear appropriate, high visibility uniforms.

5.3 Acceptable Behaviour

The organisers will not accept racist, inappropriate or aggressive behaviour amongst audience members. Any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or handed to the Metropolitan Police.

6 Crowd Management

6.1 Event Control

Activities during the event will be monitored by a central Event Control, which will log security and medical incidents. They will be connected using UHF radios, landline and mobile phones.

Event Control will communicate with key event personnel principally using UHF radios operating on 8 different channels, covering -
Event Control

Security

Medical

Event Management

Production

Stage Management

Noise Control Consultant

Cleaners

Landline and mobile phones will provide contingency communications.

6.2 Volunteers

Africa Centre volunteers will be working on site throughout the event, fulfilling a range of roles, including attending road closures, build/pack-down, communications and stage support. They will work with Africa Centre staff and contractors and report to a Supervisor.

6.3 Crowd Control at Stages

The event programme features live music from 3 separate stages -

1. Africa Music Stage
2. Black British Music Stage
3. Young Africa Centre Stage

Audience numbers will vary across each stage and fluctuate throughout the event, but are expected to spread across the entire site, fitting safely within the available space. Pedestrian access will be provided down the sides of each stage.

Both the Africa Music Stage and Black British Music Stage platforms will be one-metre-high and have appropriate safety fencing. They will also have load-bearing crowd barriers separating the stage front from the crowd. Security personnel will be positioned between each stage and crowd barrier, enabling unrestricted monitoring and helping maintain safety across the whole audience.

The Young Africa Centre Stage will be 600mm high and therefore will not have safety fencing.

6.4 Emergency Access

There are nine road closure points throughout the event demise, including the two closures at either end of Great Suffolk Street.

Although every intersection within the festival site will be an open thoroughfare to pedestrians, the main entry/exit points will be:

- Both ends of the road closure on Great Suffolk Street
- Union Street
- Pocock Street

A minimum 4 metre wide avenue will be available along Great Suffolk Street to allow for access to fire trucks and other emergency vehicles. Emergency access will be via Union Street (both directions) and egress via Pocock Street (east).

6.5 Evacuation Procedure

In the event of an emergency requiring evacuation, direction will come from the Event Director and communicated to security and other event personnel through Event Control.

Event personnel at each of the road closures will be informed and instructed to facilitate safe egress. In the event of an evacuation it is anticipated that attendees would leave via any and all of the intersecting streets and the majority disperse.

Designated safety muster points for each zone will be:

- Zone 1 (Union Street to Dolben Street) and Zone 2 (Union Street south to Pocock Street) - evacuation muster at Nelson Square (access via Union Street and Surrey Row)
- Zone 3 (Pocock Street to Sturge Street) - evacuation to the 5-a-side football pitch and fire training yard

7 First Aid

Private contractor Ambulance Solutions will provide first aid and emergency evacuation services. There will be two ambulance locations, each staffed by two first aiders -

1. Pocock Street (east)

Union Street (west)

Each location has a direct and immediate egress route.

Medical incidents and actions will be recorded and logged with Event Control.

8 Fire Precautions and Resources

Minimum 4 metre width route will be provided through the event site providing access to fire trucks and other emergency vehicles.

CO2 and water fire extinguishers will be positioned at each stage and at Event Control.

Security personnel will be designated first respondents to fire incidents. They will be familiar with the risk assessment and briefed about use of fire safety equipment and evacuation procedures.

Security, event staff and volunteers will be instructed to call 999 in the event of a fire emergency and to evacuate the public and contractors away from the incident site via the nearest safe intersection and towards the nearest safe muster area.

9 Traffic Control

The Africa Centre is contracting SIA security and a CSAS accredited Officer to oversee the road closures. These road closures will block vehicular traffic but still allow for pedestrian foot traffic in and out of the event site.

A Traffic Management Plan has been developed - and will be

implemented by - FM Conway, involving the closure of roads and provision of diversions.

See also the Traffic Management Plan.

10 Rain and Extreme Weather

The weather forecast will be monitored closely leading up to and during the event. While wet weather may affect audience levels, key locations will be undercover and protected (including each of the three stages). The railway bridges and stall-holder gazebos will provide protection from rain.

If extreme weather is forecast, or arrives on the day, the Event Director will consult with event management and security before making any decision about amending or cancelling the programme. If the programme is amended or cancelled, communications will be issued through social media, radio, news services, on the event website and via email.

11 Communications

Contact details for all event personnel, contractors and stakeholders will be available on a single spreadsheet and available at Event Control.

Key contact details will be listed on lanyard IDs worn by event personnel.

UHF radios have been site tested and will be provided to key personnel and contractors, using 8 different channels. Two channels - security and medical - will feed continuous communications to Event Control. A separate base radio at Event Control will be for all other (non-security and non-medical) radio communications. Spare radios and batteries will be available.

Additional communications will be through mobile phones, set to

vibrate as well as ring tone set to maximum volume. Chargers will be available. A landline installed in Event Control will provide supplementary communications.

Media communications will be managed exclusively by the Media Manager and Event Director.

12 Waste Management

Southwark's cleaning contractor will provide cleaning, waste and recycling services pre / during / post-event, supported by the Better Bankside team.

Waste and recycling bins will be positioned in pairs at regular locations across the site, with large bins securely positioned off Great Suffolk Street but within the road closure demise. Arrangements are in place to empty full bins as and when required.

A final site clean will be conducted prior to re-opening the roads.

12.1 Toilets

The following portable toilets will be distributed across three sites within the event:

- 32 unisex portaloos
- 4 urinals (each with 4 bays)
- 2 wheelchair access toilets

Additional toilet provision will be available at Africa Centre premises - 66 Great Suffolk St plus Old Union Yard arches #28 and #29.

Cleaning contractors will monitor cleanliness during the event.

Additional toilets will be available at:

- Bala Baya restaurant, Old Union Yard Arches
- Union Street Theatre Cafe, Old Union Yard Arches

- Union Jack pub, corner Great Suffolk Street and Union Street

13 Hygiene

Hand-washing facilities and access to potable mains water for food stall-holders will be available at Africa Centre premises - 66 Great Suffolk St plus Old Union Yard arches #28 and #29.

Each toilet facility will have hand-washing facilities

14 Emergency control Plan

Details have been provided in the Crowd Management Plan.

15 Fire Procedures

All food stalls will be required to have adequate firefighting provision and hand wash facilities available, barriers will be used to delineate risk areas where necessary. Any buildup of waste will be monitored and dealt with by on site cleaners.

Details have been provided in the Crowd Management Plan.

16 First Aid Plan

Ambulance Solutions service will be present in two key locations through-out the festival. This will ensure the festival is properly covered in two areas we see to be high capacity.

17 Children and Vulnerable Persons Protection Plan

The Africa Centre and its partners on this event are committed to protecting children and vulnerable people in ensuring that their welfare is paramount in every project that we run in the community.

- All children and vulnerable people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or

sexual identity have the right to protection from abuse.

- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff will be aware of the child and vulnerable persons protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- All parents/carers have the right to feel safe when entrusting their children/ vulnerable people to The Africa Centre or anyone who works at our events who deals with children or vulnerable individuals.
- All children/ vulnerable people have the right to have fun and be protected when participating in activities they, their parents or their carers have chosen.

18 Lost Child and Vulnerable Person Procedure

18.1 Lost Persons Procedure on Site

If a child or vulnerable person is found then security or a steward should take them to the Information point. Here a member of staff will meet them and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a person was found in the region of xxx approximate age... Full details should not be given over the radio.

If the child knows their parents phone number then the staff member will attempt to call the parents. If no-one has claimed the child after 2 hours they should be handed over to the police.

*If the child found has been a victim of crime, police should be notified immediately and a representative of the police should come to the Information Point to take a report and remove the person if appropriate.

If a parent/ carer has lost their child / vulnerable person they should be taken to a member of security or a steward where full details of the child / vulnerable person will be taken and radioed through to event control, this information should then be passed to the police/ event control. An announcement should then be

made to staff that we are looking for a child called “James”, with the description and general area where last seen. Parents/ carers who wish to help in the search of their child/ vulnerable person should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or Event control office if they are re-united with their child/vulnerable person. All staff should then be on the look out for the lost child/ vulnerable person.

To re-unite a parent/ carer with their child/ vulnerable person, the parent must give a full and accurate description of that person. Staff should be on hand when re-unification takes place and a details of the parent/ carer should be obtained before the child/ vulnerable person is taken away.

Lost persons registration, identification and release form available for inspection if required.

18.2 Accidents and injuries

If a child or vulnerable person is injured whilst under The Africa Centre’s care or whilst involved in our projects a record will be taken in the accident report book.

18.3 Conduct with young people

All staff, volunteers or project leaders will keep a safe and appropriate distance from participants, and not engage in any inappropriate physical contact.

Only touch participants when absolutely necessary to the particular arts activity. Agreement should be sought from participants prior to any physical contact.

Do not make sexually suggestive comments even in fun.

Always treat children and vulnerable people with equal respect and dignity. The welfare of each individual should always be put before the goals of the project.

All feedback shall be encouraging, enthusiastic and constructive and no project leader will engage in negative criticism.

Never shout at a young person.

Always work in an open environment and avoid private or

unobserved situations.

If someone initiates physical contact deflect them if possible.
Do not under any circumstances give out personal contact details.

18.4 Abuse

If they have been a victim of crime, police should be notified immediately

Look directly at the child/ vulnerable person

Accept what the child/ vulnerable person says

Be aware that the child / vulnerable person may have been threatened

Tell the child/ vulnerable person they are not to blame

Do not press for information.

Reassure the child/ vulnerable person they are right to tell you and that you take what they say seriously.

Do not promise to keep the information they have disclosed a secret.

Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.

Finish on a positive note.

As soon as possible afterwards, make hand written notes of exactly what the child/vulnerable person said and the date and time.

Action to be taken

Do not delay

Do not act alone

Do not start to investigate

Inform The Africa Centre management team of your concerns immediately.

The Management team will discuss with the relevant bodies what action should be taken.

A meeting may need to take place and a written record will be noted.

The Africa Centre will inform social services of the disclosure that will liaise with the relevant departments on a need to know basis and will, if appropriate, inform the police. It is the responsibility of

the authorities to determine whether abuse has occurred.

19 Transport infrastructure Plan

A temporary Traffic Order has been submitted to Southwark Council. A copy of the traffic management Map is available in the appendix item 10 along with the Traffic Management Plan.

20 Sanitary Provision

Unisex toilets along with Antibacterial facilities will be available at three locations throughout the festival site. These locations will be strategically placed so that there are no areas of significant traffic build up during the day. Please see Waste Management plan for further information.

21 Food Safety

The Africa Centre will ensure all food vendors provide the following information well in advance of the event date.

- Details of Food Safety Management System (HACCP or Safer Food Better Business)
- Details of which Local Authority you are registered with as a Food Business
- Copies of Food Hygiene certificates
- Health and Safety Risk Assessment (site specific)
- PAT test certificates of all electrical equipment to be brought to site (if applicable)
- Gas Safety certificates of all gas-burning equipment to be brought to site
- Copy of your public liability insurance for £5m
- Copy of the Employer's Liability Insurance (if appropriate)

All food vendor information will be provided to Southwark Councils Environmental health team.

22 Waste Management Plan

Waste will be monitored on site by a dedicated team of litter pickers. We will also sort all waste to ensure our recycling rates are met. The waste management at the festival will be carried out by Southwark Councils cleaning team. The Africa Centre have consulted with Better Bankside and will utilise their street cleaning service for the hours in which they typically operate. The event space will be returned clean, as it was when we assumed control of the event area, post event.

In total there will be 6 x 110litre Euro bins located on the connecting roads to Great Suffolk Street, in particular Union Street, Pocock street and Copperfield Street.

These bins will be supplemented by 20 smaller wheelie bins dotted along the festival site. These will be collecting both recyclable and general waste.

23 Environmental Policy

The Africa Centre are committed to :

- Operating in strict accordance with relevant laws, regulations and professional codes of practice.
- Recognising and protecting natural habitats and environmentally sensitive areas.
- Minimising the effect upon the environment of our organisation and events.
- Achieving continual improvement in our environmental performance.
- Operating in an open manner and encouraging feedback on our environmental performance.
- Recycling waste where possible.
- Educate and train our employees to conduct their activities in an environmentally friendly way.
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues.

To achieve our aims we will:

- ◆ Use energy efficient light-bulbs and machinery.
- ◆ Use re-cycled materials where possible.
- ◆ Ensure all waste is recycled where possible.
- ◆ Avoid the use of hazardous substances when possible.
- ◆ Ensure any hazardous substances when used are stored and disposed of safely.
- ◆ Recycle old equipment and furniture whenever possible.
- ◆ Use timber from renewable sources.
- ◆ Use alternative energy sources where possible.
- ◆ Use organic and bio-degradable products where possible.
- ◆ Look for ethical and fair trade suppliers.
- ◆ Encourage employees to walk, cycle or use public transport whenever possible.
- ◆ Avoid battery-powered products.
- ◆ When battery products are used, ensuring waste is properly disposed of.
- ◆ Use solvent free products when possible.
- ◆ Be vigilant in clearing litter.
- ◆ Avoid causing a noise nuisance.

24 Access provision

Please see Crowd Management and Traffic Management Plans.

25 Marketing Plan

Marketing Plan is available in appendix item 10

26 Equal Opportunities statement

This document is a statement of our policy for achieving equality of opportunity throughout the work of The Africa Centre and its events. This policy shall inform our actions and attitudes to all Staff members, employees, sub-contractors, Trustees, volunteers and to members of the general public attending and participating at our events.

We recognise that individuals and groups have been, and are,

oppressed on many grounds including age, disability, sex, sexual orientation, marital or civil partnership status, pregnancy and maternity, race, colour, nationality, national origin, ethnic origin, political opinion, religion or belief.

The Charity and its members will fully comply with the justifiable spirit of legislation in these areas, and will aim to ensure that no person engaged or participating in our events is disadvantaged.

We understand that equality of opportunity includes:

- Those attending and/or participating in our events
- The employment, training, recruitment and selection of employees, sub-contractors, Trustees, volunteers and Federation members.
- How we communicate, both internally and externally, including how we portray participants in our events.

We will brief all Staff members, employees, sub-contractors, Trustees and volunteers on this policy and everyone must agree to apply it in practice when working / volunteering for the Charity and our Festival. The staffs of the Africa Centre are responsible for ensuring that this policy is implemented and they will review this on an annual basis.

For ethical and legal reasons we will not tolerate any unlawful discrimination or breaches of our Equal Opportunities Policy and appropriate action will be taken against offenders.

3 How we will deal with instances of negative discrimination

We are committed to taking action against all forms of discrimination. If you feel that you have in any way been disadvantaged, we urge you to report the matter to the Charity by contacting the office. Our first priority will be to investigate your concerns and seek to resolve the issue to your satisfaction.

If you suffer from a disability (for the purposes of the Disability Discrimination Act) please inform us so that we can consider what reasonable adjustments can be made.

We ask all our Staff members, employees, sub-contractors, Trustees and volunteers to conduct themselves in a manner of which we can all take pride, and to accept their part in promoting non-discriminatory behaviour. We all have a duty to report such discriminatory behaviour, and to act in accordance with the spirit and the requirements of the relevant legislation.

We do not, and will not, tolerate any form of discrimination. Appropriate action will be taken against anyone found to be acting in such a manner in accordance with the terms and conditions of their engagement as an employee, sub-contractor, Trustee, volunteer or member of Staff.

27 LICENSED PREMISES ACTIVITY

The licensed premises for the event will be the road closure demise and operate from midday to 10pm, Saturday 19 August.

The Africa Centre is contracting an experienced company, Stirrers & Shakers, to operate three drink stalls at separate locations on Great Suffolk Street:

- In front of the Africa Centre premises at 66 Great Suffolk Street
- At the 5-a-side football pitch, near the Africa Music Stage
- On the north-west corner of the Union Street / Great Suffolk Street junction

Each servery will retail a mix of packaged drinks, including water, wine, beer, cider, spirits, soft drinks and juice. Drinks will only be served in plastic glasses, bottles or cans. Free drinking water will also be available.

Each location will be staffed by accredited and uniformed personnel provided by the contractor and supervised by a bar manager, who will be in contact with security and event management. Staff will be instructed to pay attention to customer behaviour, particularly during the latter stages of the event, ensuring audience safety. Only adults will be served alcohol and photo identity will be required, as appropriate.

SIA accredited security will oversee each drinks stall. For the duration of the event, the Africa Centre will have on site a license holding representative.

Stirrers & Shakers is operated by [REDACTED];
www.stirrersandshakers.com

There is one public house within the event site - Union Jack. We have liaised with the owner and manager, ensuring they are fully

aware of the programme and audience and able to make appropriate staffing and security arrangements. We have recommended they avoid serving glassware during the event. The two additional public houses nearby - The Lord Nelson and White Hart - have been notified of the event, including road closure, programme and audience details.

Note: staff biographies have been redacted by council officers for data protection reasons.



The Licensing Unit
Floor 3
160 Tooley Street
London
SE1 2QH

Metropolitan Police Service
Licensing Office
Southwark Police Station,
323 Borough High Street,
LONDON,
SE1 1JL

Tel: 020 7232 6756
Email: SouthwarkLicensing@met.police.uk

Our reference: MD/21/ 2990/17

Date: 25th July 2017

Dear Sir/Madam

Re:- The Africa Centre 66 Great Suffolk Street SE1 0BL

Police are in possession of an application from the above for a new premises licence. The application is in relation to a time limited licence for the supply of alcohol and entertainment during the Africa Centre Summer Festival on the 18th & 19th August 2017.

Police object to this application on the grounds that the applicant has not addressed the four licensing objectives, in particular the prevention of crime and disorder.

The applicant refers to the use of Police and local authority wardens and other volunteers, in particular the applicant states that they have consulted with Better Bankside and that Wardens will be provided. This is not the case and there will be no wardens dedicated to this event.

I have had site of an event management plan produced by the applicant, point six of the plan refers to security and stewarding, there is little in the way of detail of this provision. This event is likely to attract a significant number of people, the applicant needs to provide more detail in how they intend to Police this event.

Due to the lack of detail provided I am reluctant to provide further comment or suggest the appropriate control measures.

I object to the application in its entirety.

Ian Clements PC 362MD
Police Licensing Officer
Southwark Police Station
T0207 232 6756

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Prickett, Mark
Sent: Tuesday, July 25, 2017 11:11 AM
To: Regen, Licensing
Cc: [REDACTED]
Subject: Africa Centre, Great Suffolk Street Event. EPT representation

Dear Licensing,

The Environmental Protection Team (EPT) have reviewed the time-limited premises licence application for The Africa Centre, 66 Great Suffolk Street, SE1 0BL, for a street party on Great Suffolk Street between Friday 18th August – Sunday 20th August 2017.

Licensable activities sought;

Films (indoors & outdoors): Friday 18:00 – 22:00, Saturday 12:00 – 22:00
 Live music (indoors & outdoors): Saturday 12:00 – 22:00
 Recorded music (indoors & outdoors): Saturday 12:00 – 22:00
 Performance of dance (outdoors): Saturday 12:00 – 22:00
 Anything similar (indoors & outdoors): Saturday 12:00 – 22:00
 Supply of alcohol (on the premises): Saturday 12:00 – 22:00

Opening hours: Friday 18:00 – 22:00, Saturday 12:00 – 22:00

Section M part d) of the application has been reviewed which outlines the measures to be taken to prevent public nuisance.

“The presence of Police and Community stewards should deter any possible public nuisance activity”.

The measures outlined are not considered adequate enough for an outdoor event with amplified entertainment for up to 8000 people. There is no information submitted nor measures put forward on how to control noise or how the applicant will prevent noise disturbance from occurring. As such EPT **raise objection** to this application.

Can the applicant please submit further information on;

- How amplified noise levels will be controlled from outdoor entertainment? Will there be a maximum noise level set, if so how will this level be agreed? How will it be managed to stay at this level throughout the event? Is there to be a sound limiter?
- What time will set up and take down of the stages, equipment, stalls, toilets etc. take place?
- How local residents will be kept informed about the event? Please send through any correspondence sent out or planned to be sent out.

Please see the following link for noise conditions relating the outdoor events in Southwark;
http://www.2.southwark.gov.uk/downloads/download/2880/planning_an_event

EPT will review further information when submitted and, if agreeable, could conciliate the objection by way of agreeing conditions.

Kind regards,

Mark Prickett
Principal Enforcement Officer
Environmental Protection Team
Tel: 020 7525 0023

Postal address: Southwark Council, Environmental Protection Team, Regulatory Services, 3rd Floor
Hub 1, PO Box 64529, London, SE1P 5LX

Office address (By appointment only): Southwark Council, 160 Tooley Street, London, SE1 2QH

visit: <http://www.southwark.gov.uk/air-quality>

<http://www.llecp.org.uk/> - London Low Emission Construction Partnership



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MEMO: Licensing Unit

To	Licensing Unit	Date	25 July 2017
Copies			
From	Jayne Tear	Telephone	020 7525 0396
Email	jayne.tear@southwark.gov.uk	Fax	

Subject Re: The Africa Centre, 68 Great Suffolk Street, London, SE1 0BL
Great Suffolk Street from Junction with Dolben Street to Junction with Struge Street

Application for a premises licence

I write with regards to the above application for a premises licence submitted by The Africa Centre under the Licensing Act 2003, which seeks the following licensable activities:

Time limited from 18.08.2017 to 20.08.2017

On Friday 18.08.2017

- Films (indoors and outdoors)
- Opening times from 18:00 to 22:00

On Saturday 19.08.2017

- Live music, recorded music, performance of dance and anything of a similar description, Films; (indoors and outdoors) from 12:00 to 22:00
- Supply of alcohol (on the premises) from 12:00 to 22:00
- Opening times from 12:00 to 22:00

I am unsure why 20.08.2017 which is on a Sunday has been included in this application as no licensable activities have been asked for on this day within the application and I seek clarification on this point.

This premises is situated within Borough and Bankside CIP Area

The premises is described as 'The premises we wish to conduct our activities on is Great Suffolk Street. From the junction with Dolben Street (north of the junction with Union Street) down to the junction of Sturge Street. Hoping to utilise the 5-a side football pitch located at Moon Raker point as well as the Grand Vitesse Industrial goods yard just before the junction with Dolben Street. These activities will include three music stages playing amplified live music. There will be a large selection of African textiles, food and drink available for purchase by street vendors.'

My representation is based on the Southwark Statement of Licensing policy 2016 – 2020 and relates to the licensing objectives for the prevention of crime and disorder, the prevention of public nuisance, protection of public safety and the protection of children from harm licensing objectives.

The plan submitted with this application does not show where '*.....drink available for purchase by street vendors*' shall be located.

The application has failed to address any of the licensing objectives adequately and due to the limited information provided I recommend that the application is refused or an appropriate operating schedule is provided which should include an event management plan. I am not in a position to recommend any conditions to promote the licensing objectives as there is insufficient information provided with this application.

Southwark's Statement of Licensing Policy 2016 – 2020 can be found on the following link:

[http://www.southwark.gov.uk/downloads/download/4399/licensing_act_2003 -
_southwark_statement_of_licensing_policy_2016 - 2020](http://www.southwark.gov.uk/downloads/download/4399/licensing_act_2003_-_southwark_statement_of_licensing_policy_2016_-_2020)

Jayne Tear
Principal Licensing officer
In the capacity of the Licensing Responsible Authority

[REDACTED]

[REDACTED]

[REDACTED]

From: Farrington, Ian
Sent: Thursday, July 06, 2017 5:33 PM
To: Tear, Jayne; Regen, Licensing
Cc: Franklin, David
Subject: Time limited application from 18/08/2017 – 20/08/2017 Great Suffolk Street - The Africa Centre

Dear Licencing team

I write with concerns regarding the lack of an **Event Management Plan** for the event indicated below (Estimated Capacity 8000 persons)

Time limited application from 18/08/2017 to 20/08/2017
 Great Suffolk Street
 The Africa Centre.

The copy of the application support paperwork seen, makes reference to support from Community Wardens and Police as integral to the prevention of crime and disorder – however the provision of this support is beyond the control of the organisers at this time.

The submitted paperwork seems to fail to address how the management would deal with public safety. Therefore I have concerns about the organisations commitment and execution of their duties to carry out a full risk assessment and incorporate it into an event management plan.

There is no clear information as to how the organisers are to handle crowd management.

Furthermore any Evacuation Procedures have not been referenced.

I would therefore advise that until such a time as the management carry out a documented risk assessment for crowd management and emergency evacuation, and implement their findings in an event management plan, the issuing of a licence for this event should not be granted.

Kind Regards

[Ian Farrington - Principal Enforcement Officer \(Health and Safety\)](#)

[Postal address: Environment and Social Regeneration | Regulatory Services | Environmental Health & Trading Standards, Floor 3, Hub 1, PO Box 64529, London SE1P 5LX](#)

[Office Address \(for meetings and deliveries\), 160 Tooley Street, London, SE1 2QH](#)

From: Prickett, Mark
Sent: Tuesday, August 01, 2017 9:54 AM
To: 'Kojo Akuffo'
Cc: Mills, Dorcas; Mark Higham; Regen, Licensing
Subject: RE: The Africa Centre - Summer Festival 2017

Kojo,

Thank you for confirming.

Dorcas / Licensing – In light of the below please be advised that EPTs representation has now been conciliated.

Kind regards,

Mark Prickett
Principal Enforcement Officer
Environmental Protection Team
Tel: 020 7525 0023

Postal address: Southwark Council, Environmental Protection Team, Regulatory Services,
3rd Floor Hub 1, PO Box 64529, London, SE1P 5LX

Office address (By appointment only): Southwark Council, 160 Tooley Street, London,
SE1 2QH

visit: <http://www.southwark.gov.uk/air-quality>

<http://www.llecp.org.uk/> - London Low Emission Construction Partnership



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From: Kojo Akuffo [REDACTED]
Sent: Monday, July 31, 2017 4:57 PM
To: Prickett, Mark
Cc: Mills, Dorcas; Newman, Paul; Mark Higham
Subject: Re: The Africa Centre - Summer Festival 2017

Good afternoon Mr Prickett. Thank you for your swift response. With regard to your additional queries:

1) Understood and agreed. Please note that at our SAG meeting with Southwark on 11 July we agreed with your EPT colleague that we would limit loud/metal-on-metal noise after 11pm and before 8am during set up and break down. Our on site Production Manager will oversee this process.

2) We have agreed to all the conditions for large events as detailed in Southwark's open air events document, including sound limits. As required, we will have a Noise Control Consultant on site during the event, who will be in direct and radio contact with both stage and event management. Residents will also have direct and phone contact with our event control personnel throughout the event.

Please also note that we are consulting with local residents and businesses, sharing event information and addressing concerns. We will be holding a pre-event information and consultation meeting for residents.

Kind Regards

Kojo Akuffo
 Office Manager



www.africacentre.org.uk



The Africa Centre
 66 Great Suffolk Street
 London
 SE1 0BL

From: "Prickett, Mark" <Mark.Prickett@southwark.gov.uk>

Date: Monday, 31 July 2017 at 15:17

To: Kojo Akuffo <kojo.akuffo@southwark.gov.uk>

Cc: "Mills, Dorcas" <Dorcas.Mills@SOUTHWARK.GOV.UK>, "Newman, Paul"

<Paul.Newman@southwark.gov.uk>, Mark Higham <mark.higham@southwark.gov.uk>

Subject: RE: The Africa Centre - Summer Festival 2017

Kojo,

Thank you for your email.

Few outstanding queries;

- 1) Can you confirm that noisy set up on Friday 18th and de-rigging on Saturday 19th will not take place after 11pm? Post 11pm is considered night time hours and at which point noisy activities after this time will likely cause sleep disturbance.
Can you please also confirm that noisy set up does also not commence until after 8am on Saturday 19th? This is also to prevent sleep disturbance.
- 2) Can you confirm that you agree to the 10 conditions for 'Large' events, as stated in the 'Noise Conditions for Open Air Events in Southwark' document attached?

To confirm the noise condition 6.1 will be relevant, whereby;

"The music noise levels (MNL) measured or predicted at 1m from the façade of noise sensitive premises shall not exceed 65dB(a) over a 15 minute period".

Should the above be agreeable then EPT will have no further concerns and will be in a position to remove its objection.

Kind regards,

Mark Prickett
Principal Enforcement Officer
 Environmental Protection Team
 Tel: 020 75250023

Postal address: Southwark Council, Environmental Protection Team, Regulatory Services, 3rd Floor Hub 1, PO Box 64529, London, SE1P 5LX

Office address (By appointment only): Southwark Council, 160 Tooley Street, London, SE1 2QH

visit: <http://www.southwark.gov.uk/air-quality>

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Please consider the environment - do you really need to print this email?

From: Kojo Akuffo [REDACTED]
Sent: Friday, July 28, 2017 4:28 PM
To: Prickett, Mark
Cc: Clarke, Miranda; Whyte, Anne; Mills, Dorcas
Subject: The Africa Centre - Summer Festival 2017

Good Morning Mr Prickett

I would like to address the points you raised in the EPT Rep.

Please see attached extracts from version 2 of our Event Management Plan where we have established some further guidance on the areas you had mentioned in your email.

Also see below our guidance on noise management:

The Noise Management Plan

The Africa Centre will employ a noise control consultant with appropriate equipment to monitor noise levels experienced at closest residential properties in order to control noise and ensure compliance with regulations and in being a good neighbour. The noise control consultant will be in radio contact with the stage managers who in turn will control sound levels. The noise control consultant will have authority to determine the amplified sound levels in liaison with the Event Director and Event Manager. We have limited the evening hours of amplified music to 10pm in sensitivity to our neighbours. We will also operate a central event information centre, which local residents can contact by phone and in person during the event and which will be in constant contact with event and stage management. All issues directed to the event information centre will be logged.

Please note we have been instructed to hold off on sending the letter attached to residents as traffic control will need to first confirm the closure can go ahead. This should be resolved very early next week.

Thanks

Kojo Akuffo
Office Manager



www.africacentre.org.uk



The Africa Centre
66 Great Suffolk Street
London
SE1 0BL

From: Farrington, Ian

Sent: Friday, August 04, 2017 4:12 PM

To: 'Kojo Akuffo'

Cc: Mills, Dorcas; Clarke, Miranda; Whyte, Anne; Regen, Licensing; Franklin, David; Chudasama, Sailesh; Tear, Jayne

Subject: RE: Time limited application from 18/08/2017 20/08/2017 Great Suffolk Street - The Africa Centre

Dear Kojo Akuffo

Thank you for this draft of your Event Risk Assessment (version 3).

Although I read with interest the 68 pages indicating the measures you are intending to cover within this document, this document as presented contains many omissions where decisions have not yet been taken on the control measures, including in some cases an absence of persons / contractors to take on the responsibilities. There are many statements of good practice, but not all these have been followed with a commitment to take action.

At present these are:-

No Emergency Management plan

No Crowd Management plan.

Section 16 Lost Children is Inadequate

Section 20 Food Providers - does not indicate where food handlers are to access water – later in the document reference is made to pre authorisation of vendors (to my knowledge this process has not yet been activated, and the Food Safety Team have not been notified – you should contact the events team for information relating to the normal procedure on this).

Section 30 Sanitation - No Sub Contractor has been identified therefore you will not have verified the Method statement for toilet provision &

Disposal – which you indicate is a one of your control points.

Section 18 – Temporary Structures - There is no indication of sub contractors method statements - Issues such as Traffic Management for set up ie use of fork lift trucks etc. have not been addressed.

Section 11 Key Role There are still some 5 Key roles for persons that still remain un named.

With regard to the submitted risk assessment I fail to see how a significant hazard with a worst outcome of either Catastrophic or Major can be left with a residual risk of LOW if the control measure identified has not yet been implemented.

The above is not meant to be an exhaustive list as I can not act as a consultant, however these are the points that give me sufficient immediate concern, and lead me to the conclusion that I can not remove my representation.

Kind Regards

Ian Farrington - Principal Enforcement Officer (Health and Safety)

Postal address: Environment and Social Regeneration |Regulatory Services

|Environmental Health & Trading Standards, Floor 3, Hub 1, PO Box 64529, London SE1P 5LX

Office Address (for meetings and deliveries), 160 Tooley Street, London, SE1 2QH

From: Kojo Akuffo [mailto: [REDACTED]]
Sent: Tuesday, August 01, 2017 4:30 PM
To: Farrington, Ian
Cc: Mills, Dorcas; Clarke, Miranda; Whyte, Anne
Subject: Time limited application from 18/08/2017 20/08/2017 Great Suffolk Street - The Africa Centre

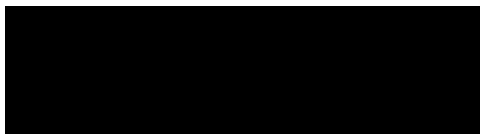
Dear Mr Farrington

Please see attached an event risk assessment and a fire risk assessment carried out by an independent surveyor, please note these risk assessments are an integral part of our Event management plan. These were not prepared when the first draft was submitted.

I have also attached an extract from our event management plan v2 that lists our security cover for the event at different times from road closure to reopening.

Many Thanks

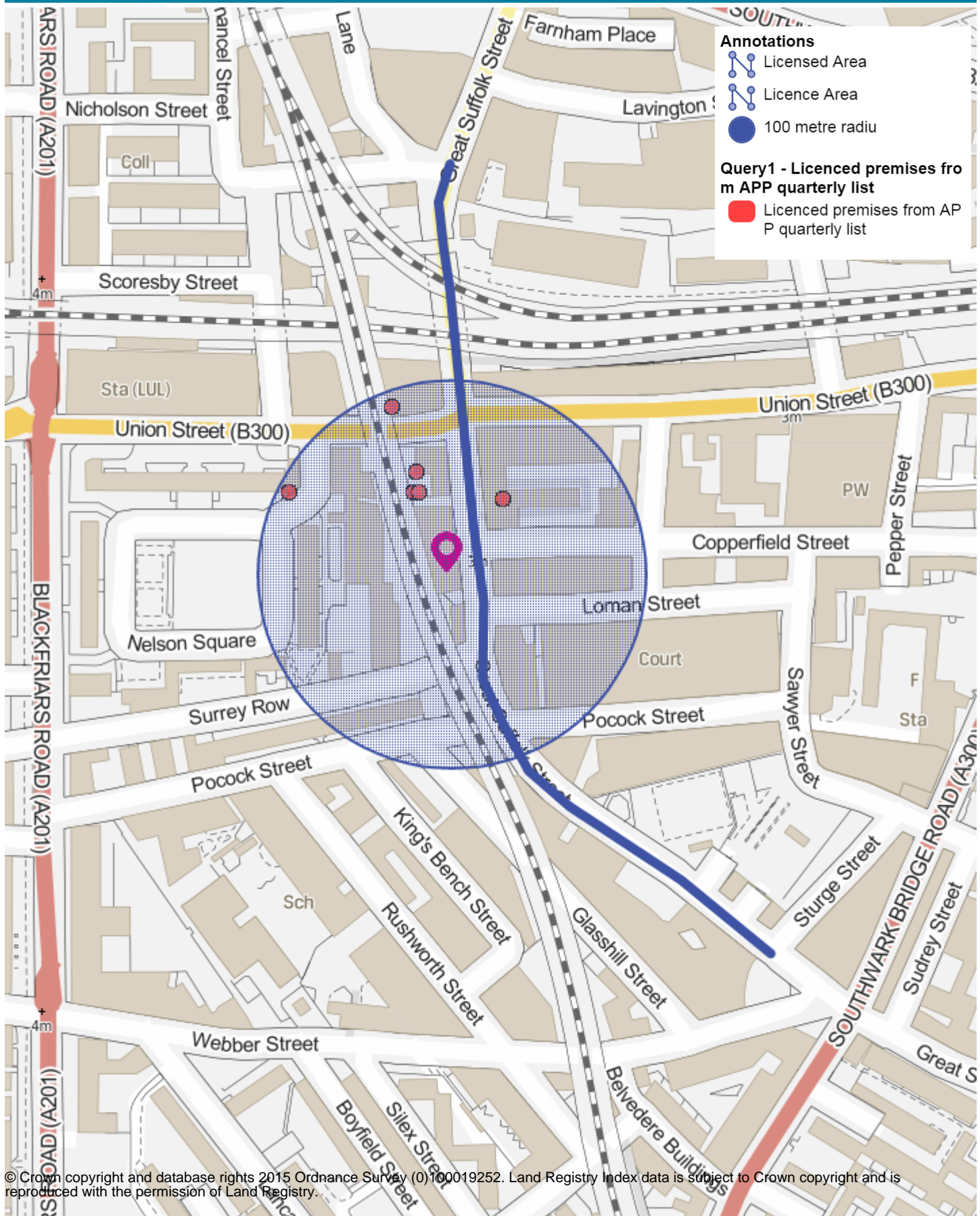
Kojo Akuffo
Office Manager



www.africacentre.org.uk



The Africa Centre
66 Great Suffolk Street
London
SE1 0BL



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9-Aug-2017

Legal Services

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Andrew Weir - Tel: 020 7525 7222

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		Mark Prickett, environmental protection tem	1
Reserve		Ian Farrington, health and safety team	1
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