

## Licensing Sub-Committee

Tuesday 7 August 2018  
10.00 am

Ground Floor Meeting Room G02A - 160 Tooley Street, London SE1 2QH

### Membership

Councillor Sunil Chopra  
Councillor Sirajul Islam  
Councillor Lorraine Lauder MBE

### Reserves

Councillor Eliza Mann

---

### INFORMATION FOR MEMBERS OF THE PUBLIC

---

#### Access to information

You have the right to request to inspect copies of minutes and reports on this agenda as well as the background documents used in the preparation of these reports.

#### Babysitting/Carers allowances

If you are a resident of the borough and have paid someone to look after your children, an elderly dependant or a dependant with disabilities so that you could attend this meeting, you may claim an allowance from the council. Please collect a claim form at the meeting.

#### Access

The council is committed to making its meetings accessible. Further details on building access, translation, provision of signers etc for this meeting are on the council's web site: [www.southwark.gov.uk](http://www.southwark.gov.uk) or please contact the person below.

#### Contact

Andrew Weir on 020 7525 7222 or email: [Andrew.weir@southwark.gov.uk](mailto:Andrew.weir@southwark.gov.uk)

---

Members of the committee are summoned to attend this meeting

**Eleanor Kelly**

Chief Executive

Date: 30 July 2018



PRINTED ON  
RECYCLED PAPER

# Licensing Sub-Committee

Tuesday 7 August 2018  
10.00 am

Ground Floor Meeting Room G02A - 160 Tooley Street, London SE1 2QH

## Order of Business

Item No.	Title	Page No.
	<b>PART A - OPEN BUSINESS</b>	
1.	<b>ELECTION OF CHAIR</b>	
	To elect a chair for this meeting.	
2.	<b>APOLOGIES</b>	
	To receive any apologies for absence.	
3.	<b>CONFIRMATION OF VOTING MEMBERS</b>	
	A representative of each political group will confirm the voting members of the committee.	
4.	<b>NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE CHAIR DEEMS URGENT</b>	
	In special circumstances, an item of business may be added to an agenda within five clear days of the meeting.	
5.	<b>DISCLOSURE OF INTERESTS AND DISPENSATIONS</b>	
	Members to declare any interests and dispensation in respect of any item of business to be considered at this meeting.	
6.	<b>LICENSING ACT 2003: DEE DEES, 77 HERNE HILL, LONDON SE24 9NE</b>	1 - 75

- |           |  |                 |
|-----------|--|-----------------|
| <b>7.</b> | <b>LICENSING ACT 2003: AFRICA CENTRE LIMITED, (EVENT ON GREAT SUFFOLK STREET FROM JUNCTION WITH DOLBEN STREET JUNCTION TO STURGE STREET JUNCTION) LONDON SE1 0BL</b> | <b>76 - 180</b> |
|-----------|--|-----------------|

**ANY OTHER OPEN BUSINESS AS NOTIFIED AT THE START OF THE MEETING AND ACCEPTED BY THE CHAIR AS URGENT.**

**PART B - CLOSED BUSINESS**

**EXCLUSION OF PRESS AND PUBLIC**

The following motion should be moved, seconded and approved if the sub-committee wishes to exclude the press and public to deal with reports revealing exempt information:

“That the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1-7, Access to Information Procedure rules of the Constitution.”

**ANY OTHER CLOSED BUSINESS AS NOTIFIED AT THE START OF THE MEETING AND ACCEPTED BY THE CHAIR AS URGENT.**

Date: 30 July 2018

<b>Item No.</b> 6.	<b>Classification:</b> Open	<b>Date:</b> 7 August 2018	<b>Meeting Name:</b> Licensing Sub-Committee
<b>Report title:</b>		Licensing Act 2003: Dee Dees, 77 Herne Hill, London SE24 9NE	
<b>Ward(s) or groups affected:</b>		Dulwich Village	
<b>From:</b>		Strategic Director of Environment and Social Regeneration	

## RECOMMENDATION

1. That the licensing sub-committee considers an application made by Mr Brook Anthony Anderson to vary the premises licence granted under the Licensing Act 2003 in respect of the premises known as: Dee Dees, 77 Herne Hill, London, SE24 9NE.
2. Notes:
  - The application seeks to vary the premises licence held under current legislation in respect of the premises known as: Dee Dees, 77 Herne Hill, London, SE24 9NE under section 34 of the Licensing Act 2003. Existing permitted licensable activities are not under consideration at this meeting.
  - Paragraphs 8 and 9 of this report provide a summary of the existing premises licence. A copy of the existing premises licence is attached at Appendix A.
  - Paragraphs 10 to 13 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 B. A map showing the location of the premises is attached as Appendix H.
  - Paragraphs 15 to 20 of this report deal with the representations submitted in respect of the application by the responsible authorities and local residents and are attached in Appendices C and D.

## BACKGROUND INFORMATION

### The Licensing Act 2003

3. The Licensing Act 2003 provides a new licensing regime for:
  - The sale of and supply of alcohol
  - The provision of regulated entertainment
  - The provision of late night refreshment
4. Within Southwark, this council wholly administers the licensing responsibility.
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 interested parties 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 current premises licence**

8. The current licence was issued on 20 March 2017. The current premises licence is issued to Mr Brook Anthony Anderson trading as Dee Dees, 77 Herne Hill, London, SE24 9NE. The licence permits the following:
- The sale of alcohol to be consumed on or off the premises:
    - Monday Saturday from 07:00 to 23:00
    - Sunday from 07:00 to 22:30.
  - The provision of regulated entertainment in the form of recorded music (indoors):
    - Monday Saturday from 07:00 to 23:00
    - Sunday from 07:00 to 22:30.
  - Opening hours:
    - Monday Saturday from 07:00 to 23:30
    - Sunday from 07:00 to 23:00.
9. A copy of the existing premises licence is attached as Appendix A.

### **The variation application**

10. On 25 May 2018 Mr Brook Anthony Anderson applied under section 34 of the Licensing Act 2003 to this council to vary the premises licence issued in respect of the premises trading as Dee Dees, 77 Herne Hill, London, SE24 9NE.

11. The application for variation is described as:

- To add the provision of late night refreshment to the licence from 23:00 to 00:00 (midnight) Friday and Saturday plus for the requested non-standard timings on bank holiday Sunday, Christmas Eve and New Year's Eve.
- To extend the permitted hours for all authorised licensable activities to be until 00:00 (midnight) Friday and Saturday (there is no change requested for Sunday to Thursday except bank holiday Sundays);
- To allow non-standard timings as follows: On bank holiday Sundays, Christmas Eve and New Year's Eve to extend the permitted hours for all authorised licensable activities to be until 00:00 (midnight);
- To remove the following conditions:
  - Conditions 846 (Annex 3): There shall only be no applications made for any temporary event notices under the Licensing Act 2003;
  - Condition 4AK (Annex 2): Should a local pub watch be set up in the area, the licensee shall seek membership.

12. The application seeks the following hours:

- The sale by retail of alcohol (both on and off sales):
  - Friday and Saturday from 10:00 to 00:00 (midnight)
  - The provision of late night refreshment (indoors):
  - Friday and Saturday from 23:00 to 00:00 (midnight).
- The provision of regulated entertainment (indoors):
  - Friday and Saturday from 10:00 to 00:00 (midnight).
- Opening hours:
  - Friday and Saturday from 07:00 to 00:30 (the following day).
- Non-standard Timings:
  - To allow non-standard timings as follows: On bank holiday Sundays, Christmas Eve and New Year's Eve to extend the permitted licensable activities to be until 00:00 (midnight).

13. A copy of the application is attached to this report as Appendix B.

#### **Designated premises supervisor**

14. The designated premises supervisor (DPS) under the existing premises licence is Mr Brook Anthony Anderson holding a personal licence with a Council outside of London. Mr Brook Anthony Anderson is also the premises licence holder and Applicant.

### **Representations from responsible authorities**

15. Southwark licensing authority (LA) has made representation against the extension of hours only, as they are in excess of the Southwark licensing policy. There is no objection to the removal of conditions.
16. A copy of the representation is available in Appendix C.

### **Representations from other persons**

17. Representations were received from 18 local residents, some drawing on all four of the licensing objectives. All object to any extension of hours because of the potential negative impact it may have on the prevention of public nuisance objective. Some residents state that they have been disturbed by the premises previously. Objectors state that there are a number of families in the immediate locality that may be affected by any change in hours.
18. Some representations are sparse in their content and are therefore considered to be borderline in validity. Members may wish to consider if all representations are indeed fully valid.
19. It should be noted that one representation is written from '77 Herne Hill Management Company Limited'. At least two of the directors of this company have also submitted separate representations in their own names.
20. All representations from local residents are redacted and available in Appendix D.

### **Conciliation**

21. All representations were sent to the applicant's agent on 28 June 2018. An offer was made to forward a response to resident objectors, but one has not been forthcoming. At the point of the report going to publication, no representations had been withdrawn.

### **Letters of support**

22. The applicant's agent has submitted 41 'letters of support'. These have not been accepted as valid representations as they were received outside of the consultation period. All letters are identical in their wording. One example has been added to Appendix E for information only.

### **Operating history**

23. The current premises licence was issued on 25 February 2016, further to a review initiated by a local resident on 8 May 2015. The application went to a hearing of the Southwark licensing sub-committee on 23 July 2015. A copy of the notice of decision is available in Appendix F.
24. This decision was appealed by the licence holder applicant. A consent order was subsequently sought and signed on 25 February 2016 and the current licence then issued. A copy of which is available in Appendix G.
25. The premises has not had and temporary events notices issued under the current licence, as there is a condition on the operating schedule specifically preventing this. The Applicant seeks to also withdraw this condition.

26. There is no history of complaints regarding the premises, since this current licence was issued.

### **Map**

27. A map of the area is attached to this report as Appendix H. There are very few other licensed premises in the immediate vicinity:

#### **Food and Wine, 73 Herne Hill, SE24 9NE:**

- The sale of alcohol to be consumed both off the premises:
  - Monday to Sunday from 08:00 to 22:30.

#### **Herne Hill Londis, 71 Herne Hill, London SE24 9NE:**

- The sale of alcohol to be consumed both off the premises:
  - Monday to Sunday from 06:00 to 22:00.

### **Southwark council statement of licensing policy**

28. Council assembly approved Southwark's statement of licensing policy 2016 - 2020 on 25 November 2015. The policy came into effect on 1 January 2016. 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. This 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. This 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. This 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. This provides a guide to the hours of licensed operation that this authority might consider appropriate by type of premises and (planning) area classification.
- Section 8 - The prevention of crime and disorder. This provides general guidance on the promotion of the first licensing objective.
- Section 9 - Public safety. This provides general guidance on the promotion of the second licensing objective.
- Section 10 - The prevention of nuisance. This provides general guidance on the promotion of the third licensing objective.



- Section 11 - The protection of children from harm. This provides general guidance on the promotion of the fourth licensing objective
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.
30. This premises is outside of a cumulative impact policy area and within a residential area. Under the Southwark statement of licensing policy 2016 - 2020 the following closing times are recommended as appropriate within this area for this categories of premises indicated:
- Closing time for restaurants and cafes is 23:00 daily
  - Closing time for public houses, wine bars or other drinking establishments is 23:00 daily
  - Night clubs (with sui generis planning classification) are not considered appropriate for this area

#### **Resource implications**

31. A fee of £190.00 being the statutory fee payable for premises within non-domestic rateable value band A has been paid by the applicant company in respect of this application.

#### **Consultation**

32. Consultation has been carried out in respect of this application in accordance with the provisions of the Licensing Act 2003. A public notice was published in a local newspaper twice (there was an error on the initial advert; however, this was republished within the specified time period to the satisfaction of the Licensing Authority). A similar notice exhibited at the premises for a period of 28 consecutive days. This was inspected by a Licensing Officer during the consultation period and found to be compliant.

#### **Community impact statement**

33. 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**

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

#### **Principles for making the determination**

36. Section 35 of the Licensing Act 2003 sets out the licensing authority's powers and duties in considering the determination of an application for variation.

37. The general principle is that applications for variation 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.
38. 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 other party or responsible authority
  - Have not been withdrawn
  - Are not, in the opinion of the relevant licensing authority, frivolous or vexatious.
39. 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:
  - Add to, omit, and/or alter the conditions of the licence, or
  - Reject the whole or part of the application for variation.

### **Conditions**

40. 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.
41. The four licensing objectives are:
  - The prevention of crime and disorder
  - Public safety
  - The prevention of nuisance
  - The protection of children from harm.
42. 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.
43. 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.
44. The Licensing Act requires mandatory conditions in respect of supply of alcohol, the exhibition of films and in respect of door supervisors. The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2003 introduced three new conditions in respect of irresponsible promotions, the oral dispensing of alcohol and free tap water. In October 2010 an additional two conditions came into force: age verification policy and smaller measures for alcoholic drinks.
45. 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

46. 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

47. 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.
48. This matter relates to the determination of an application to vary a premises licence under section 34 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

49. 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.
50. 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.

51. 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.
52. 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.
53. 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.
54. 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.
55. 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.
56. 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**

57. Members are required to have regard to the Home Office Revised 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.

## Strategic Director of Finance and Governance

58. The head of regulatory services has confirmed that the costs of this process over and above the application fee are borne by the service

## BACKGROUND DOCUMENTS

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

## APPENDICES

Name	Title
Appendix A	Copy of the existing premises licence
Appendix B	Copy of the application
Appendix C	Copy of representations from responsible authorities
Appendix D	Representations from local residents
Appendix E	An example of a 'letter of support'
Appendix F	Copy Notice of Decision 23 July 2015
Appendix G	Copy Consent Order 25 January 2016
Appendix H	Map of the local area

## AUDIT TRAIL

<b>Lead Officer</b>	Deborah Collins, Strategic Director of Environment and Social Regeneration	
<b>Report Author</b>	Andrew Heron, Principal Licensing Officer	
<b>Version</b>	Final	
<b>Dated</b>	18 July 2018	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments sought</b>	<b>Comments included</b>
Director of Law and Democracy	Yes	Yes
Strategic Director of Finance and Governance	Yes	Yes
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>		18 July 2018

# Licensing Act 2003 Premises Licence



Environmental Health & Trading Standards  
Licensing Unit  
Hub 2, 3rd Floor  
PO Box 64529  
London, SE1P 5LX

Premises licence number

848454

## Part 1 - Premises details

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>	
Dee Dees 77 Herne Hill London SE24 9NE	
Ordnance survey map reference (if applicable), 174797532354	
<b>Post town</b> London	<b>Post code</b> SE24 9NE
<b>Telephone number</b> [REDACTED]	

<b>Where the licence is time limited the dates</b>
--

<b>Licensable activities authorised by the licence</b>
Recorded Music - Indoors Sale by retail of alcohol to be consumed on premises Sale by retail of alcohol to be consumed off premises

<b>The opening hours of the premises</b>
For any non standard timings see <b>Annex 2</b>
Monday            07:00 - 23:30
Tuesday          07:00 - 23:30
Wednesday      07:00 - 23:30
Thursday        07:00 - 23:30
Friday            07:00 - 23:30
Saturday         07:00 - 23:30
Sunday            07:00 - 23:00

<b>Where the licence authorises supplies of alcohol whether these are on and/ or off supplies</b>
Sale by retail of alcohol to be consumed on premises Sale by retail of alcohol to be consumed off premises

**The times the licence authorises the carrying out of licensable activities**

For any non standard timings see Annex 2 of the full premises licence

**Recorded Music - Indoors**

Monday	10:00 - 23:00
Tuesday	10:00 - 23:00
Wednesday	10:00 - 23:00
Thursday	10:00 - 23:00
Friday	10:00 - 23:00
Saturday	10:00 - 23:00
Sunday	10:00 - 22:30

**Sale by retail of alcohol to be consumed on premises**

Monday	10:00 - 23:00
Tuesday	10:00 - 23:00
Wednesday	10:00 - 23:00
Thursday	10:00 - 23:00
Friday	10:00 - 23:00
Saturday	10:00 - 23:00
Sunday	10:00 - 22:30

**Sale by retail of alcohol to be consumed off premises**

Monday	10:00 - 23:00
Tuesday	10:00 - 23:00
Wednesday	10:00 - 23:00
Thursday	10:00 - 23:00
Friday	10:00 - 23:00
Saturday	10:00 - 23:00
Sunday	10:00 - 22:30

## Part 2

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

[REDACTED]

**Registered number of holder, for example company number, charity number (where applicable)**

**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Brook Anthony Anderson

[REDACTED]

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

[REDACTED]

Licence Issue date 25/02/2016

[REDACTED]

Head of Regulatory Services  
Hub 2, 3rd Floor  
PO Box 64529  
London, SE1P 5LX  
020 7525 5748  
[licensing@southwark.gov.uk](mailto:licensing@southwark.gov.uk)



## Annex 1 - Mandatory conditions

**100** No supply of alcohol may be made under the Premises Licence -

- a. At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or
- b. At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.

**101** Every supply of alcohol under the Premises Licence must be made, or authorised by, a person who holds a Personal Licence.

**485** (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -

(a) games or other activities which require or encourage, or are designed to require, encourage, individuals to -

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional poster or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner; and

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

**487** The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

**488** (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either

(a) a holographic mark; or

(b) an ultraviolet feature.

**489** The responsible person shall ensure that -

(a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -

(i) Beer or cider: 1/2 pint;

(ii) Gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) Still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available,

**491** 1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purpose of the condition set out in paragraph (1):

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) "permitted price" is the price found by applying the formula  $P = D + (D \times V)$ , where-

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

(i) the holder of the premises licence:

(ii) the designated premises supervisor (if any) in respect of such a licence; or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(iv) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(v) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax;

(2) the permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

**Annex 2 - Conditions consistent with the operating Schedule**

**4AB** A challenge 25 age identification policy shall be implemented at the premises and all staff shall be trained in the policy.

**4AK** Should a local pub watch be set up in the area, the licensee shall seek membership.

**263** External lighting shall be installed at the premises.

**288** A CCTV system shall be installed at the premises and maintained in good working order and be continually recording at all times that the premises are in use under the licence. The CCTV system must be capable of capturing a clear identifiable facial image of every person who enters the premises

**289** All CCTV footage shall be kept for a period of 31 days and shall, upon request, be made immediately available to officers of the police and the council;

**293** All staff involved in the sale of alcohol shall be trained in the responsible retailing of alcohol. A record of their training, including the dates that each member of staff is trained, shall be available for inspection at the premises on request by the council's authorised officers or the police

**326** That all appropriate staff shall be trained in the age identification scheme required at the premises and records of training shall be kept and made available for inspection by authorised officers of the Council

**332** All children shall be accompanied by an adult

**334** That an age identification scheme shall be established and maintained. The scheme shall Require the production of evidence of age (comprising any PASS accredited card or passport or driving licence) from any person appearing to staff engaged in selling or supplying alcohol to be under the age of 18 and who is attempting to buy alcohol

**340** At closing times, all guests shall be asked to 'leave the area in a quiet and orderly manner'.

**342** Regular staff meetings shall be held to discuss underage drinking, the laws attached and any updates.

**344** The outside terrace shall be regularly monitored to ensure glasses are removed and customers are not being noisy

**346** Notices shall be displayed on the terrace asking customers to respect residents and keep noise levels down

**431** That all doors and windows to the premises shall be fully closed during any licensed entertainment, other than for the access and egress of patrons to and from the premises.

### **Annex 3 - Conditions attached after a hearing by the licensing authority**

**841** That the external tables and chairs to remain outside at all times and be fixed in situ.

**793** That the licensee shall ensure all staff working at the premises are trained on the conditions of the licence with particular regard to noise control and patron management. The records of all such training shall be kept at the premises and be made available to council officer or the police on request.

**805** That clearly legible signage shall be prominently displayed at all patron exits, where it can be easily seen and read, requesting that patrons leave the premises in a quiet and orderly manner that is respectful to neighbours

**809** That a sound limiting device shall be installed and set and maintained at the level of 77DB as measured inside the bar.. Once set, the device shall be locked and sealed in the presence of the respondent's EHO and no means provided whereby the device may be overridden. (To be complied within 14 days of 25 February 2016).

**842** Only two live performers shall be permitted to play at any given time.

**843** The performance must be unamplified, without the use of percussion, brass instruments or woodwind instruments.

**844** Any recorded music or amplified sound played in the premises shall be routed through the sound limiting device.

**845** There shall be no comedy nights held at the premises

**846** There shall only be no applications made for any Temporary Event Notices under the Licensing Act 2003.

**847** That acoustic seals, brushes and self closers (in accordance with BS 6459 Pt.1 1984) shall be installed to the front door/fire doors. (To be complied within 28 days of 25 February 2016).

**848** That acoustic, double or secondary glazing shall be installed to glazed areas to minimise sound escape from the premises. (To be complied within 28 days of 25 February 2016).

**849** That self closers (in accordance with BS 6459 Pt.1 1984) shall be installed to the gate

**850** That the premises shall be adequately cooled to allow doors and windows to remain closed during licensed entertainment

**851** That all speakers for the broadcast of sound within the premises shall be isolated from the structure of the premises by anti-vibration mountings or mats

**852** That during licensed entertainment on the premises, permitted under the Licensing act 2003 or the Live Music Act 2012, all doors and windows shall remain closed (except for access or egress).

**853** That amplified music, song or speech shall not be broadcast in external areas at any time.

**854** That there shall be no drinks permitted outside on the frontage/terrace/in the garden after 22.00

**855** That there shall be no more than five persons permitted outside to smoke only, on the frontage/terrace/in the garden after 22.00.

**856** That external waste handling, collections, deliveries and the cleaning of external areas shall only occur between the hours of 08.00 and 20.00.

**857** That the details of a local taxi company shall be kept at the premises and shall be provided to customers on request. If staff at the premises order a taxi for a customer they shall request that the taxi controller instructs the taxi driver not to sound their vehicle horn on arrival but approach a staff member and let them know that they have arrived

**928** That all audio and musical equipment used in the premises, permitted under the Licensing Act 2003 or the Live Music Act 2012, shall be played through the installed sound limiting device

**932** That the premises licence holder shall display a telephone number for local residents to contact management of the premises as and when necessary.

**Annex 4 - Plans - Attached**

Licence No. 848454

Plan No. DP/397/10-01

Plan Date Nov 02

## APPENDIX B

## Application to vary a premises licence 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.

RECEIVED  
25 MAY 2018

I/We MR BROOK ANTHONY ANDERSON

*(Insert name(s) of applicant)*

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

<b>Premises licence number</b> 848454
--

## Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description DEE DEES, 77 HERNE HILL, LONDON SE24 9NE			
Post town	LONDON	Postcode	SE24 9NE

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£16250

## Part 2 – Applicant details

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address			
Post town		Postcode	

## Part 3 - Variation



Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?    X Yes     No

If not, from what date do you want the variation to take effect?

DD		MM		YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)     Yes    X No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

A) TO ADD THE PROVISION OF LATE NIGHT REFRESHMENT TO THE LICENCE FROM 23.00 TO 00.00 (MIDNIGHT) FRIDAY & SATURDAY PLUS FOR THE REQUESTED NON STANDARD TIMINGS ON BANK HOLIDAY SUNDAYS, CHRISTMAS EVE & NEW YEARS EVE.

B) TO EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES TO BE UNTIL 00.00 (MIDNIGHT) FRIDAY & SATURDAY; (THERE IS NO CHANGE REQUESTED FOR SUNDAY TO THURSDAY EXCEPT BANK HOLIDAY SUNDAYS.)

C) TO ALLOW NON STANDARD TIMINGS AS FOLLOWS: ON BANK HOLIDAY SUNDAYS, CHRISTMAS EVE & NEW YEARS EVE TO EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES TO BE UNTIL 00.00 (MIDNIGHT);

D) TO REMOVE THE FOLLOWING CONDITIONS:  
CONDITION 4AK (RELATING TO JOINING A PUB WATCH). THERE IS NO PUBWATCH IN THE AREA AND WE CONSIDER THE CONDITION TO BE UNENFORCABLE;  
CONDITION 846 (RELATING TO NO TENS BEING APPLIED FOR). IT IS CONSIDERED THAT THIS CONDITION IS UNLAWFUL UNDER THE LICENSING ACT.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

**Part 4 Operating Schedule**

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

- | <b>Provision of regulated entertainment (Please see guidance note 3)</b>                                    | <b>Please tick all that apply</b> |
|---|-----------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>          |
| b) films (if ticking yes, fill in box B)  | <input 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 type="checkbox"/>          |
| f) recorded music (if ticking yes, fill in box F)   | X                                 |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>          |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>          |

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

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

**In all cases complete boxes K, L and M**

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
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 7)		
Sat					
Sun					

## B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both -- please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur					
Fri			<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 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Wed			
Thur			<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 7)
Fri			
Sat			
Sun			

## D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)		
Thur					
Fri			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 7)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Wed			<u>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</u> (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	X
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6) NONE		
Thur					
Fri	10.00		<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 7) TO ALLOW NON STANDARD TIMINGS AS FOLLOWS: ON BANK HOLIDAY SUNDAYS, CHRISTMAS EVE & NEW YEARS EVE TO EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES TO BE UNTIL 00.00 (MIDNIGHT).		
		00.00			
Sat	10.00				
		00.00			
Sun					



G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 6)		
Thur					
Fri			<b><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></b> (please read guidance note 7)		
Sat					
Sun					

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)		
Fri					
Sat			<b><u>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</u></b> (please read guidance note 7)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 8)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	X
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6) NONE		
Thur					
Fri	23.00	00.00	<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 7) ON BANK HOLIDAY SUNDAYS, CHRISTMAS EVE & NEW YEARS EVE TO EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES TO BE UNTIL 00.00 (MIDNIGHT).		
Sat	23.00	00.00			
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	X
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6) NONE		
Mon					
Tue					
Wed					
Thur					
Fri	10.00	00.00			
Sat	10.00	00.00			
Sun			<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 7) ON BANK HOLIDAY SUNDAYS, CHRISTMAS EVE & NEW YEARS EVE TO EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES TO BE UNTIL 00.00 (MIDNIGHT).		

K

<p><b>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</b> (please read guidance note 10).                  NONE</p>
--

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b>State any seasonal variations</b> (please read guidance note 6) NONE
Day	Start	Finish	
Mon			
Tue			
Wed			<b>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</b> (please read guidance note 7) TO ALLOW NON STANDARD TIMINGS AS FOLLOWS: ON BANK HOLIDAY SUNDAYS, CHRISTMAS EVE & NEW YEARS EVE TO EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES TO BE UNTIL 00.00 (MIDNIGHT).
Thur			
Fri	07.00	00.30	
Sat	07.00	00.30	
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.  
 CONDITION 4AK (RELATING TO JOINING A PUB WATCH). THERE IS NO PUBWATCH IN THE AREA AND WE CONSIDER THE CONDITION TO BE UNENFORCABLE.  
 CONDITION 846 (RELATING TO NO TENS BEING APPLIED FOR). IT IS CONSIDERED THAT THIS CONDITION IS UNLAWFUL UNDER THE LICENSING ACT.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.  
OUR CLIENT WILL SEND THE PREMISES LICENCE TO THE COUNCIL.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or X
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable. X
- I understand that I must now advertise my application. X
- I have enclosed the premises licence or relevant part of it or explanation. X
- I understand that if I do not comply with the above requirements my application will be rejected. X

**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.**




**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	23/03 
Capacity	AUTHORISED LICENSING CONSULTANT

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent** (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 15)			
GT LICENSING CONSULTANTS, 			
Post town	BASILDON	Post code	
Telephone number (if any)			

## APPENDIX C

**MEMO: Licensing Unit**


---

To	Licensing Unit	Date	22 June 2018	
Copies				
From	Jayne Tear	Telephone	██████████	Fax
Email	██			

---

Subject Re: Dee Dee's, 77 Herne Hill, London , SE24 9NE -  
Application to vary a premises licence

I write with regards to the above application to vary a premises licence submitted by Brook Anderson under the Licensing Act 2003, which seeks the following licensable activities:

- Late night refreshment (indoors) on Friday and Saturday from 23:00 to 00:00
- To extend recorded music (indoors) on Friday and Saturday from 23:00 to 00:00
- To extend supply of alcohol (on and off the premises) on Friday and Saturday from 23:00 to 00:00
- Overall opening times shall be on Monday to Thursday from 7:00 to 23:30; on Friday and Saturday from 7:00 to 00:30 the following day and on Sunday from 07:00 to 23:00

**Non Standard timings requested**

On Bank Holiday Sundays, Christmas Eve & New Years Eve to extend the permitted hours for all authorised licensable activities to be until 00.00

**To remove the following conditions from the premises Licence**

**846** - There shall only be no applications made for any Temporary Event Notices under the Licensing Act 2003.

**4AK** - Should a local pub watch be set up in the area, the licensee shall seek membership.

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 and the prevention of public nuisance as this premise is situated within a residential area and under the Southwark Statement of Licensing policy 2016 - 2020 the appropriate closing times for restaurants; cafes, public houses, wine bars or other drinking establishments on **Monday to Sunday is 23:00** and this application seeks hours in excess of that which is deemed appropriate for a residential area.

Regarding the non standard timings applied for on Bank Holiday Sundays, Christmas Eve & New Years Eve to extend the permitted hours for all authorised licensable activities to be until 00.00, as the applicant has not offered any closing times for the non standard timings, (if the licensing sub-committee are of a mind to grant any non standards timings), I would request that the sale of alcohol ceases at 23:30 on the those days and that the premises is closed by 00:00 to allow for half hour drinking up time. This will give a definite closing time on those days and allow patrons time to consume their drinks in good time.

When there has not been any time left between the last sale of alcohol 'on sales' and the closing time when patrons should have left the premises, this can lead to conflict between staff and the customer having purchased an alcoholic drink for consumption on the premises minutes before closing time and being asked to either finish the drink or hand it back and to leave the premises.



Additionally this will encourage patrons to rush consumption of alcoholic drinks at the same time of closing which can lead to antisocial behaviour problems when patron have left the premises.

I have no objection to the removal of conditions 846, 4AK.

A Temporary Event Notice was submitted recently by Mr Anderson for late night refreshment; sale by retail of alcohol to be consumed on the premises and the provision of regulated entertainment for the 11/05/2018 and 12/05/2018 from 23:00 to 00:00 on both days. There were no complaints received by the licensing unit regarding these events.

I therefore submit this representation and welcome any discussion with the applicant to consider the above representation.

Southwark's Statement of Licensing Policy 2016 – 2020 can be found on the following link:  
<http://lbs-mapweb-01:9080/connect/Includes/APPIMA/SSOLP1620.pdf>

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

**Heron, Andrew****RESIDENT 1**

---

**From:** Jerrom, Charlie  
**Sent:** 25 June 2018 09:32  
**To:** Heron, Andrew  
**Subject:** FW: Dee Dee's- Application 863435

fyi

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Monday, June 25, 2018 9:19 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: Dee Dee's- Application 863435

---

**From:** [REDACTED]  
**Sent:** Monday, June 25, 2018 9:08 AM  
**To:** Regen, Licensing  
**Subject:** Dee Dee's- Application 863435

[REDACTED]

Sunday 24th June 2018

Dear Sir/Madam

I understand that an application has been made to extend the opening hours of Dee Dee's at the junction of Elfindale Road and Herne Hill. As a resident of Elfindale Road, I wish to object to any further extension of their opening hours. This is a residential area where there are many small children and any further disruption by way of noise, consumption of alcohol and the potential of even later disruption and disturbance if an extension would permit the possibility of Temporary Events licences should be discouraged.

Yours

[REDACTED]

**RESIDENT 2****Heron, Andrew**

---

**From:** Jerrom, Charlie  
**Sent:** 28 June 2018 11:11  
**To:** Heron, Andrew  
**Subject:** FW: Objection to Dee Dee's extension of opening hours

FYI

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Thursday, June 28, 2018 9:34 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: Objection to Dee Dee's extension of opening hours

---

**From:** [REDACTED]  
**Sent:** Wednesday, June 27, 2018 11:36 PM  
**To:** Regen, Licensing  
**Cc:** [REDACTED]  
**Subject:** Objection to Dee Dee's extension of opening hours

Dear Sir / Madam,

I am writing this email from my son's computer as I temporarily do not have access to my personal email. I am resident at [REDACTED] where I live with my wife. We are both elderly and are very considered at the proposal for Dee Dee's to extend their opening hours on Friday and Saturday thereby, effectively operating as a nightclub. This is residential area and quite aside from people of our age there are many families with young children living in the area. This is not the area for a nightclub. We are very concerned at this prospect. Quite aside from the likely noise from late opening there is a legitimate concern about the general noise and to say nothing about the potential for crime...

Based on the above, I am strongly opposed to the proposed late licensing.

Yours faithfully

[REDACTED]

**DISCLAIMER:** The information contained in this email may be subject to public disclosure under the NHS Code of Openness or the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of this email, and your reply cannot be guaranteed. The information and material in this email is intended for the use of the intended addressee or the person responsible for delivering it to the intended addressee. It may contain privileged or confidential information and/or copyright material. If you receive this email by mistake please advise the sender immediately by using the reply facility in your email software or notify Royal Brompton & Harefield NHS Foundation Trust Help Desk on +44(0) 20 7351 8696 Communication is not sent through a secure server; Royal Brompton & Harefield NHS Foundation Trust cannot accept responsibility for the accuracy of outgoing electronic mail. Any views or opinions expressed are solely those of the author and do not represent the view of Royal Brompton & Harefield NHS Foundation Trust unless specifically stated.

**RESIDENT 3****Heron, Andrew**

---

**From:** Jerrom, Charlie  
**Sent:** 18 June 2018 10:01  
**To:** Heron, Andrew  
**Subject:** FW: Dee Dee's 863435

fyi

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Monday, June 18, 2018 9:18 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: Dee Dee's 863435

---

**From:** [REDACTED]  
**Sent:** Saturday, June 16, 2018 2:13 PM  
**To:** Regen, Licensing  
**Subject:** Dee Dee's 863435

Dear Licensing Service

I am writing to object to the application by Dee Dee's for extended opening hours and removal of conditions 846 and 4AK from their license.

I live at [REDACTED] around the corner and down the street from this establishment, so pass it or walk nearby every day. Many of us were unhappy when Dee Dee's first appeared, building a large wall apparently without permission, as they had to reduce the height; the wall also intrudes onto the pavement.

Extending opening hours till midnight and operating as a club at times until 3.00am would cause noise disturbance and other disruption to this residential area. The prospect of anti-social behaviour and public disorder would be ever-present and cause significant concern to neighbours. The other shops along the parade close reasonably early, and do not serve alcohol; they have flats above, in addition to the houses on the side streets. People of all ages live here, and in particular there are growing numbers of families with small children and many elderly residents needing to enjoy peace & quiet and feel safe in their streets & homes. I am aware that where other venues remain open very late local people are subjected to loud music followed by departing patrons shouting, slamming car doors, occasionally fighting and even urinating in people's front gardens. We must avoid the possibility of those problems here.

Please reject Dee Dee's application.

Yours faithfully

[REDACTED]

**RESIDENT 4****Heron, Andrew**

---

**From:** Jerrom, Charlie  
**Sent:** 25 June 2018 09:29  
**To:** Heron, Andrew  
**Subject:** FW: Contact form for: Licensing Team

FYI

-----Original Message-----

From: Jerrom, Charlie On Behalf Of Regen, Licensing  
Sent: Monday, June 25, 2018 8:45 AM  
To: Jerrom, Charlie  
Subject: FW: Contact form for: Licensing Team

-----Original Message-----

From: [www.southwark.gov.uk](http://www.southwark.gov.uk) Website [<mailto:noreply@southwark.gov.uk>]  
Sent: Sunday, June 24, 2018 10:40 AM  
To: Regen, Licensing  
Subject: Contact form for: Licensing Team

A visitor to the [www.southwark.gov.uk](http://www.southwark.gov.uk) website has used the Email Us facility to send you an email from a contact on a webpage.

Contact Name: Licensing Team

Page Name: How to lodge a representation Page Type: Content Page

Link: <http://www.southwark.gov.uk/admin/system/ShowEntity?entity=bridge%3A%2F%2Fsouthwark-internet%2Fmodules%2Fm.Content~%2F~%2F.Entry%2F2224>

Senders Email Address: [REDACTED]

Message:

Dear Sir/Madam I wish to object to the application for a Late licence at Dee Dee's 79 Herne Hill on the grounds, that in this very residential area, it would be a very real nuisance with young families next door and in adjacent streets .

[REDACTED]

Date 24/6/18

**RESIDENT 5****Heron, Andrew**

---

**From:** Regen, Licensing  
**Sent:** 27 June 2018 14:24  
**To:** Heron, Andrew  
**Subject:** FW: Objection to application by Licence number 863435 (Dee Dees 77 Herne Hill, SE249NE)

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Amended on l1u = 863435

---

**From:** [REDACTED]  
**Sent:** Wednesday, June 27, 2018 2:19 PM  
**To:** Regen, Licensing  
**Subject:** Fwd: Objection to application by Licence number 863435 (Dee Dees 77 Herne Hill, SE249NE)

Revised submission

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** 26 June 2018 at 21:18:43 BST  
**To:** [licensing@southwark.gov.uk](mailto:licensing@southwark.gov.uk)  
**Subject:** Objection to application by Licence number 863435 (Dee Dees 77 Herne Hill, SE249NE)

To whom it may concern.

I am writing this email in objection to Dee Dee's application to extend their opening hours on Fridays and Saturdays until 00.00 with premises closing at 00.30 as well as the removal of conditions 846 and 4AK from their license.

There's a very long history with this bar, and its owner hasn't changed, so the issues we've had over the years should be well known to the Licencing Team.

The area is entirely residential teeming with young children. Dee Dees is stuck out on a limb in the middle of a quiet suburban area.

Increasing opening hours will lead to an increase in noise and disturbances relating to alcohol consumption. Previously when Dee Dees was open late (before the previous licence review), we were subjected to many disturbances after midnight. Patrons of the bar would hang around their cars and outside our house, they'd play music from their cars, often smoking, and have loud conversations with regular instances of shouting and aggression. Extension of opening hours and removal of the restriction of being able to apply for TENS licences will mean we go back to this sort of behaviour.

The restriction of the TENS licences is key, and was imposed for good reason - the rationale for it hasn't changed, nor has the bar nor its owner. When they were allowed to have TENS licences the disturbance was at intolerable levels.

The current restrictions on the times when music can be played, and the supply of alcohol times are appropriate.

The bar has kept us and our three young children awake at times and has had negative effects on our health and well being (if you are sleep deprived with young children having the early hours of your weekend evenings disturbed with drunken patrons is stressful).

Please note that binge drinking is encouraged at the bar -which doesn't help or reflect well on the establishment. Dee Dees seem to permanently advertise "happy hours", '2 for 1 cocktails" and 'drinks at 90s prices' (see attached photos) which will only encourage excessive drinking and associated disorderly behaviour. All these photos were taken in the last fortnight, so they are current.

Dee Dees have also not complied with previously imposed licencing/planning conditions such as installing a porch with an extra door to help soundproofing. Will this be enforced? If it is true that they haven't complied with this or other conditions you've imposed on them in the past, then there should be no grounds whatsoever on an extension of any licence as they have no proven track record of being able to keep within their licence limits.

Ideally, Dee Dees should move on to another site in a more sensible high street/town location, such as Herne Hill or Brixton which are centres for people to come together and socialise. No one has ever understood why it is sitting there on a parade of shops where all the other shops in the parade close at 6pm or earlier, or why the council thought this was the right area for such an establishment in the first place.

All of our objections above are based on concerns regarding prevention of crime and disorder, prevention of public disorder, public safety and protecting children from harm - so we believe they are all valid and urge the Licencing Team to reject the application.













**77 Herne Hill Management Company Ltd**  
*Company number 08980745*

77 Herne Hill SE249NE

**RESIDENT 6**

**Tuesday, 12 June 2018**

**RE: Licensing Application 863435, Dee Dee's [77 Herne Hill, SE24 9NE](#)**

To whom it may concern,

The **77 Herne Hill Management Company Ltd** is made up of the three shareholders of the freehold for 77 Herne Hill, the land in which Dee Dee's bar is located.

Via email a vote took place (see attachments) with the result that we, as the freeholder, **OBJECT** to the planned licence change for Dee Dee's bar.

The objection is based on two grounds:

1. The prevention of crime and disorder
2. The prevention of public nuisance

History: approximately two years ago, after a long battle between Dee Dees, the local residents, councillors, the environmental health team and the Herne Hill Association and after several recorded breaches of their licence agreement, Dee Dee's settled before a hearing agreeing to new terms that limited their ability to host comedy night, live music and to apply for TENS licences. This was done as part of a compromise to stop the review taking place.

It seem that only two years latter, Dee Dee's are trying to revert back to their previous stance—the one that caused such trouble.

Whilst I know that you cannot take this into account, we should mention that Dee Dee's have still failed to comply with several of the conditions set out in their original planning permission and have been caught by your noise team breaking their licence conditions on at least one occasion with many more occasions being reported by local residents. This is not a organisation that represents itself as reliable or able to self regulate.

When Dee Dee's last had the ability to hold TENS licences and late night events the side street Efindale Road would often be host to in prompt street parties, with music playing from car radios, people smoking (in some cases Marijuana), people singing and shouting. This is all in a residential area. Whilst Dee Dee's have signs displayed asking people to leave respectfully they have never enforced this—even when phoned during incidents. In addition, during these events, crowds of people often congregate outside the doors of the neighbouring properties smoking, eating, drinking (alcohol purchased from local shops) and littering. The leftover food and rubbish the next day on either side of Dee Dee's was disgusting.

**77 Herne Hill Management Company Ltd**  
*Company number 08980745*

77 Herne Hill SE249NE

The building itself is a converted house; the internal walls are simply internal residential walls and in one case just ply board. Adequate ventilation has not been installed resulting in the doors often being opened (they are designed to be open to lead onto the decking). As such, sound from these late night events invades the neighbouring areas and in particular the neighbouring properties. The flats above and beside Dee Dee's often reported disturbances to the noise team during TENS events.

We have many small families in our local residential area, families whose children should not be disturbed by loud parties during the late hours—often early in the week. In fact your records will show you that a vast number of the calls to the noise team happened during the working week.

We the freeholders formally **OBJECT** to Dee Dee's extension of hours and in particular to their removal of condition 846 (which would allow them to apply for TENS).

Kind regards,

77 Herne Hill Management Company

Written by [REDACTED] (Director) on behalf of the company.

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Monday, June 11, 2018 11:02 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: Licensing Application 863435

## **RESIDENT 7**

---

**From:** [REDACTED]  
**Sent:** Monday, June 11, 2018 10:58 AM  
**To:** Regen, Licensing  
**Subject:** Licensing Application 863435

### **Licensing Application 863435, Dee Dee's 77 Herne Hill, SE24 9NE**

The Herne Hill Society is a registered charity and amenity society for the SE24 area. The Society OBJECTS to this application.

The premises at 77 Herne Hill known as Dee Dee's are located in a residential neighbourhood. There are two stories of residential flats directly above and next door, residential houses opposite on Herne Hill and residential houses behind in Elfindale and Frankfurt Roads. None of the adjacent ground floor shops offer any sort of evening or late night entertainment and have all closed for business while Dee Dee's remains open.

On several occasions in previous years we have supported local residents (particularly those living above the shops on Herne Hill) in their protests about night-time noise and the disturbance and inconvenience it causes. We are therefore well aware that, if there are to be premises in this residential location offering the sort of entertainment that is provided by Dee Dee's, the hours of operation need to be carefully limited to take account of residents in close proximity. We are also aware that Dee Dee's has applied on previous occasions for increased hours for its licence (not merely TENs) and Southwark have refused such applications, because of concern for the effect of any permanent increase in hours on neighbouring residents.

The circumstances have not changed. The same need to give residents reasonable protection applies as much today as it has done in the past.

The Licensing Act 2003 includes the objective of the prevention of public nuisance. The hours permitted under the current licence reflect the need to uphold that legal requirement. If the hours were to be increased by one hour on Fridays and Saturdays, as the applicant seeks, this would go against the objective in the Act.

We are also extremely concerned by the current application seeking to exclude Condition 846 in the current licence. The condition says that "there shall be no applications made for Temporary Event Notices under the Licensing Act 2003". The use of TENs some years ago caused serious disturbance amounting to public nuisance, contrary to the relevant objective in the 2003 Act. Condition 846 was imposed in consequence. To remove the condition now would be to re-open the door to the problems that made it necessary in the first place. Again, the condition is a necessary one in order to comply with the public nuisance statutory objective.

For these reasons the Herne Hill Society objects to the application.

[REDACTED]

Herne Hill Society

Vice chair and co-ordinator of the Society's Planning and Licensing Group

---



Virus-free. [www.avg.com](http://www.avg.com)

The email you received and any files transmitted with it are confidential, may be covered by legal and/or professional privilege and are intended solely for the use of the individual or entity to whom they are addressed. If you have received this in error please notify us immediately. If you are not the intended recipient of the email or the person responsible for delivering it to them you may not copy it, forward it or otherwise use it for any purpose or disclose its contents to any other person. To do so may be unlawful. Where opinions are expressed in the email they are not necessarily those of Southwark Council and Southwark Council is not responsible for any changes made to the message after it has been sent.

**RESIDENT 8****Heron, Andrew**

---

**From:** Jerrom, Charlie  
**Sent:** 27 June 2018 09:43  
**To:** Heron, Andrew  
**Subject:** FW: Objection with regard to application 863435

fyi

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Wednesday, June 27, 2018 9:31 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: Objection with regard to application 863435

**From:** [REDACTED]  
**Sent:** Wednesday, June 27, 2018 9:31 AM  
**To:** Regen, Licensing  
**Subject:** Objection with regard to application 863435

Dear Sir/Madam

i would like to register my objection to the Application No 863435, submitted by  
Dee Dee's 77 Herne Hill  
SE24 9NE

The above mentioned establishment sits right in the top of our road, Elfindale road. Not only is this right in the middle of a very residential area with lots of children but exactly on the path of many walking routes to schools for children of all ages (schools and nurseries near by are: Ruskin House School, Herne Hill School, Bessemer School, Judith Kerr School, Half Moon Montessori, Charter School and many more a little further out).

I would urge the council to consider not granting this licence on the grounds of

- protecting children from harm: as increased licensing hours is going to inevitably lead to more alcohol consumption and associated litter and mess in this corner, while many children walk through this corner even very early in the morning, and many of them very young (and likely to be tempted to pick up dangerous mess of the pavement etc)
- public safety: i am concerned that the late licensing will increase instances of drunk driving in the area
- prevention of public disorder: as increased licencing hours will result in increased noise and inappropriate behaviour of some patrons (which cannot always be controlled by the host/owner/staff)

thank you for considering my objection on the above grounds.

please consider the below name & date as my signature  
[REDACTED] --- London, 27 June 2018

My details:  
[REDACTED]



**RESIDENT 9**

[REDACTED]

Date: 19 June 2018

Application ref: 863435 Dee Dees, Herne Hill

Dear Sir, Madam,

I am writing in connection with the application for a later licence and for temporary event licences at Dee Dees, Herne Hill, 863435 and to object on the following grounds:

**Public Nuisance**

Dee-Dees is poorly served by public transport and has no facilities or space for the collection or drop off of customers at any time of day, including late at night.

The noise and disruption to the surrounding streets late and night or during temporary late-night events will be very significant.

People calling for and waiting for taxis or to be collected (or walking home at closing time often after consuming large quantities of alcohol) already causes disruption and this will get significantly worse with either a late license or temporary event.

**Crime and Disorder**

The purpose of a temporary event notice, allowing Dee Dees to open until 3am will most likely lead to increased disorder. Loud gatherings in the street, particularly by the garages at the top of Elfindale Road (which is already common place) is likely to get considerably worse, further disrupting our sleep and that of our children.

There are no public toilets or any facilities to accommodate the needs of late night revellers spilling out of a venue that's sole purpose as a business is to sell alcohol. This will inevitably lead to increase in public urination – the garages again, already being a prime location.

**Public Safety**

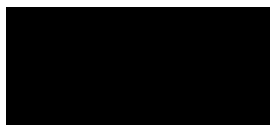
As stated, there are absolutely no facilities to enable the collection of customers – and minimal public transport (one bus an hour). The result will be late night customers spilling from the venue into the roads of the surrounding areas – particularly onto Herne Hill, Elfindale Road and Frankfurt Road. There is no space to introduce managed and marshalled taxi services – and the noise and disruption would be completely incompatible with a very quiet and densely populated family neighbourhood.

### **Protecting Children from Harm**

The area surrounding Dee Dees is almost exclusively and entirely residential. Many of the houses at close to Dee Dees are occupied by young families – particularly at the top of the street, closest to Dee Dees. I know of multiple families with young children (almost all of whom are under 7) at neighbouring properties and those opposite. A late licence will inevitably lead to disruption of their sleep as our bedroom windows open out to Elfindale Road. Already there is some disruption – particularly when revellers gather in the top of the street waiting for taxis – which wakes our children. It's impossible to believe that this would not increase with temporary events, 3am licences and late weekday licences.

I hope you'll consider the objections carefully – granting the proposed changes to the licence at Dee Dees would cause a significant decrease in the well-being of our children, of our neighbourhood and ability to sleep.

Yours sincerely,

A large black rectangular redaction box covering the signature area.A smaller black rectangular redaction box covering contact information.

**RESIDENT 10****Heron, Andrew**

---

**From:** Jerrom, Charlie  
**Sent:** 25 June 2018 13:46  
**To:** Heron, Andrew  
**Subject:** FW: Objection to Licence Number 863435

**Importance:** High

fyi

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Monday, June 25, 2018 1:40 PM  
**To:** Jerrom, Charlie  
**Subject:** FW: Objection to Licence Number 863435  
**Importance:** High

---

**From:** [REDACTED]  
**Sent:** Monday, June 25, 2018 1:33 PM  
**To:** Regen, Licensing  
**Subject:** Objection to Licence Number 863435  
**Importance:** High

Dear Sir or Madam,

My name is Claire Mansfield and I live at [REDACTED] My flat is [REDACTED] [REDACTED] Dee  
Dee's bar.

I am apposing this licence application for extended hours on a Friday and Saturday night to 12am, closing at  
12.30am.

My reasons for this objection are as follows;

- There are already a lot of people that loiter around the bar and smoke and sit in the doorway to my flat and with this being even later at night it would make me, as a single woman, even more nervous if I do get home later in the evenings getting into my flat at night.
- People from the bar drop litter and cigarette butts all around this area which causes a lot of litter.
- The noise level in the evenings can be quite high with people sitting outside and with the bedroom windows of my flat being at the front of the property the noise from the bar can have an effect on sleeping later in the evenings.

Regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**RESIDENT 11****Heron, Andrew**

---

**From:** Beswick, Claire on behalf of Regen, Licensing  
**Sent:** 26 June 2018 13:39  
**To:** Heron, Andrew  
**Subject:** FW: Dee Dee's application for late license 863435

Please see below.

**Claire Beswick**

**Unit Support Officer  
London Borough of Southwark  
Regulatory Services**

**Tel:** 020 7525 2285

**Helpline:** 0207 525 4261

**Email:** [Licensing@southwark.gov.uk](mailto:Licensing@southwark.gov.uk) / [SASBU@southwark.gov.uk](mailto:SASBU@southwark.gov.uk)

**Postal Address:** Regulatory Services, Licensing Team, Hub 1, 3rd Floor, P.O Box 64529, SE1P 5LX

**Visitor's Address:** 160 Tooley Street, London, SE1 2QH



[Women's Safety Charter](#)

In future if you wish to submit an application, a quicker way would be to [apply online](#)

 *Please consider the environment before printing this email*

---

**From:** [REDACTED]  
**Sent:** Tuesday, June 26, 2018 1:04 PM  
**To:** Regen, Licensing  
**Subject:** Dee Dee's application for late license 863435

[REDACTED]

26<sup>th</sup> June 2018

Dear Sir/Madam,

I am writing to object to the License register number: 863435 with reference to the removal of condition 846 and 4AK.

I believe the level of public disorder would have a detrimental impact on what is predominantly a quiet residential neighbourhood and this type of license would be completely out of keeping with the other shops and services on the road. My concern is that excess drinking causes us an increase in car damage along our road as well as feeling threatened whilst walking past the venue. The parade of shops is clearly meant to service daytime consumers not night-time drinking and I believe many of the patrons are not local.

Yours faithfully,

[REDACTED]

**RESIDENT 12**

**Heron, Andrew**

---

**From:** Jerrom, Charlie  
**Sent:** 18 June 2018 10:00  
**To:** Heron, Andrew  
**Subject:** FW: Dee Dees application to extend their license

FYI

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Monday, June 18, 2018 9:18 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: Dee Dees application to extend their license

---

**From:** [REDACTED]  
**Sent:** Saturday, June 16, 2018 6:42 PM  
**To:** Regen, Licensing  
**Subject:** Dee Dees application to extend their license

To whom it may concern,

I am writing to express my objection about the proposed extension to Dee Dees Bar on Herne Hill SE24.

I live at [REDACTED] which is the immediately adjacent road to Dee Dees. The area is predominantly a residential family area with a high density of children under the age of 16. Within the top 8 houses of Elfindale Road, all of which are within earshot of Dee Dees, there are 14 children under the age of 10.

Since Dee Dees has been open both pedestrian and car traffic, with people going back and to, have increased significantly at the top of Elfindale road. Within the current hours of opening we often hear inebriated patrons noisily getting into cars, leaving broken bottles and glasses on the street and on several occasions I have witnessed drunk people urinating in front of the garages. I cannot comprehend how a solitary bar has been given the licence in such a predominantly residential area with the other adjacent businesses are in such contrast.

The presence of Dees does not promote a positive environment for residents particularly children. I am extremely concerned that things will deteriorate further if the licence is granted. Furthermore it will convey a strong message to local residents that Southwark Council play little regard for the promotion of safe drinking and the views and safety of the local residential community.

Yours Sincerely

[REDACTED]

[REDACTED]

\*\*\*\*\*

**RESIDENT 13**

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

25/6/2018

To whom it may concern,

I am writing to object to the license application submitted by Dee Dees to Southwark Council (License number 863435). My objection is based on the grounds of the new conditions being adverse to the objective of prevention of public nuisance.

My family and I live in [REDACTED] There has been a long history of disturbances since they opened in 2012. The outcome of the license review in 2015 resolved many of these issues – particularly with regard to the installation of a noise limiter, the limitations placed on live music events and the revocation of their ability to apply for TENS extensions.

However, we have continued to be disturbed by patrons on the front terrace and noise from patrons leaving the bar at 11.30pm (as well as noise from staff leaving even later), loudly talking in close proximity to the bar, or blasting music from their cars before driving off. The noise from the terrace, some of which involves patrons loudly swearing, has also affected the bedtime routines of our children, often keeping them from getting to sleep. While these instances have disturbed our sleep, we have put up with them. However, if the licensing hours are extended, and TENS are also allowed, this will adversely affect the sleeping hours of our two young daughters (both under the age of seven), my wife and I.

This is not simply due to the later hours themselves, but the potential for patrons on the terrace (up to six are allowed after hours) to be more intoxicated and therefore more prone to causing disturbance. We have not witnessed any proactive attempts by Dee Dees' staff to monitor and intervene in cases of patrons being noisy on the terrace or when leaving the establishment. They have only done so after we have phoned up to complain.

While we appreciate that many people seek to go out late to bars and clubs during the weekend, this is more suited to town and district centres than it is to residential areas populated by families with children.

We are also perplexed as to why Dee Dees would want to opt out of the condition that compels them to join any local Pubwatch schemes. We do not welcome the idea that the bar next door will have an open door policy for those that are excluded from other local bars, putting locals and patrons at risk.

Yours Sincerely

[REDACTED]

[REDACTED]

25/6/2018

**RESIDENT 14****Heron, Andrew**

**From:** Beswick, Claire on behalf of Regen, Licensing  
**Sent:** 26 June 2018 15:23  
**To:** Heron, Andrew  
**Subject:** FW: License Number 863435

Hi Andrew,

Please see objection below with regards to Dee Dees.

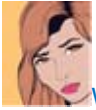
Kind regards,  
 Claire

**Claire Beswick**

**Unit Support Officer  
 London Borough of Southwark  
 Regulatory Services**

**Tel:** 020 7525 2285  
**Helpline:** 0207 525 4261  
**Email:** [Licensing@southwark.gov.uk](mailto:Licensing@southwark.gov.uk) / [SASBU@southwark.gov.uk](mailto:SASBU@southwark.gov.uk)

**Postal Address:** Regulatory Services, Licensing Team, Hub 1, 3rd Floor, P.O Box 64529, SE1P 5LX  
**Visitor's Address:** 160 Tooley Street, London, SE1 2QH



[Women's Safety Charter](#)

In future if you wish to submit an application, a quicker way would be to [apply online](#)

 *Please consider the environment before printing this email*

**From:** [REDACTED]  
**Sent:** Tuesday, June 26, 2018 3:18 PM  
**To:** Regen, Licensing  
**Subject:** License Number 863435



26/06/2018

Dear Sirs

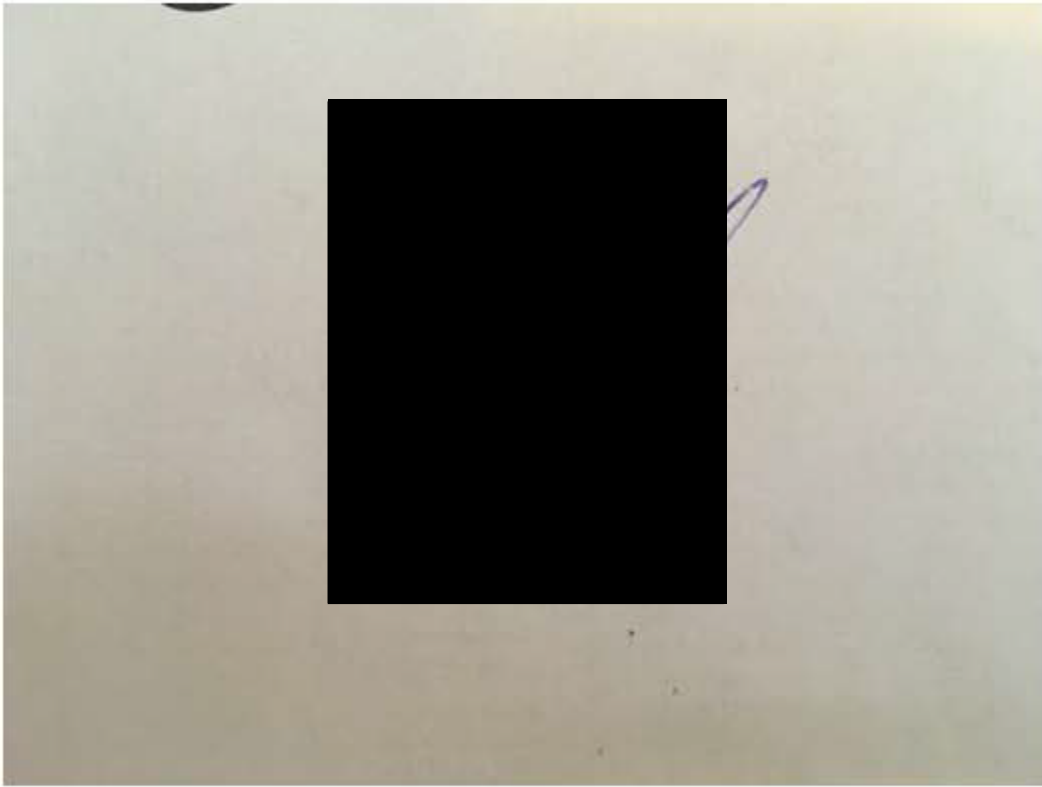
I would like to oppose the application to alter License number 863435 which is proposing to remove clauses 846 and 4AK.

This is a residential area where lots of children and older folk live.

I feel late licensing and not being part of a Pub Watch scheme would be detrimental to the area in terms of crime and disorder prevention, Public safety and Protection of children from harm.

This residential area has no need for late night drinking and music venues. Herne Hill village and Brixton already cater for such a market.

From [REDACTED] Resident





**RESIDENT 15****Heron, Andrew**

---

**From:** Regen, Licensing  
**Sent:** 25 June 2018 14:32  
**To:** Heron, Andrew  
**Subject:** FW: Licensing Application 863435, Dee Dee's 77 Herne Hill, SE24 9NE

Added to l1u = 863435

**From:** [REDACTED]  
**Sent:** Monday, June 25, 2018 2:08 PM  
**To:** Regen, Licensing; [REDACTED]  
**Subject:** Licensing Application 863435, Dee Dee's 77 Herne Hill, SE24 9NE

As a local resident I would like to object to the licensing application listed above by Dee Dees.

Dee Dees is situated within a residential area with no similar establishments near by. The site had originally been a green grocers which then became a sandwich deli, which then became a restaurant and then to a bar (which is when the problems started).

Dee Dees does not attract custom from the local residents and as its a residential area there is no passing trade. They therefore have to work hard to attract people from outside the area who often drive and park on the surrounding roads, particularly Elfindale Road. This then creates disruption as people leave, especially with music being played very loud and shouts from those intoxicated.

The majority of the houses on the top part of Elfindale Road and some of the flats on the shops above Dee Dees contain children, including pre-school. The disruption therefore has a material effect.

I would therefore like to object on the following grounds:

#### 1. Prevention of public nuisance

Dee Dees is in the wrong location from the start. It imposes a burden of public nuisance as it stands. Any extension of hours exacerbates this problem. The current situation is an unhappy compromise. I would rather not have the sounds of people leaving Dee Dees but at least its not into the night. Any extension of the license would make this unhappy situation worse.

If you look back at the records you will see a series of incidents logged with the council complaining about specific disturbances from Dee Dees the last time they had extended hours and TENS. Please do consult these before making any decision.

#### 2. Public safety

There was previously an incident of shocking racist graffiti on Dee Dee which Dee Dees and supporting groups responded to by intimating that a local resident was responsible (he wasn't, he was in the Lake District at the time) this led to a terrifying witch hunt which endangered his safety (he received death threats as a result). Dee Dees failed in their duty of care (required by their license) to the safety of the local community. It is not prudent to allow an establishment with this track record to operate late into the early hours within a community it has endangered. Further details of the incident can be found [here](#). They were obviously not responsible for the original crime but they were responsible for their response.

There was also a reported case of drug taking on the premises (crime reference: CHS33364)

#### 3. Protection of children from harm

As stated above Dee Dees is within a residential area and further one with many children living there. Dee Dees would have known it was a residential area when they took out the lease. Its a comparatively cheap lease because it is a residential area and there is no passing traffic. Its a cheap site because its not the location you would think to have a bar. They would have know all this when purchasing the lease so its unreasonable to push to change the terms when the area around has not changed and is still residential.

Finally, could you tell me if there will be a hearing and should residents be present to press their case?

Many thanks,

A black rectangular redaction box covering the signature area.

**Heron, Andrew****RESIDENT 16**

---

**From:** Jerrom, Charlie  
**Sent:** 28 June 2018 09:53  
**To:** Heron, Andrew  
**Subject:** FW: DeeDees 77 Herne Hill - License no. 863435

fyi

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Thursday, June 28, 2018 9:33 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: DeeDees 77 Herne Hill - License no. 863435

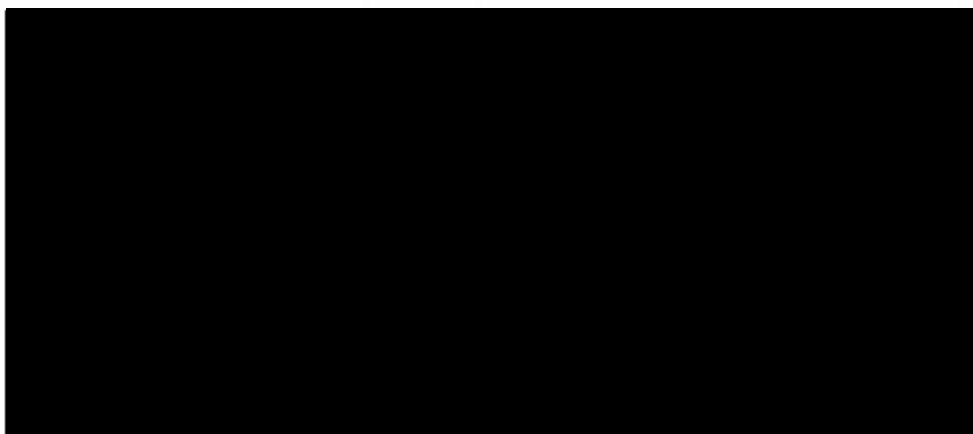
---

**From:** [REDACTED]  
**Sent:** Wednesday, June 27, 2018 5:30 PM  
**To:** Regen, Licensing  
**Subject:** DeeDees 77 Herne Hill - License no. 863435

Dear Sirs,

I would like to register my objection to the above application on the grounds that it will result in noise and disorder in our street later into the night.

Kind regards



**RESIDENT 17**

I OBJECT to **Licensing Application 863435, Dee Dee's [77 Herne Hill, SE24 9NE](#)**

I object on several grounds:

1. The prevention of crime and disorder
2. The prevention of public nuisance

As the owner of the flat [REDACTED] I have not been consulted by the management of the bar about this change despite having been in lengthy discussions with them when we last pushed for a review of their licence (a review that didn't happen as they volunteered the conditions that they are now asking to remove – condition 846). It is worth mentioning that it was in relation to the events that Dee Dee's ran using their TENS licence and one of their regular performers that I was advised by the police to move out of my property until they could fit adequate security protection. During this incident, Dee Dee's did NOTHING to limit the danger placed upon me.

My past experience of TENS events held by Dee Dee's is that they often exceeded the hours that could be deemed acceptable in a residential area—I have often been unable to sleep and have at times had to stay at friends. The noise is not always due to the music but due to the noise of patrons leaving, chatting and lingering often after closing time. On many occasions I have had to contact the noise team, having realised early on that contacting the bar staff made little difference.

Due to Dee Dee's being located in a converted residence there is little sound insulation on the sidewalls. They have not completed the works required of them under their original planning permission. There is not suitable ventilation that they do not have to regularly open their patio doors. All of this means noise from the venue escapes into the night disturbing local residences.

The rubbish after late night events is noticeable, with food waste, beer/cider cans and cigarette butts littered along the side of the property—on both sides. Often patrons of late night events have repeatedly returned to their cards for rest bite or refreshments during events—often playing loud music or singing and dancing whilst drinking, smoking and eating. As a series of flats we are already struggling with rubbish collection, as Southwark Refuse do not want us to have lots of bins – we have two for 6 flats. When events do happen these bins are filled with patrons rubbish.

None of the other local businesses on the parade are open as late as Dee Dee's so the hours are totally out of keeping with the area. The garish 'happy hour' signs that are permanently up are also not in keeping with the image that so many businesses in Herne Hill and the council are trying publicising.

Given that it was agreed that their licence should not be reviewed subject to them agreeing to condition 846 if this condition is removed will you be ensuring

a full review of their licence takes place? This was a fairly important part of the negotiation.

In short, allowing Dee Dee's to extend their regular operating hours will cause a nuisance to the local residents both in terms of the events noise, the noise of people leaving (lingering outside during and after) and in terms of the litter. Allowing them to remove condition 846 would mean that they could once again apply for TENS licences . Something that they have demonstrated they cannot do responsibly and which we know will cause a severe nuisance to local residents, in particular those living above and below the property.

I cannot say enough how much I OBJECT to this application in its entirety. It is my opinion that if anything more restrictions should be being placed on it.

Kind regards,

A large black rectangular redaction box covering the signature area.

**RESIDENT 18****Heron, Andrew**

---

**From:** Jerrom, Charlie  
**Sent:** 21 June 2018 09:36  
**To:** Heron, Andrew  
**Subject:** FW: Objection to license number 863435 - Dee Dees  
**Attachments:** Signature (driving licence).jpg

FYI

---

**From:** Jerrom, Charlie **On Behalf Of** Regen, Licensing  
**Sent:** Thursday, June 21, 2018 9:26 AM  
**To:** Jerrom, Charlie  
**Subject:** FW: Objection to license number 863435 - Dee Dees

**From:** [REDACTED]  
**Sent:** Wednesday, June 20, 2018 10:36 PM  
**To:** Regen, Licensing  
**Subject:** Objection to license number 863435 - Dee Dees

[REDACTED]  
Date 20.6.2018

Objection to license number 863435

Reasons:

1. With 2 young children (4 & 2) I am worried about increased noise levels waking them up and would be worried about reckless behaviour from late night drinkers affecting their & public safety.
2. As a residential area with cars in the street (not on drives) I would be worried about increased levels of crime.
3. I would also be worried about increased levels of public disorder - our quiet road becoming a public urinal.

Many thanks,

[REDACTED]

**APPENDIX E***Southwark Licensing Team*

The Licensing Service  
 C/O Environmental Health &  
 Trading Standards Business Unit  
 PO Box 64529  
 London SE1P 5LX

Southwark Council Licence Register  
 Licence Number: 863435

RECEIVED

20 JUN 2018

Date:

20/06/18

To the Licensing Officer, London Borough of Southwark,

I would like to express my support for Dee Dee's – On The Hill, 77 Herne Hill, SE24 9NE.

I have spent time at Dee Dee's and I find this bar has a pleasant atmosphere and is somewhere I enjoy visiting. I am satisfied with my experience at Dee Dee's. Whenever I am near the bar, by which I mean outside of the premises, I do not hear noise and I do not find that this bar invites noise nuisance to the area, whether it is customers or the bar and staff.

*I am satisfied with the cleanliness of the interior and exterior of the bar.*

I find the staff to be pleasant, friendly and helpful. The staff members concern themselves with the wellbeing of the area so as not to cause disturbance. They are strict with their license terms and encourage customers to adhere to the rules of the bar.

The staff members at Dee Dee's are attentive to the needs of both regular customers and newcomers to the bar. I feel welcome when I visit the bar.

The staff members at Dee Dee's are always professional and approachable.

I believe this bar to be a safe environment for family and friends.

I would recommend this bar to others as a nice venue to visit and spend time in. I am highly likely to return to this bar and be classed as a regular customer at Dee Dee's.

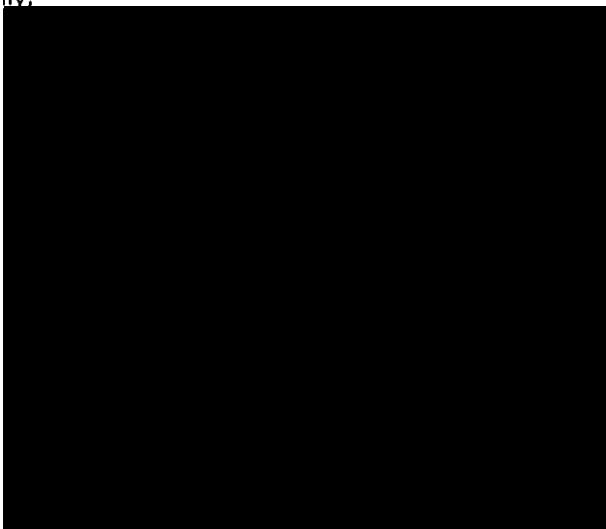
Yours faithfully,

Print Name:

Email:

Address:

Signature:





## NOTICE OF DECISION

### LICENSING SUB-COMMITTEE – 23 JULY 2015

#### LICENSING ACT 2003: DEE DEE'S, 77 HERNE HILL, LONDON SE24 9NE

##### 1. Decision

That the council's licensing sub-committee, having had regard to the application made under Section 51 of the Licensing Act 2003 by an other person for a review of the premises licence issued in respect of the premises known as Dee Dee's, 77 Herne Hill, London SE24 9NE and having had regard also to all other relevant representations has decided that the following are necessary for the promotion of the licensing objectives:

- a) That the licence shall be suspended for a period of four weeks.
- b) That live music shall be excluded from the scope of the licence and that Section 177A of the Licensing Act 2003 does not apply.
- c) That the conditions of the licence shall be modified as follows:
  - 1) That a sound limiting device shall be installed, set and maintained, to ensure the maximum levels of volume and bass of music, song or speech from licensed entertainment permitted by the amplification system, does not cause a public nuisance in the vicinity of the premises or intrude inside the nearest or most exposed noise sensitive premises.
  - 2) That acoustic seals, brushes and self closers (in accordance with BS 6459 Pt.1 1984) shall be installed to (specified) door/fire doors.
  - 3) That self closers (in accordance with BS 6459 Pt.1 1984) shall be installed to the gate.
  - 4) That acoustic, double or secondary glazing shall be installed to (specified) glazed areas to minimise sound escape from the premises.
  - 5) That the premises shall be adequately cooled to allow doors and windows to remain closed during licensed entertainment.
  - 6) That sound insulation of an adequate specification shall be installed to any shared walls/floors/ceilings to ensure that noise from the operation of the premises does not cause any intrusion in neighbouring property (Note – specification – 100mm polystyrene, 150mm acoustic rockwool and marine plywood).
  - 7) That all audio and musical equipment used in the premises, permitted under the Licensing Act 2003 or the Live Music Act 2012, shall be played through the installed sound limiting device.
  - 8) That all speakers for the broadcast of sound within the premises shall be isolated from the structure of the premises by anti-vibration mountings or mats.



- 9) That during licensed entertainment on the premises, permitted under the Licensing act 2003 or the Live Music Act 2012, all doors and windows shall remain closed (except for access or egress).
- 10) That amplified music, song or speech shall not be broadcast in external areas at any time.
- 11) That there shall be no drinks permitted outside on the frontage/terrace/in the garden after 22.00.
- 12) That there shall be no more than five persons permitted outside to smoke only, on the frontage/terrace/in the garden after 22.00.
- 13) That external waste handling, collections, deliveries and the cleaning of external areas shall only occur between the hours of 08.00 and 20.00.
- 14) That clearly legible signage shall be prominently displayed at all patron exits, where it can be easily seen and read, requesting that patrons leave the premises in a quiet and orderly manner that is respectful to neighbours.
- 15) That the details of a local taxi company shall be kept at the premises and shall be provided to customers on request. If staff at the premises order a taxi for a customer they shall request that the taxi controller instructs the taxi driver not to sound their vehicle horn on arrival but approach a staff member and let them know that they have arrived.
- 16) That the premises licence holder shall display a telephone number for local residents to contact management of the premises as and when necessary.
- 17) That all complaints shall be logged in an incident book along with any corrective action taken.
- 18) That the licensee shall ensure all staff working at the premises are trained on the conditions of the licence with particular regard to noise control and patron management. The records of all such training shall be kept at the premises and be made available to council officer or the police on request.

## 2 **Reasons**

The reasons for this decision are as follows:

The licensing sub-committee heard from the other person, the applicant for the review who advised that he had lived above the premises for approximately one year. He submitted the review on the grounds of all four of the licensing objectives and stated that the premises were operating as a club, they regularly held party type events which were not appropriate for a residential area. He advised that the premises often played music beyond the terminal hour and that they had regularly flaunted the licensing conditions. In particular, on Mondays and Tuesdays the noise reverberated up the walls and into his home. All attempts to discuss the issues with the management of the premises had been futile and he was unable to relax in his own home.

The licensing sub-committee heard from the environmental protection officer, supporting the review who advised that there had been concerns regarding noise nuisance from the premises for some time. However a statutory noise nuisance had not been witnessed until February 2015. The officer advised that she had been also on the cusp of submitting a review of the premises licence.

They advised that the premises licence holder had not taken the detailed advice of the environmental protection team in relation to ways to prevent noise nuisance from emanating from the premises.

The officer advised that prior to the meeting they had spoken to the premises licence holder and their representative and had agreed that live music would be removed from the scope of the licence and that the outside terrace would not be used after 22.00. A number of other conditions were also agreed.

The licensing sub-committee heard from the planning officer supporting the review who advised that the premises were causing a public nuisance by not adhering to their planning conditions. The planning conditions were intended to protect residential amenity which overlaps with public nuisance as an environmental concern. The location of the applicant's home means that they are particularly affected by the operation of the premises.

They further advised that the premises licence holder had obtained temporary event notices, the hours of which breached the permitted hours as per the planning permission. At one time or another, all of the planning conditions have been breached or not complied with. The premises licence holder has been advised of this non-compliance and that this was a live enforcement case.

The licensing sub-committee noted the written representations from five other persons supporting the review. The sub-committee heard from the representative of the Herne Hill Society. They acknowledged that the premises licence holder had agreed to refrain from playing live music but still had concerns of the significant noise caused by speech, laughter and applause throughout the building. They also submitted that there had been a number of breaches of licensing and planning conditions and questioned the approach of the management and their failure to ensure compliance. Whilst the licensing sub-committee could modify the conditions of the licence there was no assurance that the conditions would be complied with.

The licensing sub-committee noted the written representations from other persons supporting the premises who were not in attendance.

The licensing sub-committee heard from the representatives from the premises who, in spite of the complaints said there was no evidence of criminality and they submitted that there had been no representations from the police to support the review and corroborate the applicant's contention that the crime and disorder licensing objective had been undermined.

The representative for the premises advised that the premises licence holder had agreed to a number of conditions with the environmental protection team (EPT) along with removing live music from the scope of the licence. They advised that they would install air conditioning, which would be subject to planning permission, and would also provide training to staff with particular emphasis on noise issues.

The licensing sub-committee were pleased that the lines of communication between the parties were now open. However, the sub-committee had concerns regarding the extent of noise complaints made in respect of the premises. The sub-committee had serious regard to the non-compliance and number of breaches of the licensing conditions and planning permission, which could not be overlooked.

The licensing sub-committee were satisfied that if complied with, the conditions agreed between the environmental protection team and the premises licence holder would be appropriate and proportionate in addressing the licensing objectives and complaints.

The sub-committee are concerned that without certain works, such as the sound insulation of the building and the installation of the air conditioning being installed, being carried out there will be ongoing complaints of noise nuisance. The sub-committee felt that the four week suspension would give the premises licence holder an opportunity to advance the necessary works outlined in the conditions.

The licensing sub-committee felt that this decision was appropriate and proportionate in order to address the licensing objectives.

### 3 **Appeal rights**

This decision is open to appeal by either:

- a) The applicant for the review
- b) The premises licence holder
- c) Any other person who made relevant representations in relation to the application

Such appeal must be commenced by notice of appeal given by the appellant to the justices' clerk for the magistrates' court for the area within the period of 21 days beginning with the day on which the appellant was notified by this licensing authority of the decision.

This decision does not have effect until either:

- a) The end of the period for appealing against this decision
- b) In the event of any notice of appeal being given, until the appeal is disposed of.

Issued by the Constitutional Team on behalf of the Director of Legal Services

Date: 23 July 2015

**IN THE MATTER OF AN APPEAL UNDER THE LICENSING ACT  
2003 and IN THE MATTER OF A CONSENT ORDER**

**IN THE CAMBERWELL GREEN MAGISTRATES' COURT**

**Licensing Act 2003 – Schedule 5, paragraphs 1(b) & 4(2)**

---

**CONSENT ORDER**

---

**APPELLANT:**

**Mr. Brook Anthony Anderson**

**t/a Dee Dees  
77 Herne Hill  
London SE24**

**RESPONDENT:**

**The London Borough of Southwark  
(Licensing Sub- Committee) Hub 2, 3<sup>rd</sup> Floor  
PO Box 64529  
London SE1P 5LX**

Upon hearing counsel for the appellant, Mr. Brook Anthony Anderson, and counsel for the respondent, The London Borough of Southwark, it is ordered that the appeal be allowed upon the following terms:

1. That the licence granted by the respondent following a review in respect of Dee Dees, 77 Herne Hill, SE24 9NE on 23<sup>rd</sup> July 2015 be amended.
2. Condition 1a) (That the licence shall be suspended for four weeks) shall be removed.
3. Condition 1b) (excluding live music) shall be removed
4. Condition 6 (That Sound insulation etc) be removed.

5. Condition 1 (Sound limiting device) shall be amended to read:

as measured inside the bar

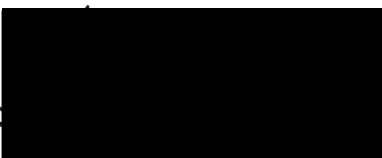
"That a sound limiting device shall be installed and set and maintained at the level of 77DBA. Once set, the device shall be locked and sealed in the presence of the respondent's EHO and no means provided whereby the device may be overridden". To be Complied with within 14 days of today's date.

6. The following conditions shall be added:

- i) Only two live performers shall be permitted to play at any given time.
- ii) The performance must be unamplified, without the use of percussion or brass instruments or woodwind instruments.
- iii) Any recorded music or amplified sound played in the premises shall be background only and must be routed through the sound limiting device.
- iv) There shall be no comedy nights held at the premises.
- v) There shall be no applications made for any Temporary Events notices under The Licensing Act 2003.

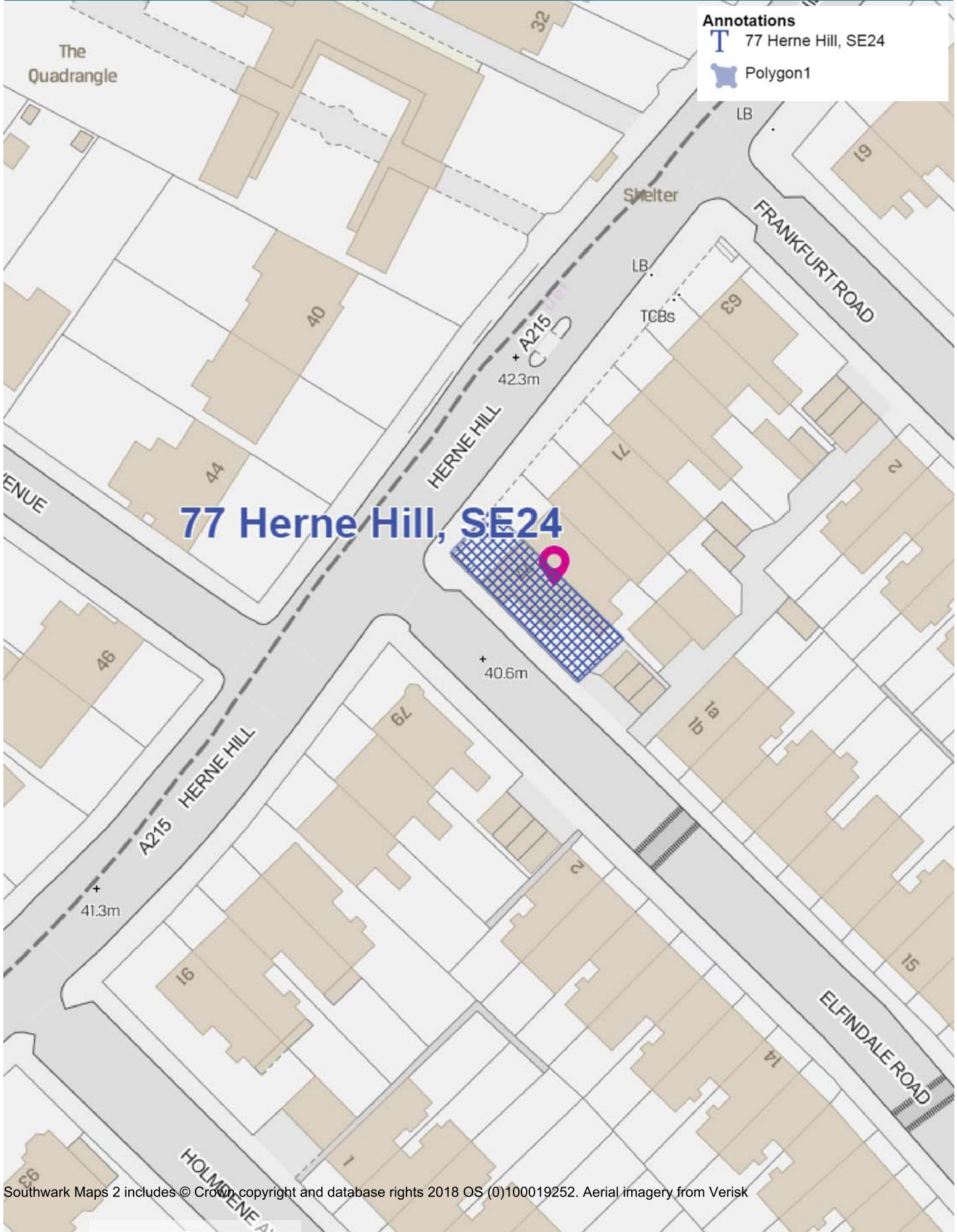
7. All other conditions imposed on 23<sup>rd</sup> July by The Licensing Sub-Committee on the licence shall remain. save for Conditions 2 and 4 of the original decision which shall be Complied with within 28 days.

Signed....  ..... On behalf of the appellant

Signed.  ..... On behalf of the respondent

This 25<sup>th</sup> Day of February 2016

Dee Dees – 77 Herne Hill, London, SE24 9NE



Southwark Maps 2 includes © Crown copyright and database rights 2018 OS (0)100019252. Aerial imagery from Verisk

<b>Item No.</b> 7.	<b>Classification:</b> Open	<b>Date:</b> 7 August 2018	<b>Meeting Name:</b> Licensing Sub-Committee
<b>Report title:</b>		Licensing Act 2003: Africa Centre Limited, (Event on Great Suffolk Street from Junction with Dolben Street Junction to Sturge Street Junction) London SE1 0BL	
<b>Ward(s) or groups affected:</b>		Borough & Bankside	
<b>From:</b>		Strategic Director of Environment and Social Regeneration	

## RECOMMENDATION

1. That the licensing sub-committee considers an application made by The Africa Centre Limited for a time-limited premises licence on 18 August 2018 to be granted under the Licensing Act 2003 in respect of the event (on Great Suffolk Street from the junction with the Dolben Street junction to the Sturge Street junction).
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 11 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 21 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, correspondence from conciliation process and the notice of decision from 15 August 2017 are attached as Appendices B, C & D.
  - d) Paragraph 22 deals with licensed premises within a 100 metre radius of the premises. A map of the area is attached as Appendix E.
  - 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 5 June 2018, The Africa Centre Limited applied to this council for the grant of a time-limited premises licence for an event to be held on 18 August 2018 in respect of Africa Centre Limited, (Event on Great Suffolk Street from Junction with Dolben Street Junction to Sturge Street Junction) London SE1 0BL. It will also utilise the 5–a side football pitch located at Moonracker point as a childrens area and family chill out zone. The activities will include two music stages playing amplified live music, a smaller youth dance sage along with a large selection of African foods, drinks and textiles for purchase by street vendors.
9. The application is summarised as follows: (submitted with amended hours)
  - Live music (indoors and outdoors)  
Saturday from 13:00 to 22:00
  - Recorded music (indoors and outdoors)  
Saturday from 13:00 to 22:00
  - Performance of dance (outdoors)  
Saturday from 13:00 to 22:00
  - Entertainment of a like kind to the above  
Saturday from 13:00 to 22:00



- Supply of alcohol (on the premises)  
Saturday from 13:00 to 22:00
  - Operating hours of premises  
Saturday from 13:00 to 22:00
10. The premises licence application form provides the applicant operating schedule. Parts 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 Akuffo who has yet to obtain a personal licence.

### **Representations from responsible authorities**

12. 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 event map has little detail as to locations of alcohol sales and other stalls within the area. No detail regarding who will be selling alcohol, no dispersal policy, fire evacuation plan or designated premises supervisor (DPS). Due to the lack of detail provided they are reluctant to provide further comments or suggest the appropriate control measures.
14. The EPT representation raises large concerns with the regards to noise levels as the 2017 event gave rise to noise complaints. Noise team officers visited on 19t August 2017 and they spoke with the noise consultant on site who advised the noise officers that “they had breached the noise limit of 65dB several times during the event”. The noise consultant also advised the noise officer “that he thought the requirement for 65dB from nearest noise sensitive premises was almost unachievable due to the closeness to the stages.”. EPT therefore have serious noise concerns for this year’s event where music stages are again to be positioned very close to residential properties and no information with regards to noise is included in the application. In addition to this they want information on what the timescales are for set up and de-rigging of stages / event equipment. If done late at night and early in the morning then this too could lead to public noise nuisance. The EPT will review further information when submitted and, if agreeable, could conciliate the objection by way of agreeing conditions.
15. The licensing representation states that the premises sit in the Borough and Bankside cumulative impact policy area. The plan submitted with this application does not show where drinks will be available for purchase by street vendors shall be located. It is stated within this application that there could be between 5000 and 9999 persons attending this event. The operating schedule was completely inadequate for an event of this size as the applicant has failed to address any of the licensing objectives and due to the limited information provided. They requested that

an adequate operating schedule be provided which should include an event management plan with risk assessments. The necessary information has since been submitted and licensing proposed conditions which have now been agreed by the applicant and therefore their representation is withdrawn.

16. The health and safety representation makes reference is based on evidence obtained at a similar event delivered by this organisation on 19 August 2017 where the organisation failed to provide the coordination needed, They lack confidence that the organisation can provide a coordinated support team involving community wardens and police as well as volunteers, and believe these three elements will remain outside the managerial control of the applicant. 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. 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 7 August 2018.

#### **Premises history and complaints**

20. A time limited premises licence application was made last year for an event scheduled for 18 to 20 August 2017. Representations were made by responsible authorities. The application was therefore determined by the licensing sub committee on 15 August 2017. The notice of decision is attached as Appendix D.
21. There were two complaints on record from local resident with regards to loud music emanating from the street festival. Visiting officers noted that it was mostly coming from the stage facing or near Pocock Street which was very close to the residential block.

#### **The local area**

22. A map of the area is attached to this report as Appendix E. 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**

23. On 6 April 2015 entertainment became deregulated and as a result:
- Live unamplified music is deregulated between 08:00 and 23:00 on any premises.
  - Live amplified music is deregulated between 08:00 and 23:00 provided the audience does not exceed 500 people.
24. 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**

25. 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.
26. 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.

27. 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.
28. The applicant has been advised to address the committee's concerns around cumulative impact at the meeting.

### **Southwark statement of licensing policy**

29. 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
    - Friday and Saturday is 01:00
  - Closing time for Public Houses Wine bars or other drinking establishments:
    - Sunday to Thursday is 23:00 hours
    - Friday and Saturday 00:00 hours.
30. 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. This 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. This 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. This 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. This provides a guide to the hours of licensed operation that this authority might consider appropriate by type of premises and (planning) area classification.
  - Section 8 - The prevention of crime and disorder. This provides general guidance on the promotion of the first licensing objective.
  - Section 9 - Public safety. This provides general guidance on the promotion of the second licensing objective.

- Section 10 - The prevention of nuisance. This provides general guidance on the promotion of the third licensing objective.
  - Section 11 - The protection of children from harm. This provides general guidance on the promotion of the fourth licensing objective
31. 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**

32. A fee of £2,095.00 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.

### **Consultation**

33. 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**

34. 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**

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

### **Principles for making the determination**

37. 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.
38. 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.

39. 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**

40. 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.
41. The four licensing objectives are:
- The prevention of crime and disorder
  - Public safety
  - The prevention of nuisance
  - The protection of children from harm.
42. 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.
43. 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.
44. 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**

45. 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**

46. 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.
47. 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**

48. 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.
49. 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.

50. 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.
51. 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.
52. 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.
53. 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.
54. 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.
55. 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**

56. 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.

### **Strategic Director of Finance and Governance**

57. The head of community safety and enforcement has confirmed that the costs of this process are borne by the service.



**BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
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**

<b>Name</b>	<b>Title</b>
Appendix A	Application premises licence
Appendix B	Representation from responsible authorities
Appendix C	Conciliation and withdrawal statements
Appendix D	Notice of Decision for hearing on 15/8/17
Appendix E	Map of local area

**AUDIT TRAIL**

<b>Lead Officer</b>	Deborah Collins, Strategic Director of Environment and Social Regeneration	
<b>Report Author</b>	Dorcas Mills, Principal Licensing Officer	
<b>Version</b>	Final	
<b>Dated</b>	26 July 2018	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments sought</b>	<b>Comments included</b>
Director of Law and Democracy	Yes	Yes
Strategic Director of Finance and Governance	Yes	Yes
<b>Cabinet Member</b>	No	No
Date final report sent to Constitutional Team	26 July 2018	

05/06/2018

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

Ref No. 1034041

## Name of Applicant

Please enter the name(s) who is applying for a premises licence under section 17 of the Licensing Act 2003 and am making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

	The Africa Centre Limited
--	---------------------------

## Premises Details

Non-domestic rateable value of premises in order to see your rateable value click here (opens in new window)

£	150,000
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	Yes

## Premises trading name

	The Africa Centre Limited
--	---------------------------

Postal address of premises or, if none, ordnance survey map reference or description

Address Line 1	Great Suffolk Street from Dolben Street Junction to Sturge Street Junction
Address Line 2	
Town	Southwark
County	
Post code	SE1 0BL
Ordnance survey map reference	
Description of the location	Great Suffolk street - Dolben Street Junction to Sturge Street Junction
Telephone number	0208 004 6436

## Applicant Details

Please select whether you are applying for a premises licence as

	a charity
--	-----------

Other Applicants

Personal Details - First Entry

Name	The Africa Centre Limited
------	---------------------------

Address - First Entry

Street number or building name	66 Great Suffolk Street
Street Description	
Town	Southwark
County	
Post code	Se1 0BL
Registered number ( where applicable )	
Description of applicant ( for example, partnership, company, unincorporated association etc )	Arts and Culture Charity Charity number: 313510

Contact Details - First Entry

Telephone number	██████████
Email address	████████████████████

Operating Schedule

When do you want the premises licence to start?

	18/08/2018
--	------------

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

	18/08/2018
--	------------

General description of premises ( see guidance note 1 )

	The premises we wish to conduct our activities on is Great Suffolk Street. To be specific, from the junction with Dolben Street (north of junction with union Street) down to the junction of Sturge Street. Also utilising the 5-a side football pitch located at Moonracker point as a childrens area and family chill out zone. The activities will include two music stages playing amplified live music, a smaller youth dance stage along with a large selection of African Food, Drink and textiles available for purchase
--	---

	by street vendors.
--	--------------------

If 5,000 or more people are expected to attend the premises at any one time please use the drop down below to select the number.

	5000 to 9999
--	--------------

Operating Schedule part 2

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

	(Please see sections 1 and 14 of the Licensing Act 2003 and schedule 1 and 2 of the Licensing Act 2003)
--	---

Provision of regulated entertainment (Please read guidance note 2)

	e) live music
	f) recorded music
	g) performance of dance
	h) anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment

--	--

Supply of alcohol

	j) Supply of alcohol
--	----------------------

E - Live Music

Will the performance of live music take place indoors or outdoors or both? ( Please read guidance note 3)

	Both
--	------

Please give further details here ( Please read guidance note 4)

	There will be two musical stages, featuring live performances of amplified live and recorded music, there will also be smaller youth dance stage playing amplified
--	--

	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.
--	--

Standard days and timings for Live Music ( Please read guidance note 7 )

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for the performance of live music ( Please read guidance note 5 )

--	--

Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed. ( Please read guidance note 6 )

--	--

F - Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? ( Please read guidance note 3 )

	Both
--	------

Please give further details here ( Please read guidance note 4 )

	There will be two main stages that will be playing amplified live and recorded music. There will be a smaller youth/dance stage playing recorded music. There will also be indoor amplified music in the Africa Centre buildings.
--	---

Standard days and timings for Recorded Music ( Please read guidance note 7 )

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		

Sat	13:00	22:00
Sun		

State any seasonal variations for playing recorded music ( Please read guidance note 5)

--	--

Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed. ( Please read guidance note 6 )

--	--

G - Performances of Dance

Will the performances of dance take place indoors or outdoors or both? ( Please read guidance note 3 )

	Outdoors
--	----------

Please give further details here ( Please read guidance note 4 )

	There will be dance performances from various youth compabies on the Dance/youth stage, there will also be dance performances from older performers on the two main stages, as well as on ground level.
--	---

Standard days and timings for Performance of dance ( Please read guidance note 7 )

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for the performance of dance ( Please read guidance note 5 )

--	--

Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed. ( Please read guidance note 6 )

--	--

H - Anything of a similar description to that falling within (e), (f) or (g)

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, Story telling, Mask making, street performances and children's games.
--	--

Will the entertainment take place indoors or outdoors or both? ( Please read guidance note 3)

	Both
--	------

Please give further details here ( Please read guidance note 4 )

	This activity will mostly take place outside on the stages or pavement. But some activities may also occur within the Africa centres buildings.
--	---

Standard days and timings for Anything of a similar description to that falling within (e), (f) or (g) ( Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) ( Please read guidance note 5)

--	--

Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed. ( Please read guidance note 6 )

--	--

J - Supply of Alcohol

Will the supply of alcohol be for consumption ( Please read guidance note 8)

	On the premises
--	-----------------

Standard days and timings for Supply of alcohol ( Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for the supply of alcohol ( Please read guidance 5)

--	--

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed. Please list, ( Please read guidance note 6 )

--	--

Please download and then upload the consent form completed by the designated proposed premises supervisor

	<a href="#">This-information-will-be-submitted-to-you-as-soon-as-it-is-confirmed.pdf</a>
--	--

Premises Supervisor

Full name of proposed designated premises supervisor

First names	Kojo
Surname	Akuffo

DOB

Date Of Birth	██████████
---------------	------------

Address of proposed designated premises supervisor

Street number or Building name	Great Suffolk Street
Street Description	Dolben Street Junction to Sturge Street Junction



Town	Southwark
County	
Post code	Se1 0BL

Personal licence number of proposed designated premises supervisor, if any,

Personal licence number ( if known )	
Issuing 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 9)

	This is a family friendly event. No adult activities will be conducted on site. Individuals selling alcohol will be operating the challenge 25 policy.
--	---

L - Hours premises are open to public

Hours premises are open to the public ( standard timings Please read guidance note 7 )

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations ( Please read guidance note 5 )

--	--

Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed. Please list, ( Please read guidance note 6 )

--	--

M - Steps to promote four licencing objectives

a) General - all four licensing objectives (b,c,d,e) ( Please read guidance note 10 )

	<p>The Africa Centre has ensured that all licensing objectives will be met by allocating a sufficient number of supervisory and security personnel to manage the event. We will have security throughout, stewards at road closures, in addition to staff and volunteers of the Africa Centre, we will also have police presence and community wardens will also be made aware of the event.</p>
--	--

b) the prevention of crime and disorder

	<p>To prevent crime and disorder at the event, we have consulted with Respondsec Security who will provide stewards and security staff, we will also inform community wardens and consult the local Police force to ensure adequate security is on hand to deter and/or deal with any disruptions. The security and stewards on site will also be able to communicate any issues to the relevant authority.</p>
--	---

c) public safety

	<p>There will be trained Security and 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.</p>
--	---


d) the prevention of public nuisance

	<p>The presence of Security, Stewards, Police and Community stewards should deter any possible public nuisance activity. The stewards and volunteers will also be vigilant in spotting and reporting 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</p>
--	---

e) the protection of children from harm

	<p>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.</p>
--	---

Please upload a plan of the premises

	
--	---

Please upload any additional information i.e. risk assessments

--	--

Checklist

	I have enclosed the plan of the premises. I understand that if I do not comply with the above requirements my application will be rejected. I understand that I must now advertise my application (In the local paper within 14 days of applying)
--	---

Home Office Declaration

Please tick to indicate agreement

	I am a company or limited liability partnership
--	---

Declaration

I agree to the above statement

	Yes
PaymentDescription	, ,
AuthCode	
LicenceReference	██████████
PaymentContactEmail	

Please provide name of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If completing on behalf of the applicant, please state in what capacity.

Full name	Kojo Akuffo
Date (DD/MM/YYYY)	30/05/2018
Capacity	Office Manager

Where the premises licence is jointly held, enter the 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (guidance note 13). If completing on behalf of the applicant state in what capacity

Full name	
Date (DD/MM/YYYY)	
Capacity	

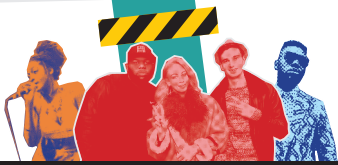
Contact name (where not previously given) an address for correspondence associated with this application (please read guidance note 14)

Contact name and address for	
------------------------------	--

correspondence	
Telephone No.	
If you prefer us to correspond with you by e-mail, your email address (optional)	

The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.

↑  
TO RIVER  
THAMES



**BLACK BRITISH  
MUSIC STAGE**

< SOUTHWARK

**UNION ST**



GREAT SUFFOLK ST



UNION ST

BOROUGH MARKET

EMER ST

RISBOROUGH ST

COPPERFIELD ST

UNION YARD ARCHES

STALLS



LOMAN ST

the africa centre

SURREY ROW



SAWYER ST

POCOCK ST

POCOCK ST

GREAT SUFFOLK ST

KING'S BENCH ST

GLASSHILL ST



STURGE STREET

**FESTIVAL KEY**



AFRICA CENTRE/  
INFORMATION POINT  
MISSING CHILDREN



CHILDRENS AREA



FIRST AID



ROAD BLOCK



MUSIC STAGE



STALLS



TOILETS



FESTIVAL SITE



DANCE/DJ STAGE



**AFRICA MUSIC  
STAGE**

# Africa Centre Summer Festival 2018

Event Management Plan

&

Risk Assessment

V1

Date: 18<sup>th</sup> August 2018

Africa Centre Summer Festival 2018

# A Event Management Plan

## 1 Event Overview

Saturday 18<sup>th</sup> August 2018 plays host to the fifth 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-day. The 2018 edition will be the second to take place in The Africa Centre's new home of Southwark, SE1.

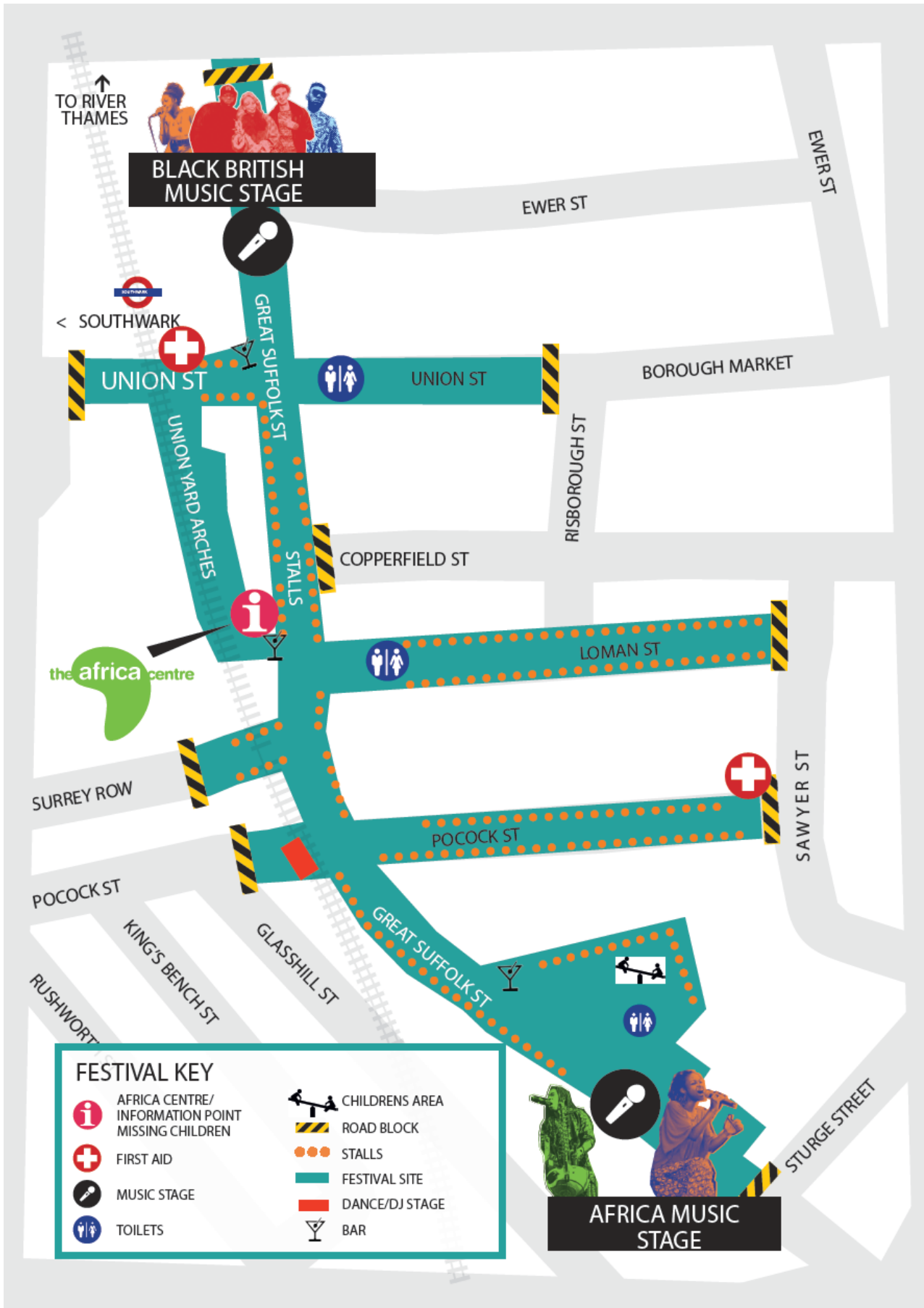
The Africa Centre Summer Festival 2018 is a vibrant street festival that brings Music, Dance, Art, Food and Fashion from Africa and the diaspora to the Africa Centre's home in Southwark. This year The Africa Centre are choosing to celebrate the diversity of music and Dance from African and Diaspora as well as giving the Young Africa Centre group its own opportunity for the second year running to partner in curating up and coming local and national talents.

Main elements include:

- African Music Stage
- Black British Music Stage
- Youth Dance Stage
- Dance on and off stage.
- 130+ stalls including fashion, jewellery, craft, home, drinks and kid's stalls.
- Over 30 street food stalls including East, South, North, West African and Caribbean food.
- Diverse children's activities program.

This year's Africa Centre Summer Festival builds on a very successful event that took place in August 2017 in the same location. This year the Africa Centre will involve more dance in the programme, more food, retail and craft stalls and more children's and family space and activity. The plan involves the same streets and very similar road closures with slight extensions of the zone in Loman and Pocock Street for stalls and the utilisation of the five-a-side pitch off Great Suffolk Street as a family, food and children's activity area. There will be more dance performances on the two main stages and a youth stage involving youth dance troupe performances under the arch in Pocock Street (replacing the Young Africa Centre stage that was under the arch on Surrey Row). In 2017, the sound levels were well managed and moving the stage away from Surrey Row will improve this further.

Site Map Draft 1





## 1.1 Audience

Adults, children and teenagers of all ages are expected to attend. 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 will be consulted in regards to the event and their involvement. We will liaise with all effected businesses. Throughout the event planning, the organizers will attend SAG (Safety Advisory Group) meetings, as well as arrange further meetings with MET Police, Ambulance services, Traffic Management companies, Transport for London, ResponSec, and any of the effected businesses in the immediate area.

During the event itself contractors, stewards, a security team, medics, electricians, volunteers and production staff will support the event organisers. Key roles and providers include:

The following roles will be contracted 6 weeks before the event.

The Following roles are already in place:

- Event Director – Mark Higham
- Africa Centre Director - Kenneth Tharp
- Event Manager – Kojo Akuffo
- Stage and Production Manager – Brian Concannon
- Security and Road Stewards– ResponSec
- Vendor Liaison – Open the Gate Ltd
- Volunteer Stewards - Africa Centre
- First Aid Provider – Ambulance Solutions Ltd
- Noise Control Consultant – Vanguardia

The following roles will be contracted 6 weeks before the event.

- Artist Liaison – TBC
- Cleaners – TBC
- Stage Production – TBC

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:** We expect 6000 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**

Curated by Elliot Jack and Rita Ray in collaboration with The Africa Centre and 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: 13:00

Stage Close: 22:00

Stage Schedule: Will be provided once finalised.

##### **Black British Music Stage**

Curated by Elliot Jack and Rita Ray in collaboration with The Africa Centre and other programmers, 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 21:50 on the day of the event.

Stage Open: 13:00

Stage Closed: 22:00

Stage Schedule: Will be provided once finalised.

##### **Youth Stage**

Curated by Hakeem Onigbodu in collaboration with The Africa Centre. This stage will feature premium youth talent and DJs providing a perfect soundtrack to both the dancers and those in close proximity to the stage.

This stage production will be minimal and feature a small PA system. The youth theme addresses a severe problem affecting dance groups, especially youth groups. Over the last 5 years, there has been a significant decrease in

opportunities for youth groups in general; in particular, youth clubs and youth dance shows, which are becoming more and more of a rarity across London city. We hope to provide a platform each year for these youth groups to display their amazing talent and get the recognition they deserve.

Stage open: 13:00

Stage Close: 19:00

Stage Schedule: to be provided once finalised.

### **1.3.2 Visual Art**

The Event will feature an installation of some sort by a visual artist. Details to be confirmed.

### **1.3.3 Children's Activities**

The Children activities will take place on the 5 a side football pitch owned by the London Fire brigade just off Great Suffolk 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 may include face painting, bouncy castle and various arts and crafts.

This year there will be a stage dedicated to youth talent, featuring youth dance companies, singers and performers showing their talent on a small stage situated under the archway on Pocock Street.

### **1.3.4 Vendor Stalls**

Open The Gate Ltd, organisers of the annual Africa on the Square event in Trafalgar Square for the GLA, will handle the Vendor management. 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.

A full list of Vendors along with contact information will be provided once finalised.

### 1.3.5 Production and Event Time table

Africa Centre at the Great Suffolk Street <i>Saturday 18<sup>th</sup> August 2018</i>	
<b>Thursday 16<sup>th</sup> August 2018</b>	
16:00– 18:00	Distribute leaflets on all cars and to local residents reminding of parking restriction in force the following day.
<b>Friday 17<sup>th</sup> August 2018</b>	
17:00-20:00	Final check and efforts to rid festival area for remaining cars.
18:00 – 22:00	Deliveries begin to arrive and are installed (Generators, Toilets, Gazebos, Lighting and Signage)
20:00 – 10:00 (19 <sup>th</sup> )	Road closure begins
20:00	Overnight security arrive are briefed on overnight watch
20:30	Initial Site inspection , remaining vehicles removed from site
20.00 – 23.00	Initial site inspection, Stage delivery and build. (loud work) Signage installation.
20.00 - 02.00	Gazebo build
23.00– onward s	Low noise work to build stages and backstage areas.
<b>Saturday 18<sup>th</sup> August 2018</b>	
07:00 – 11:00	Final fixings and amendments made to the stage
07:00 -11:00	Vendors arrive and set-up/ Toilets arrive and are placed in pre-arranged locations
10:00	Cleaners arrive and are briefed on working zones and waste refuse points. Outside seating is set up along festival route.
12:00	Shift 1 volunteers arrive and rendezvous with head Volunteer / Final site safety check before opening to public

## The Africa Centre Summer Festival 2018

13:00 – 22:00	The Africa Centre Summer Festival 2018
16:30	Shift 2 Volunteers arrive and rendezvous with head Volunteer.
22:00-23:00	Festival area is cleared of visitors and vendors
23:00	De-rig begins for staging and gazebos and items are transported back to suppliers
<b>Sunday 19<sup>th</sup> August 2018</b>	
8:00 - 9:30	Final clean sweep by site cleaners Toilets collected
09:45	Final site check and hand back to Southwark Council by Event Manager.
<b>Running Sheet</b>	
13.00	Doors open, Vendors begin selling
13:00	Sale of alcohol begins, Stages begin, Childrens Activities begin
21:00	Children's activities stop
21:30	Trading stops
21:50	Live Music Stops
22:00 – 22:30	Event Exit

## 2 Risk Assessments

### 2.1 Fire Protection

An event specific fire risk assessment has been done. The fire risk assessment will be forwarded to LFB and the SAG in advance of the event.

This will be available as appendix item 1

### 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 signing off structures as safe. The safety officer will also perform visual checks.

### 2.3 Health and Safety

A Risk Assessment has been carried out, bearing in mind last years' experience. This has been reviewed and approved by the Safety Officer. The Safety Officer will carry out a further check two weeks prior to the event with the event management team.

All staff will be briefed on the event management plan and issued a copy. All

contractors and suppliers will be required to provide their event specific RAMS which a competent person will review in advance of the event, and be available as a contractor file, for inspection by the local authority at their request.

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

- *Event Fire & Risk Assessment will be provided once confirmed.*
- *For RAMS Method statements and all certification covering structures on the site, documents will be provided once confirmed.*

### **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.

### **4 Event Communication Plan**

All key members of staff will be able to communicate throughout the event via the use of 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 will be produced in consultation Respondsec Security services and event safety consultant.

SIA staff, supported by CSAS accredited 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 Centre will consult with Better Bankside Wardens and the Metropolitan Police, whilst recognising their support is subject to availability. For the 2017 edition police indicated that they will have two officers on duty for the start of the event, two more mid-afternoon and a further two for the evening taking the police contingent up to six personnel for the last four hours of the public event. We hope to replicate or even increase this presence if possible for the 2018 edition of the festival.

Please see draft Security schedule in appendix item 2

## **5.2 Identification**

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. The security provider Respondsec will provide an experienced control supervisor to handle operations in this capacity.

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

### **6.2 Volunteers**

Africa Centre volunteers will be working on site throughout the event, fulfilling a range of roles, including assisting road closures/welcoming guests, build/pack-down, stewarding, 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 three stages:

- Africa Music Stage
- Black British Music Stage
- Youth 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 implemented 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 youth stage will be on a much smaller scale a few feet with a small PA system providing soundtrack to performances.

There are ten 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 south of Union Street to Pocock Street to allow for access to fire trucks and other emergency vehicles. Emergency vehicular access will be via Union Street (both directions) and egress via Surrey Row.

### **6.4 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.



Emergency communication to the audience will be via the PA systems on the three stages distributed across the licensed area and authorised by the Event Director in communication with - Event Manager, Event Control, Security, Production Manager, Stage Manager & stewards. It will be implemented on stage by the Stage Manager directed by Security

*Please see Organisation structure on appendix item 3*

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, they may also use Mint Street park as a muster point.
- Zone 3 (Pocock Street to Sturge Street) - evacuation to the fire training yard, they may also use Mint Street Park as a muster point in the case of an evacuation.

## **6.5 Crowd management**

If the crowd builds to a point where it risks public safety, the Event Director will authorise:

- Event Control to record the action.
- Security to oversee the nine entrance points, ensuring no more public enter the site.
- Media Manager will issue communication on social media that the event site is at capacity and no more people will be let in.
- Production and Stage Managers will terminate stage entertainment and invite audience to take a break.
- Resumption of stage entertainment subject to site capacity once audience disperses.

## **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 Outside the 5 aside football pitch.
- 2 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**

Respondsec will be providing qualified stewards supervised by a CSAS accredited supervisor to man the road closures, these stewards will be supported by SIA security staff. 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 Respondsec security solutions, involving the closure of roads and provision of diversions.

*See also the Traffic Management Plan. Appendix item 4*

## **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 stages). The railway bridges and stallholder 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, as well as directly to the audience from each of the stage PAs.

## **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 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.

Exclusively the Media Manager and Event Director will manage Media communications.

## **12 Waste Management**

A cleaning contractor will provide cleaning, waste, recycling services pre, during, and post-event.

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 to be arranged to place 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:

- 40 unisex portaloos
- 4x4 way urinals (each with 4 bays -16 bays in total)
- 4 wheelchair access toilets

Toilets will be available in three locations along the festival Route, on the 5 –a side football pitch, Surrey Row, Union Street and Loman Street. Each area will hold the following toilets:

- 5 A side pitch – 12 WCs , 2 x 4 bay urinals and 1 disabled access WC
- Loman Street - 14 WCs, 2 x disabled access WC
- Union Street -14 WCs, 2 x 4 bay urinals and 1 disabled access WC.

Additional toilet provision will be available at Africa Centre premises - 66 Great Suffolk St, Arches 28 and 29 and neighbouring businesses.

- Arches 28 - 2 WCs (1 with Wheel chair access)
- Arch 29 - 2 WCs (1 with Wheelchair access)
- 66 Great Suffolk Street – 1 WC
- Bala Baya, Union Café and Union Jack pub - 10WCs and 3 urinals between them.

This brings the total number of Toilets to 55 WC's (including six Wheelchair access toilets) and 19 urinals, a total of **74**.

Cleaning contractors will monitor cleanliness during the event.

Last year's event proved that the amount of toilets in situ more than serviced the attending crowd, and it was apparent that this was a very substantial over provision. An additional seven toilets are available on higher floors of the Africa Centre, should the demand for toilets exceed the capacity.

### **13 Hygiene**

Hand-washing facilities and access to portable mains water for food stall- holders will be available at Africa Centre premises - 66 Great Suffolk St. Each toilet facility will have hand-washing facilities

### **14 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 build-up of waste will be monitored and dealt with by on site cleaners.

*Details have been provided in the Crowd Management Plan.*

### **15 First Aid Plan**

Ambulance Solutions service will be present in two key locations throughout the festival. This will ensure the festival is properly covered in two areas we see to be higher capacity.

### **16 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.

## **17 Lost Child and Vulnerable Person Procedure**

### **17.1 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 will 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 will then be made to staff that we are looking for a child called eg "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 reunited 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.

### **17.2 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.

### **17.3 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
- Seek agreement will be sought from participants prior to any physical contact
- Not make sexually suggestive comments even in fun
- Always treat children and vulnerable people with equal respect and dignity
- Not shout at a children or young people except with a safety warning
- Put the welfare of each individual before the activity
- Ensure all feedback is be encouraging, enthusiastic and constructive and no project leader will engage in negative criticism
- Always work in an open environment and avoid private or unobserved situations
- Will not under any circumstances give out personal contact details
- If someone initiates physical contact deflect them if possible.

### **17.4 Policy on abuse**

If children or young people have been a victim of crime, police will be notified immediately. Staff will be encouraged to:

- 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.
- 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.

## **18 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 5 along with the Traffic Management Plan.

## **19 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.*

## **20 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 Council's Environmental Health team.

## **21 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.

## **22 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.

## **23 Noise Management Plan**

Noise levels will be monitored by Vanguardia during the event who were the noise consultants for the Africa Centre Summer Festival last year (2017).

As event organisers as members of the Southwark community, we acknowledge that we have a responsibility to ensure that our event demise does not generate excessive noise disturbance to our valued neighbours. The purpose of this Noise Management Plan is to detail the procedures The Africa Centre and its noise consultants plan to adopt to ensure as much as possible the minimised disturbance to local residents and businesses by activities in and around the Africa Centre Summer Festival 2018. This is designed to prevent public nuisance and meet the licensing objectives under the licensing Act 2003. A balance of needs to be struck in ensuring social activity is not dampened whilst controlling potential adverse noise effects.

It should also be borne in mind that the 2017 event was attended by 7,000 people, with 3 music stages and elicited only 6 complaints.

### **Identifying the range of potential noise sources relating to the premises and its vicinity**

- Amplified music (recorded or live) with particular attention to low frequency bass levels and public address systems.
- External plant equipment (machinery such as generators, cleaning devices, drills, hammers).
- Loitering (loud chatter, shouting).
- Production (delivery, set-up and breakdown).

### **Steps taken to manage noise pollution**

#### **The location of the performance stages.**

- This year there are two music stages (rather than three) and one dance stage and the stage that was closest to residents has been discontinued.
- One of the performance stages is located under railway arches north of Union Street, resulting in a natural insulation of sound and is well away from residents. The other stage is not very close to residents either. This will also minimise any build and de-rig noise disturbance although these are being kept to sociable hours.

- **Delivery timing**

All deliveries are set to take place between either 6-8 pm on Friday 18th August, 7-11am Saturday 18th August and collections taking place on Sunday

morning between 7-9 am. Please see production schedule for detailed delivery times

- **Equipment used**  
Production teams will be briefed on noise restrictions and urged to utilise tools that are noise minimal where possible.
- **Timing of loud production work**  
All loud, heavy construction work and metal on metal fixing and hammering will be taking place before 11pm on Friday 17<sup>th</sup> August, all further work will be minimal noise producing tasks until completion. Again, for the break down (which is significantly shorter in duration) all loud work will take place from 22:00 – 00:00. Increased numbers of production crew will be contracted to ensure these processes happen as quickly as possible.

### **Supervision**

- To ensure we remain within the noise restrictions that are in place with Southwark Council, we will contract Vanguardia to provide a noise consultant with the requisite equipment to monitor sound levels in particular hot spots. The noise consultant will have direct contact with the sound engineers, stage manager and Southwark Council and they will be empowered to instruct the engineers to lower sound levels, if they are deemed to be excessive, with minimal delay.
- Security Guards will be on site from the moment the first piece of equipment arrives to the moment the last piece of equipment leaves the site. The security and stewards will be on hand to ensure prompt dispersal once the event finishes at 22:00.
- **Signage**  
Notices will be displayed throughout the site asking all visitors to leave the area in a quiet and orderly fashion this will also be communicated via PA systems on the three stages prior to the event finishing.
- **Control room**  
Will be monitoring all complaints noise and otherwise for review post event. The control room will have direct links to the stage managers and noise consultants via radio to avoid delay in implementing any changes to noise levels, see process illustrated below.



## **24 Access provision**

*Detailed in the Crowd Management and Traffic Management Plans.*

## **25 Marketing Plan**

*Marketing Plan will be produced and circulated once agreed.*

## **26 Equal Opportunities Statement & Policy**

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.

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 18<sup>th</sup> August 2018.

The Africa Centre will contract an experienced operator... to operate our drink stalls at separate locations along the festival route:

- 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
- On Pocock Street

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 two license-holding representatives.

There is one public house within the event site - Union Jack. We will liaise with the owner and manager, ensuring they are fully of the programme and audience and able to make appropriate staffing and security arrangements. We will be recommending they avoid serving glassware during the event. The two additional public houses nearby - The Lord Nelson and White Hart - will be notified of the event, including road closure, programme and audience details.

## 28 Experience of key event personnel and providers

### **Kojo Akuffo – Event Manger**

Kojo Akuffo is the Office Manager for The Africa Centre and was an integral part of the team in the organisation of The Africa Centre summer Festival 2015, which took place in Covent Garden. Kojo managed the Summer Festival 2017 held in Southwark, Kojo has good experience in general Event Supervision and contractor liaison. This is a part of his role at The Africa Centre, when dealing with external clients. He is familiar with the process and many of the staff who grant permissions.

### **Mark Higham - Festival Director**

Mark Higham is the Interim Director of the Africa Centre and is a cultural leader who has led a range of organisations (of up to 150 staff) and capital developments (of up to £24m capital budget) in the culture, education and commercial sectors.

Mark has also managed hundreds of major events at major venues including The summer Festival 2017 in SE1, the National Indoor Arena in Birmingham, the SECC in Glasgow and numerous London venues. He was on the management committee of the Stoke Newington Midsummer Festival during the time that it grew to an audience of over 80,000 people. He was the Festival Director of the first National Youth Film Festival that took place in October & November 2013 with 1,400 events across the UK and audiences of 246,000.

He developed the cultural building, Ocean (now called Hackney Picturehouse) and ran the 2,800 capacity live music venue and was its Director as well as being its Licensee. Mark was co-founder/director of The Waterfront in Norwich (1985 - 1992) an award-winning live music venue, managed its redevelopment and was its first licensee. He was the Director of the first Sound City a week-long national music festival broadcast live on BBC Radio 1 in 1992.

He has also managed 50 live broadcasts working with BBC1, BBC2, BBC4, ITV, Channel 4, Channel 5, Sky, MTV, BBC Radio 1, Radio 1Xtra, BBC Radio 2, BBC Radio 3 and Virgin Radio to listening and viewing audiences of more than 45 million people.

### **Brian Concannon – Stage and production Manager**

Has worked in the music business for 38 years mainly as a stage and production manager. He started his career as a backline technician and then moved on to stage and production management.

He was stage and production manager at The Forum in Kentish Town for 10 years during the 90's and then moved on to be stage and production manager at Ocean in Hackney for four years when it was run as a charity. Brian was then asked back by Hackney Council to become the Designated Premises Supervisor of Ocean and he ran the building for three years for them. He was also technical

manager at Koko in Camden Town.

Brian has worked on many festivals including;

- The Africa Centre Summer Festival 2017 in SE1
- 10 years as stage manager Reading Festival 14 years as Stage manager at V festival
- 14 years as Stage manager at Montreux Jazz Festival in Switzerland.
- Brian has stage managed festivals at The Barbican
- He did stage and production management at Festivals in Finsbury Park, Clapham Common, Alexander Palace
- Brian is a personal license holder and has recently successfully completed courses in First Aid and Fire Marshaling.

Kenneth Tharpe – Africa Centre Director

TBC

Rick Smith – Safety officer

35 Year experience in the Live Music industry has seen Rick do almost every technical job involved in putting on shows from Clubs to Stadia.

A keen awareness about providing a safe situation at any public or music event for audience and performers alike prompted him to gravitate towards the role of safety officer.

To quote him....."I made a concerted effort to obtain the qualifications required to legitimately fill that position beginning with security and crowd control studies and moving on to occupational health and safety courses".

"I believe that everyone attending an event in whatever role has the right to safely enjoy themselves and get home in one piece and a large part of ensuring this is to evaluate all risks and have measures in place to minimize these".

## **B Risk Assessment**

*The Risk Assessment remains a 'live document', which requires ongoing assessment, prior to the event with monitoring and reviews throughout each phase of the event cycle. This document is not an environmental Risk Assessment, nor does it purport to be. This Risk Assessment has been formed through reviewing the current documents and plans, on site meetings, consultation with suppliers, contractors, Southwark Council and the event management team.*

### **1 TERMS OF REFERENCE**

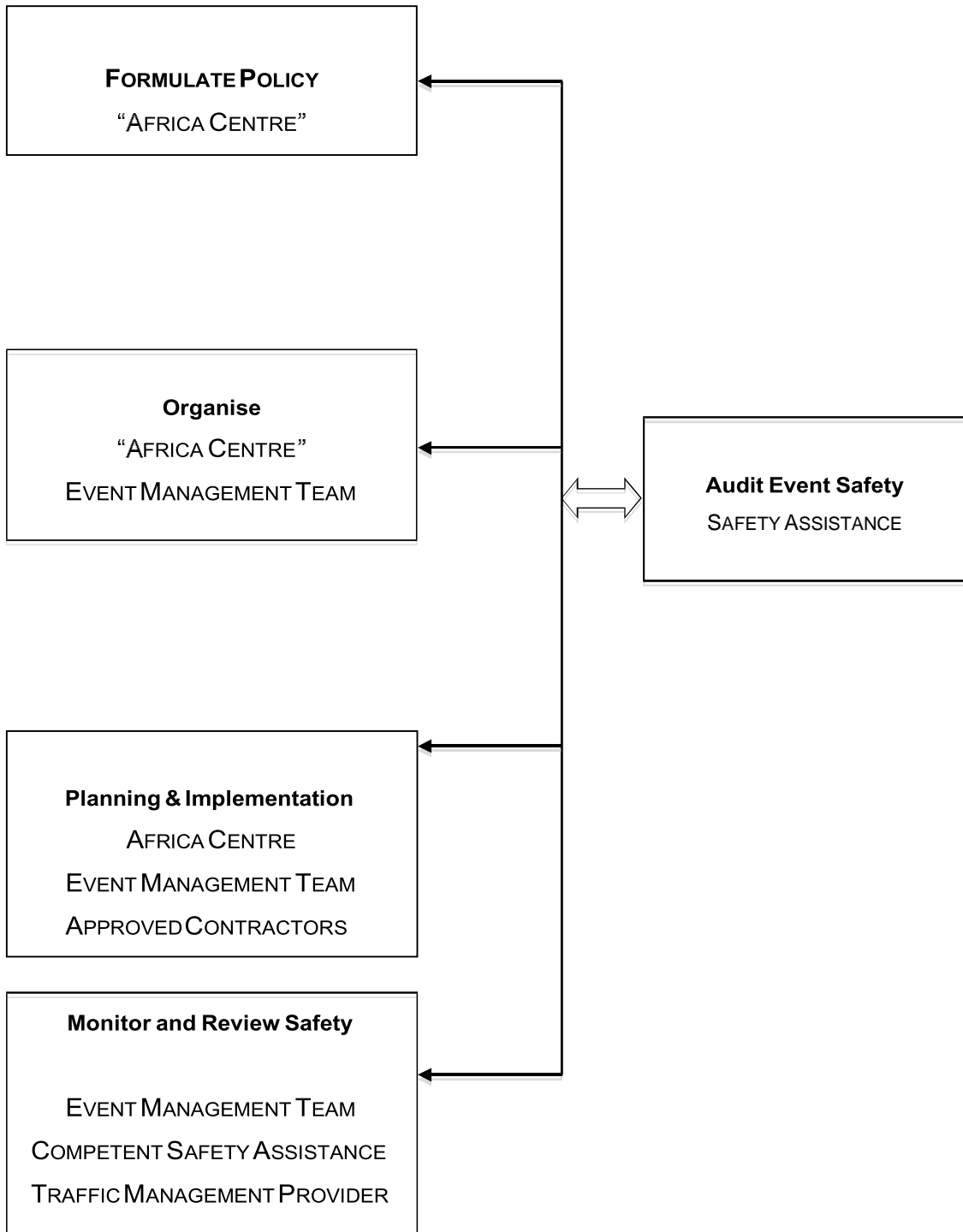
- Licensing Act 2003
- Health and Safety at Work Act etc 1974
- Indg 163 Risk Assessment
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Riddor 2013
- Misuse of Drugs Act 1971
- DSEAR 2002
- Manual Handling Operations Regulations 1992 (as amended)
- Work at Height Regulations 2005
- LOLER Regulations 1998
- PUWER Regulations 1999
- NACTSO Counter Terrorism Protective Security Advice for Major Events
- Workplace Health Safety and Welfare Regulations 1992
- Electricity at Work Regulations 1989 & the 17th Edition IEE Wiring Regulations.
- Health and Safety (First Aid) Regulations 1991
- Health and Safety (Safety Signs and Signals) Regulations 1996



## The Africa Centre Summer Festival 2018

- The Purple Guide to Health Safety and Welfare at Music and Other Events (3rd Edition)
- Managing Crowds Safely; HSG 154 - HSE
- *Managing Health and Safety in Construction*: L153 – HSE
- Common Law “duty of care”
- Psychoactive Substances Act 2016
- Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes – BS 7909

**2. FRAMEWORK FOR SAFETY MANAGEMENT (HSG 65)**



### **3 INTRODUCTION**

This Event Risk Assessment relates to the Africa Centre Summer Festival Event to be held in the London borough of Southwark on Saturday 18th August 2018.

Africa Centre Summer Festival (the "Event"), is promoted by the Africa Centre, who organises and manages the event (the "Organiser") using contractors and suppliers who have been selected by the event management team. The Africa Centre has a Premises Licence for an

The Event Management Plan ("EMP"), has been produced by the Africa Centre, details the processes and procedures which will be adopted and is produced for the safe management of those attending, performing, working and others who may be affected by the event. This event will be run in accordance with the final agreed EMP, after consultation with the SAG and incorporating Licence Conditions.

The event organisers are fully aware of their responsibilities and legal obligations for ensuring the health, safety and welfare of all persons attending the site during the build, event and breakdown phases of the event. The legal duties and responsibilities under CDM 2015 have been clearly communicated to the DPS, Event Manager and Event Director from Steven Allen of Crowd Safety.

This will be the fifth year that this event has been staged, though this will be the second Africa Centre Summer Festival event at this site.

#### **3.1 Audience Demographics**

The event has historically attracted a cross section of people with a 50/50, female/male gender split, ages ranging from new born babies and senior citizens of 70 years and over, with a strong family and community presence.

There have been no historical incidents relating to crowd disorder or violence at previous events.

Persons attending the event are there to celebrate the Africa Centre Summer Festival festivities and culture, benefit from the African inspired food and refreshments and to view the various stalls and entertainment across each of the 3 stages.

The performers include local DJs who will be risk assessed to determine if there are any gang related followers which may have a detrimental effect on the crowd.

It is anticipated that the audience will travel to and from the event from a wide

area using public transport, as there is no parking on site. This message will be communicated by the event organiser to persons wishing to attend the event through marketing communications.

### **3.2 Special Effects**

There will be no Special Effects at this event.

### **3.3 Ticketing**

There is no ticketing for this event.

## **4 Event Residual Risk**

The event residual risk will be classed as Tolerable and **LOW, after** the prescribed control measures have been implemented.

## **5 Event Safety**

Effective event safety includes the following elements.

### **5.1 Competence**

Competence is about ensuring that all employees, volunteers, self-employed persons, contractors and subcontractors working on site have the necessary training, experience, expertise and other qualities to carry out the work safely. Competence is also about ensuring the right level of expertise is available, particularly in relation to specialist advice.

Ensure that the contractors or subcontractors hired to build the infrastructure or provide other services are competent in the management of their own health and safety when working on site. Simple checks of the contractors' and subcontractors' health and safety policies will be carried out and applicable safety method statements and risk assessments obtained and examined in relation to their proposed work.

### **5.2 Control**

Establishing and maintaining control is central to all management functions. Control starts with the production of a health and safety organisational structure, which details specific health and safety responsibilities and shows clear reporting mechanisms. Control also ensures that the contractors and self-employed people understand their responsibilities and that they know what they must do and how they will be held accountable for safety on site. It is important that contractors understand how health and safety will be controlled and monitored

before they begin work on site.

### **5.3 Co-operation**

Effective co-operation relies on the involvement of employees, volunteers, contractors and others in our planning, standard setting, operating procedures and instructions for risk control as well as involvement in monitoring and auditing. Co-operation enables the risks to be suitably controlled by allowing the exchange of information.

Contractors, subcontractors, volunteers and self-employed people need to appreciate the hazards and risks to others working on site and to co-operate with each other to minimise identified risks. Effective co-operation will be achieved by working to prepared site safety rules and safety plans.

### **5.4 Communication**

Effective communication ensures that all those who work on site understand the importance and significance of the health and safety objectives. We will keep contractors, subcontractors and others informed of safety matters and procedures to be followed on site.

Further helpful information about managing contractors on site can be found in the HSE publication ***Managing contractors: A guide for employers.***

## **6 Licensing Act (2003)**

The DPS recognises their duties under the Licensing Act 2003 and intends to fulfil these duties as or in meeting the four key objectives.

### **6.1 Event Licensee**

The event license holder is:

**Mr. KOJO AKUFFO**

## **7 Schedule**

### **7.1 Pre – Event Briefing**

A pre – event briefing for Event Management, Safety professionals, Volunteers, Traffic and Security managers will be conducted pre the event build commencement. Local Authority representatives will be welcome to attend this briefing. All other staff will be briefed prior to opening to members of the public on the day of the event.

### **7.2 Build Date**

The build date is scheduled to commence at 2000hrs on Friday 17<sup>th</sup> August 2018 and be finished by Saturday 18<sup>th</sup> August. The Event Manager Kojo Akuffo will be in Control of this phase.

### **7.3 Event Phase**

The event phase will run from 1300hrs – 2200hrs on Saturday 18<sup>th</sup> August 2018. The Event Director, Mark Higham, will be in control of this phase.

### **7.4 Sound and Lighting**

Sound and lighting will be under the direction of the Production Manager Brian Concannon at all times.

Sound levels will be agreed in advance with Southwark Council EHO and will be monitored throughout the event to ensure compliance.

### **7.5 Site Breakdown (Load out)**

The Load is scheduled to commence at 2200hrs on Saturday 18<sup>th</sup> August 2018 and is scheduled to be clear of site no later than 1000hrs on Sunday the 19<sup>th</sup> August. The Event Manager Kojo Akuffo will be in Control of this phase.

### **7.6 Incident Log**

Due to the location of the event within a public space, a permanent event radio controller role to assist with the coordination of communication, incidents and the recording of incidents and decisions, within a log, will be positioned within event control.

## **8 Event Signage**

Signage will be the responsibility of the Event Organisers who will ensure that event related Traffic Signage, Way-finding signage and internal site signage is visible and securely placed.

Signage will be monitored throughout to ensure it has not been removed or tampered with.

Signage will conform to the Health and Safety (Signs and Signals) Regulations 1996 and be present through the Build, event and load-out phases.

Signage will include, but not be limited to:

- Site Safety - Statutory
- Way-finding and Directional
- Emergency
- Noise Protection signage at all sensitive venues

## **9 C – (PRODUCTION SCHEDULE)**

A construction phase plan will be developed by a competent person in consultation with relevant stakeholders. This information will be communicated to all contractors in advance of the event, mindful that the event space is a public area where the load in and load out will be predominantly conducted over a Friday and Saturday night.

### **9.1 Consultation and Co-operation**

Consultation and communication are important considerations at each step of the risk and safety event management process. Dialogue with the SAG, key stakeholders, contractors, residents, local businesses and suppliers with efforts focused on consultation, rather than a one-way flow of information, to provide a safe and successful outcome for all persons involved and others who may be affected

Consultation will be achieved through stakeholder meetings, SAG meeting, on site meetings, one on one meetings, email correspondence and will be ongoing throughout the entire event process.

The Event Safety Officer will be transparent with safety management within his roles and remit with this specific event and will welcome constructive criticism to improve safety.

The Purple Guide, 3rd Edition, will be referred to as its intended purpose to provide guidance throughout the planning, build, event, breakdown and debrief phases of the event. Other relevant guidance documentation will also be used and have been included within the terms of reference section of this document. Each trader, contractor and supplier will be provided with a copy of relevant license conditions with emphasis given to the specific conditions that apply to them.

All personnel involved with the event, will be provided with relevant risk assessments. Control measures will be adhered to with competent staff onsite providing monitoring services to dynamically assess any incidents or other unforeseeable hazards.

## 10 KEY ROLES

<b>Role</b>	<b>Name</b>
Designated Premise Supervisor	Kojo Akuffo – (Event Management)
Event Director	Mark Higham – (Event Management)
Event Intern	To be Confirmed
Programme Curators	Eliot Jack, Rita ray, Africa Centre
Media Communications	TBC
Production Manager	Brian Concannon
Event Fire and Safety Officer	Rick Smith
Traffic Management Consultants	Respond Sec
Food Safety/Stall Coordinator	Sandrine Herbert Razafinjato – Open the Gate



## The Africa Centre Summer Festival 2018

*Event Fire Crew	Respondsec
Event Medical and First Aid	Ambulance Solutions
Crowd Management & Event Security Provider	Responsec
Radio Communications Provider	TBC
Event Trader Structures	Casablanca Hire
Sanitation	TBC
Stages and Barriers	TBC
Event Electrician/Generators	TBC
Waste Management	TBC
Noise Consultant	Anderson Acoustics

*\* Event Organiser will satisfy themselves that security staff are trained to use fire-fighting equipment and trained to fight fires.*

## **RISK ASSESSMENTS AND METHOD STATEMENTS (RAMS)**

The Event Risk Assessment is based on the activities that shall be undertaken whilst building, during and de-rigging at the event site. The assessment shall also incorporate the experience of previous events and will be reviewed where necessary. The event risk assessment has been developed to comply with the organisers' statutory duties to identify foreseeable significant hazards relating to the event and the reasonably practicable control measures required to reduce hazards to a tolerable level.

Contractors RAMS will be reviewed in advance of the event. Contractors will not be allowed to access the site without their risk assessments or method statements being approved by Event Management. A copy of all contractor health and safety documentation will be held in a file on site for inspection by the Local Authority and or the Environmental Health Officer on request.

### **10.1 Site Safety**

Site safety will be the overall responsibility of the Event Organisers (The Africa Centre).

### **10.2 Selection and Control of Contractors**

The Organiser, in hiring the services of contractors, will fulfil their responsibilities under the relevant Health and Safety Legislation, current guidance documents, the Safety Advisory Group and best practice, by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations.

All contractors will be expected, prior to commencing work, to provide details of how they intend to undertake the work in a safe manner, subject to review by the Production Manager.

All personnel working on site will be required to work with regard for their own and others' health and safety in accordance with current legislation and good practice, and within their companies' own health and safety management framework.

To facilitate compliance and to ensure awareness of potential health and safety problems and conflicts between contractor activities, contractors will receive information in respect of site practices, Event Management and Security will monitor the contractor activities and intervene as necessary as and when unsafe practices or unsafe conflicts become apparent.

Each organisation involved in the event will, in advance, submit the name and on-site contact details of a nominated person who will be available on site to liaise with the Safety Advisor on health and safety issues.

Details of contractors and their contact details will be available for inspection by the Local Authority.

## **11 Communication**

The importance of effective communication is critical to effective command and control in *normal and emergency* situations. A communications test has been conducted using a competent communications specialist.

Key personnel including Event Management, Event Control, Medical, Security, Production, Stage, Waste, Noise Control and Traffic Management will use radio communication. Radio frequencies will be provided to the Production Manager in advance of the event in order to prevent any crossover. Correct radio procedure and discipline will be maintained at all times.

The Event Control will be located in a suitable location that can comfortably accommodate key personnel and members of the Local Authority if deemed appropriate.

Communication with the public will be carried out where necessary by using the Main Stage event PA systems allowing clear and audible messages, as appropriate.

Communications will be tested pre-event to identify any radio blackspots.

Regular update meetings between the Event Management Team and key departments will be conducted throughout the event.

### **11.1 Social Media**

Social Media will be monitored prior to and during the event phase by the Media and Marketing Manager to advise of any relevant issues and to provide effective communication with patrons. Information will be coordinated to provide appropriate and relevant information as required. Passwords for social media will be secured to prevent unauthorised access.

### **11.2 Police Intelligence**

The event organisers will work closely with the Metropolitan Police to ensure a safe and successful event. Any Intelligence gained, which could adversely

affect the safety of the event, either from the Metropolitan Police or the organisers' resources, will be communicated to the Event Director for the benefit of all persons on site.

## **12 Event security, Stewarding and Crowd management staff**

ResponSec is providing security and crowd management services at this event. A crowd management plan will be in place, which identifies the processes for *normal* and *emergency* conditions.

## **13 Traffic Management**

Respondsec Security services, well versed with outdoor events, has been contracted to identify traffic considerations off site and onsite, whilst liaising with the Local Authority.

Contingencies for incidents on site will be identified as a key consideration in the traffic management planning. A robust assessment of the controls and methods used to prevent speeding and opposing traffic flows on all internal routes will form part of the planning process.

### **13.1 Onsite Traffic Management**

Respondsec security services will oversee onsite traffic management. A plan highlighting these positions will be made available. Temporary road closures will be staffed by competent personnel to prevent unauthorised access and equally to allow emergency access if authorised to do so.

### **13.2 Vehicle Movement onsite**

The movement of all bona fide vehicles will be subject to appropriate accreditation and co-ordinated through event management to determine if it is safe to allow access to the site. Under no circumstances will vehicles be allowed on site until this has been authorised with event control after inspecting the site for crowds.

### **13.3 Road Closures**

Temporary road closures will be coordinated and managed from the implementation of the road closure until the temporary closure is lifted, using Respondsec security services.

#### **13.4 Traffic Management Plan**

The Event Management team will provide a **Traffic Management Plan** to Southwark Council. Prior to the event.

#### **14 Event Medical and First Aid Cover**

The medical provider Ambulance Solutions has been appointed by the Event Organiser:

Resources being provided are:

2 x Ambulances  
4 x Medical Staff

An Event Medical Plan will be provided in advance of the event by the medical provider.

#### **15 Lost Children**

There will be provisions in place for Lost Children with staff who are certified as Enhanced DBS checked personnel.

A Lost Child Policy will be circulated in advance of the event.

#### **16 Plant**

All plant will be sourced from competent suppliers and maintained and operated in a safe manner by persons qualified to do so. Plant will be inspected prior to use and secured in a secure compound on site.

All plant will be serviced, tested and maintained, in accordance with its examination scheme, prior to being allowed on site. All plant operators will be competent, with operator license copies inspected in advance of the event and also verified by the event or production manager. Warning systems will be checked as part of the visual inspection conducted prior to use. Any operator will be accredited and hold up to date certification.

#### **17 Temporary Structures**

All temporary structures and equipment installations will be sourced and erected by competent contractors.

Temporary structures will be subject to a completion certificate stating clearly

which structures the certificate relates to. Completion certificates will be held for inspection within the Event Control Room.

Full details of temporary structures will be collated and form part of the contractor health and safety file. Full technical drawings, supporting calculations and any relevant test results will be made available before any onsite construction commences. All design loads will be in accordance with the appropriate British Standards having regard to their location and use and will adhere to the latest guidance.

All contractors will be required to submit safety method statements to the production Manager in respect of their on site activity; these will include details of employee/subcontractors competencies and training in respect of their ability to operate equipment.

All activities at the event site relating to the erection and construction of the structures will be monitored by the Event Manager who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

The Production Manager will ensure that a competent person checks all temporary structures and that they are certified as being safe and fit for purpose before they are used. Completion certificates will be held on file for inspection and the Event Management Team notified.

The Event Manager will manage the location and positioning of the catering outlets and other traders stalls.

The Production Manager will, during the build period, check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor will ensure that they are safe, secure and highlighted.

### **17.1 Damage and Misuse**

Occupancy and Safe operating Load factors (Wind and SWL) will be clearly communicated to the Production Manager. Structures will only be used within their specified operational limits.

The structures will be secured and not be subject to any tampering. They will solely be used for their intended and specified limitations of use.

Structures will be routinely inspected for damage, pre-event and during the

event, and will be subject to a thorough inspection in the event of wind loadings outside of the accepted tolerable levels of the structures.

The possibility of serious unplanned or emergency occurrences will be considered in the emergency plan, which will include details of the likely behaviour of temporary demountable structures.

Expert advice on the stage structures will be sought by the event management team, in the event of any structural safety concerns they may encounter.

## **17.2 Inclement Weather**

The weather will be monitored leading up to and during the event using a website such as

[www.metcheck.com](http://www.metcheck.com)

In the event that the event has to be cancelled or amended, due to inclement weather, appropriate information will be communicated via event management. Uniformed Personnel will be in place to notify any persons who may arrive that the event has been cancelled, including traffic management and security staff. Temporary structural calculations inclusive of wind loadings will form part of the pre-event planning process

## **18 Temporary Electrical Installations**

All electrical installations and equipment used must comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the 17th edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" current British Standards, Chapter 11 of the Event Safety Guide and other relevant guidance. Regard will be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances will be provided.

All temporary electrical work will be planned using a competent electrical consultant. The electrical contractor provided through a chosen production contractor will be responsible for the management of all temporary electrical requirements, distribution, installations, earth bonding, RCD protection, breakers and electrical testing requirements. The Electrician will provide electrical completion certificates to the ESA prior to the scheduled event opening. Copies of the completion certificate will be made available to the local authority on request.

Any electrical defects will be properly corrected and an electrical completion certificate submitted to event management, to declare the electrical aspect of the event safe and fit for purpose. All electrical cable runs to areas where the public have access will be protected against physical damage, and trip hazards, including precautions to stop them from being dragged across the ground. Cable connections will not be immersed in or near water.

Portable Appliance Testing (PAT testing) will be carried out where necessary and evidence of said PAT testing will be kept on site to be made available to the Licensing Authority on request.

A sensitive earth leakage protection system (residual current device) will be installed and maintained as may be reasonably required by the Licensing Authority as part of the wiring installation of each temporary electrical circuit.

The device will be designed to operate if the earth leakage current exceeds 0.03 amp and will have a maximum operating time of 30 milliseconds. A test button will be incorporated.

Generators will be sourced from a competent supplier, be fully maintained, and inspected prior to delivery, with bonded fuel tanks that are checked for any leakage. The electrical contractor will also inspect all cabling and connections to ensure they are fit for purpose and suitable for outdoor use.

Stallholders and caterers will communicate their electrical needs in advance, to allow the effective electrical distribution to each stall. All distribution must be coordinated using the approved site electrical contractor.

## **19 Food providers**

Full Details of all temporary food retailers will be provided.

Fresh water and sanitation gel will be provided for food providers to the satisfaction of the EHO.

Catering operations will be available for inspection by the Southwark LA EHO at all times.

Only food providers registered with their Local Authority will be considered to be involved with the event. The Stalls co-ordinator and Event safety officer will inspect relevant food hygiene certification and keep a record for inspection by the EHO.

All persons who handle food will have designated sanitising gel and access to cold fresh water subject to approval by the EHO.



Traders will be fully briefed with regard to vehicle movement restrictions pre, during and post event. Stewarding will ensure that catering units and vehicles will not move until declared safe to move by event control, which will be fully briefed to all traders in advance of the event and reminded when on site.

The following information will be provided to the event organiser to be forwarded to the Southwark LA prior to the event in the agreed timescales.

- Name and address of the food provider
- The food operator
- The Local Authority with whom the trader is registered
- The total number of food outlets on site
- Overview of the type of food available on site
- Contact details for all food operators engaged with the event

## **20 Waste Management**

Suitable and sufficient refuse waste bins will be provided for waste in secure compounds. The waste management contractor will provide an appropriate number of litter pickers for the event.

The event organiser will ensure the site is kept free from litter and waste during the build and breakdown periods

All areas in the immediate vicinity of the site will be cleared of litter. All cleanup staff will have appropriate PPE.

Waste will be cleared from bins and removed, periodically throughout the event and after the public have moved off the event site. All waste will be removed from the site in an agreed manner with the local authority.

Suitable and sufficient facilities for the storage and disposal of all liquid and solid waste will be provided for food outlets. Suitable arrangements will be in place to remove all waste from temporary toilets.

Any hazardous waste will be handled safely, secured, removed from site and disposed of using the appointed waste management contractor.

## **21 Fire Safety Management**

The Africa Centre carried out a detailed Fire risk assessment for the 2017 Africa Centre Summer Festival and will build upon this based on the 2017 experience and the minor changes to the site. This will be reviewed with the Event Safety Officer, Event Director, Event Manager and Production Manager.

A suitable and Sufficient Fire Risk Assessment and Fire Safety Management Plan has been produced for this event, Traders will also be sent a Fire Risk Assessment template to complete which the event management team will forward.

## **22 Dangerous Substances**

Petrol or petrol generators will not be permitted on the site. Contractors and suppliers will be notified of this in advance.

Personnel who may be called upon to use fire-fighting equipment will be appropriately skilled. The procedure for summoning the London Fire Brigade will be agreed in advance of the event.

Event related 999 calls will go via Event Control. All contractors and suppliers on site, will be advised of this arrangement during the briefing. It is understood that event personnel and members of the public may have other reasons to dial 999 outside of the sphere of the event.

Emergency access routes will be clearly identified after consultation with the SAG, LFB, *Metropolitan Police and London Ambulance services*.

### **22.1 Gas Safety**

Some food vendors will use LPG. LPG will be limited to a maximum of one spare cylinder for each cylinder in use. Traders will be notified of this in advance. A Secure outdoor LPG compound will be available for food traders that bring additional LPG on site. Food stalls will be checked on a regular basis for compliance. Competence/training of staff in the use and changing of LPG cylinders will be checked. Hoses and Connectors will be visually inspected for wear and tear, LPG cylinders will be secured upright and away from sources of ignition/combustibles. LPG will be sited well away from drains. Appropriate Fire fighting equipment, in the form of dry powder extinguishers will be placed in the vicinity of LPG.

## 23 Major incident Management

For the purpose of this document, a major incident will be defined as:

***“A significant event, which demands a response beyond the routine, resulting from uncontrolled developments in the course of the operation of any establishment or transient work activity” (HSE)***

Any emergency may require a multidisciplinary approach, in which the organiser, the police, the ambulance service and the fire authority services may all play a part.

Any evacuation may be localised or require a full site evacuation. The person in ‘Control of the Premises’ will take such a decision after consultation with the Safety Advisor, dependent on the specific circumstances, or as directed by the emergency services. The event control room will have copies of the event site plan and the full list of contact details.

A Plan to manage a major incident will be included in the Event Management Plan and communicated to key stakeholders and staff prior to the event. The Production Manager will be providing the Showstop Procedures in advance of the event.

### 23.1 Evacuation

In the event of any local or full site evacuation, the final decision will rest with the person in control of the premises under **Normal** Conditions. **Mark Higham, Event Director.**

## 24 Terrorism

### 24.1 Threat level

The UK current threat from international terrorism is: **SEVERE**. (dated 8<sup>th</sup> May 2018)

The UK Threat level from Northern Ireland terrorism is: **MODERATE** (dated 8<sup>th</sup> May 2018)

Staff and contractors will be briefed on the requirement to remain alert to the danger of terrorism and report any suspicious activity to Event Control, with a full description of the individual, location and overview of the suspicious activity. It is recognised that threats can arise with little or no warning and will head any intelligence provided from the UK Terror Threat Level, Police, Southwark Local authority and any consultation with the SAG.

The organiser will work closely with the event security and traffic management

company to provide suitable deterrents for the prevention of vehicles gaining unauthorised access to the event space and having the means to slow vehicles down. Accreditation will clearly identify authorised vehicles, which can access the event space. The event organiser will identify those measures required to have NO PARKING of unauthorised vehicles within the event space from 2200hrs on Friday 18<sup>th</sup> August and in the event an unauthorised vehicle remains the organiser will have measures in place to have the vehicle removed.

**The five levels are:**

**Low** - means an attack is unlikely

**Moderate** - means an attack is possible but unlikely **Substantial** -

means an attack is a strong possibility **Severe** - means an attack is highly likely

**Critical** - means an attack is expected imminently

Consideration will be given with regard to cancelling the event if the threat of Terrorism in the UK is raised to Critical, specifically targeting a crowded space, as the event may not be safe to run. The Event Director will liaise directly with the police in such a circumstance.

**25 Contingencies**

Contingencies will be considered in the planning phase, which are a realistic representation of what foreseeable issues that 'could' happen and what appropriate contingencies will be implemented. Such incidents may include, but are not limited to:

- Parked Vehicles within the event space
- Inclement weather during any phase of the event
- Delay in arrival of production equipment/stall holders
- An Act of Terrorism
- Public Address Failure
- Overcrowding within the event space
- Unforeseen incident
- Drunken confrontation from members of the public during the build/load out
- Lost/Missing child

- Fire within a building within the event licence boundaries

## **26 Handover of Control**

In the event the Police wish to assume control of the event, a Handover of Control document **will** be completed, clearly stating the time control was assumed and by who. This document will be secured and a record of the time the handover occurred and logged.

## **27 Pre – Event Safety inspection**

A pre-event site safety inspection will be conducted to inform the Event Director that the event site is safe, or detailing what measures are required to make the event safe.

## **28 Accident Reporting and Investigation**

Event Management will maintain written records of any casualties and will file reportable incidents in accordance with the requirements of RIDDOR 2013.

Reports required under RIDDOR 2013 will be the responsibility of the Organiser. Such written records will include the following information:

- Full name, address and DOB of casualty
- The nature and severity of the injury sustained and treatment given
- The time, date and location of the accident.
- The identity and contact details of any eyewitnesses.
- The author, time and date of the report.

The HSE's contact details are:

**Telephone: 0845 300 9923**

**Fax: 0845 300 9924**

**Web Address for electronic report:**

<https://extranet.hse.gov.uk/lfserver/external/F2508IE>

All incidents and dangerous occurrences will be subject to an investigation and a written report of the findings provided.

## 29 Event Sanitation

Suitable and sufficient numbers of toilets and washbasins will be provided from a reputable provider.

These facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained to a high standard of hygiene.

Disabled facilities will be provided at an appropriate level for the anticipated attendance. Disabled toilet locations will be clearly sign-posted.

Toilet facilities will be sourced from a competent and reputable company, well versed with outdoor events. Toilet facilities will be erected at a suitable time prior to commencement of the event to ensure a thorough inspection by the Environmental Health Officer, if required.

The Organisers will ensure that food handlers are provided with hand washing facilities including running water to enable hygienic means of washing and drying hands. Food concessions will have their own hand wash facilities separate to members of the public.

The Organiser will ensure that all toilets on the site are provided with toilet paper. Stocks will be replenished during toilet block inspections by service teams.

The Organiser will ensure all toilet and urinal areas are maintained in a safe, clean and hygienic condition. Toilet areas will be monitored with regular inspections by dedicated staff.

The toilet calculations will be provided based on an assessment by the temporary toilet provider, in consultation with the Purple Guide. Toilets will be provided at strategic locations around the event site and monitored by event security. The Toilets will remained locked until 7am on Saturday 19<sup>th</sup> August

*'For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity.'*

In addition to this, toilets will be provided in the VIP area for the comfort of persons in this location.

Contractors working during the build and break phases will have access to toilets.

**Note:** *Disabled toilets will be factored in within the calculation*

### **30 Provisions for persons with special needs and mobility impairment**

The Organisers are aware of the legal requirements under the Disability Discrimination Act 1995 (DDA) & The Equality Act 2010. They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs and mobility impairment who may attend this event.

There are no plans for a disabled viewing platform. Only persons with disabilities will be allowed to use the disabled toilet facilities.

All emergency and information signage will be clearly posted in a suitable font size in accordance with the Health and Safety and use appropriate contrasting colours.

All emergency and information announcements will be made via the Stage PA systems and supported by Event Security staff.

### **31 Control of noise at work**

Anderson acoustics will be appointed to provide a comprehensive noise management plan for the event.

The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).

The aim of the Noise Regulations is to ensure that people's hearing is protected from excessive noise on or near the site, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears), Diplacusis, etc.

#### **Key Messages**

Detailed below are the key messages that will be followed:

- People who work or perform in pubs, clubs or live music events where amplified music is played are likely to experience high noise levels.
- Regular exposure to high levels of noise can cause permanent hearing damage.
- Employers and employees working in pubs, clubs and live music events have responsibilities to protect the hearing of all employees. This

includes bar staff, performers and crew.

- Identify the volume control and request that the Production Manager keeps all sound equipment in good working condition and provides details of who can use the volume controls
- Endeavour to reduce the length of time to which individuals are exposed
- Ensure that all event personnel exposed to significant noise levels have suitable and sufficient hearing protection.

### 31.1 Acceptable Noise Exposure Limits

Within the legislation the maximum unprotected exposure limits are detailed below:

<b>Level (dB9a)</b>	<b>Time Exposed Unprotected</b>
80	8 hours
86	2 hours
92	30 minutes
101	3.75 minutes
110	28 seconds

### 31.2 Hearing Protection

The Organiser will ensure that personal hearing protection is provided and used where necessary to eliminate or reduce the risk to hearing. Contractors to the Organisers and their staff will be involved in the selection. Users will receive appropriate instruction, information and training in the use of the selected protection, and be monitored in its use.



Personal hearing protection will:

- Control the risk
- Not over-protect
- Be the right type
- Be comfortable and suitable for the environment
- Be properly used - improper use is sometimes worse than no protection at all because the user assumes they are being shielded
- Be worn whenever there is a noise hazard present
- Be readily available to all who need it
- Be properly maintained

### **31.3 Food and Concessionaires**

The Event site design will be configured to ensure that all concessionaires are a significant distance from the source of the music so as to reduce the noise exposure levels to the lowest possible levels.

## **32 Media Management**

The organisers will manage media access and public information. In the event of a serious incident at the event media will be key in terms of clear communication. In the event of a Major incident, all communication with media organisations will be conducted via the Event Director. Under no circumstances will staff or contractors talk directly to the media without consultation or prior agreement with the Event Director. Within a short space of time there could be an influx of media representatives wanting access to information. It is important that as far as possible, media liaison is controlled and effective.

## **33 Other key points**

Spill kits for generators will be available in close proximity to the generator from the build through to the generators being loaded onto trucks to leave the event site. The crowd management plan will be reviewed particularly around stages as access and thoroughfares may become restricted, at best, if the stages prove to be popular and attract large crowds.

Neighbours – During last years festival The Africa Centre team were made aware of the impact of closing main routes such as union street and Great Suffolk street. Some businesses greatly rely on the use of these roads to conduct their business. In particular the taxi yard on Great Suffolk street and the Union Car Park North of Union street Great Suffolk street junction. Through both conversation and observation alternative possibilities were highlighted but not necessarily pursued last year due to time restraints ( Car Park using Ewer Street entrance/exit for emergency vehicles 24 hour access, Copperfield street to access Taxi yard. . We hope this year to thoroughly explore and utilise these alternatives.

## The Africa Centre Summer Festival 2018

## Appendix item 2

DATE	ROLE	QTY	TIMES
17/08/2018	SUPERVISOR	1	20:00-02:00
17/08/2018	CSAS	1	20:00-02:00
17/08/2018	SIA	3	20:00-02:00
17/08/2018	SIA	5	22:00-02:00
		10	
18/08/2018	SUPERVISOR	1	02:00-07:00
18/08/2018	CSAS	1	02:00-07:00
18/08/2018	SIA	3	02:00-07:00
		5	
18/08/2018	SUPERVISOR	1	07:00-12:00
18/08/2018	CSAS	1	07:00-12:00
18/08/2018	SIA	8	07:00-12:00
		10	
18/08/2018	MANAGER	1	10:00-22:00
18/08/2018	CONTROL	1	10:00-22:00
18/08/2018	SUPERVISOR	1	12:00-22:00
18/08/2018	CSAS	1	12:00-22:00
18/08/2018	SIA	18	12:00-22:00
18/08/2018	STEWARDS	9	12:00-22:00
		29	
18/08/2018	SUPERVISOR	1	22:00-02:00
18/08/2018	CSAS	1	22:00-02:00
18/08/2018	SIA	9	22:00-02:00
		11	
19/08/2018	SUPERVISOR	1	02:00-10:00
19/08/2018	CSAS	1	02:00-10:00
19/08/2018	SIA	1	02:00-10:00
		3	

Appendix item 4

### **Traffic Management Plan**

Africa Centre Summer Festival Saturday 18<sup>th</sup> August 2018

The Africa Centre Summer Festival will be held on Saturday 18<sup>th</sup> August 2018. The event will take place on closed roads, with a full traffic management plan in place. Southwark Council is providing permission to the Africa Centre for the road closure.

### **Pre- Event**

- Public notices (blue) will be attached to posts at 50m intervals along the road closure route.
- Notification letters will be hand delivered directly to local residents and businesses along the route and adjacent streets.
- Select local businesses will be engaged directly regarding the road closure and possible participation in the event.
- Leaflets with road closure details will be placed under windscreens of vehicles parked in Great Suffolk Street during the two days prior to the road closure.

### **Road Closures**

Great Suffolk Street, SE1 will be closed between the junctions with Sturge Street and Dolben Street (NB Sturge Street and Dolben Street will be open as normal).

Closures will be in force at junctions with the following side streets -

- Pocock Street
- Surrey Row
- Loman Street
- Copperfield Street
- Union Street

In total, nine closures will be in place. Note that Ewer Street, while within the event site, is not a through road and therefore will not be subject to a dedicated closure.

### **Times**

All road closures will be in place and operate from 8pm Friday 17<sup>th</sup> to 10am Sunday 19<sup>th</sup> August 2018 (the event will run from 1pm to 10pm Saturday 18<sup>th</sup> August).

**Process**

In advance of the road closures being put in place, designated diversions (as per the map) will be set up, ensuring that the fewest possible vehicles will enter Great Suffolk Street during the closure set-up.

Commencing 8pm Friday 17 August, the nine road closures will be rolled out in the following sequence:

- 1 Great Suffolk Street, southern road closure adjacent to Sturge Street
- 2 Pocock Street east
- 3 Pocock Street west
- 4 Surrey Row
- 5 Loman Street
- 6 Copperfield Street
- 7 Great Suffolk Street, northern road closure adjacent to Dolben Street
- 8 Union Street, east and west junctions simultaneously

The closures will be installed progressively; ensuring vehicles are redirected off and away from Great Suffolk Street. The order will be reversed during the re-opening of the streets, ensuring the entire site is open to normal traffic from 10am Sunday 19<sup>th</sup> August.

CSAS accredited personnel will oversee the installation being carried out by Africa Centre personnel. A marked vehicle with headlights and hazard lights will provide illumination and block access to other vehicles during set up at each location.

**Resources**

Personnel involved in the road closures will wear high-visibility vests and be identified with lanyards and tags. Closures will be constructed using statutory resources - mobile barriers/gates, traffic cones and signage. Note that staging and other significant infrastructure will block access at both ends of the Great Suffolk Street closure, as well as Pocock Street (west closure) and Surrey Row.

**Signage**

Statutory signs will be used for the road closures, including;

- Road Closed Ahead
- Road Closed
- Diversion
- Direction arrows

**Diversions**

Vehicle traffic will be directed away from the road closures via nearby streets, as per the Traffic Management Plan map.

**Event Vehicles**

Event vehicles will have limited access to the event site on Great Suffolk Street:

- 8pm Friday 17<sup>th</sup> to 2am Saturday 18<sup>th</sup> August PLUS 6am to 11am Saturday 18<sup>th</sup> August - access to marked event vehicles via Union Street east and west closures; exit via Pocock Street east closure
- 11am to 10pm Saturday 18<sup>th</sup> August - no access to any vehicle, except by authorisation from event organisers and emergency vehicles
- 10pm to midnight Saturday 19 PLUS 6am to 10am Sunday 20am August - access to marked event vehicles via Union Street east and west closures; exit via Pocock Street east closure

Access and egress will be provided by event personnel on site at the Union Street and Pocock Street junctions, who will manoeuvre the barriers/gates open and closed as required. If required, separate personnel will lead the vehicle to a particular location (e.g. stall-holder). Maximum speed on site will be walking pace.

Road closure personnel will be overseen by CSAS accredited coordinator, and be in communication with each other and event organisers via UHF radios and mobile phones (numbers printed on the tags attached to their lanyards).

Access will be provided to event vehicles identified with a vehicle ID clearly visible on the front windscreen/dashboard - printed A4 paper with text 'Africa Centre Summer Festival 2018', with separate spaces for vehicle registration number and driver's mobile phone number.

Arrangements will be made with a tow-truck to remove unauthorised vehicles parked in the closed road demise, prior to the event opening to the public.

Cyclists will be welcome to access the event site, but will be asked to dismount and walk during the event period.

**Local Access**

Local residents and businesses will be notified of the road closure and will need to make alternative arrangements. If absolutely necessary however, and only by prior arrangement with event organisers, limited access to Great Suffolk Street may be permitted during the bump-in and bump-out periods. In these circumstances, entrance to the site will be via the Union Street junction, with egress via Pocock Street east closure. Maximum speed on site will be at walking pace. No local vehicle access will be permitted during the event period, midday to 10pm Saturday 19 August.

**Emergency access**

Access for emergency vehicles - police, fire and ambulance - will be permitted throughout the closed road period, including during the event. The aim for

emergency vehicles will be to enter via the Union Street junction and exit via Pocock Street east, however there may be changes subject to requirements and as directed by the emergency services. This process will be managed by the emergency service, with the support of event security and other event personnel, as required.

A minimum 4m clearway will be provided along Great Suffolk Street, allowing emergency vehicles to manoeuvre between stalls, stages and other infrastructure.

### **Parking**

Vehicles will not be permitted to park on Great Suffolk Street during the closed road period. The parking bays along the closed road site will be suspended from 8pm Friday 17 to 10am Sunday 19<sup>th</sup> August. There is a range of pay-and-display parking in the area and drivers will be responsible for making alternative arrangements for parking their vehicles off site.

### **Contacts**

Kojo Akuffo Event Manager

[kojo.akuffo@afriacentre.org.uk](mailto:kojo.akuffo@afriacentre.org.uk) [REDACTED]

Mark Higham Event Director



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/21/3164/18

**Date:** 3<sup>rd</sup> July 2018

Dear Sir/Madam

**Re:- Africa Centre Summer Festival, London SE1 0BL**

Police are in receipt of an application from the above for a new time limited premises licence.

We object to the granting of the licence in full. The application is for a large scale public event in the street with little detail within the application. The event ran last year with a number of issues and would expect a considerably better application detailing measures to negate the issues.

The event map has little detail as to locations of alcohol sales and other stalls within the area. No detail regarding who will be selling alcohol, no dispersal policy, fire evacuation plan or DPS

The application is for up to 9999 people, which would be considered a significant risk of terrorist attack including vehicle attack. No information or consultation has been done and with it being in the street, some sort of measures will need to be in place to stop such attack

The application contains such minimal details I am unable to assess further. This concerns me that such a large event in the street in central London with what appears so little planning by the applicant and organisers.

Kind Regards

**PC Graham White 288MD**  
Licensing Officer  
Southwark Police Licensing Unit  
0207 232 6756



**From:** Prickett, Mark  
**Sent:** Tuesday, July 03, 2018 3:21 PM  
**To:** Regen, Licensing  
**Cc:** Tear, Jayne; Mills, Dorcas; [REDACTED]  
**Subject:** EPT rep - time limited premises licence application, Africa Centre Summer Festival 2018

Dear Licensing,

Southwark Council's Environmental Protection Team have reviewed the new time limited premises licence application (attached) for the Africa Centre Summer Festival 2018, Great Suffolk Street from junction with Dolben Street to junction with Sturge Street, SE1 0B on Saturday 18<sup>th</sup> August 2018.

The activities sought will include "two music stages playing amplified live music, a smaller youth dance stage along with a large selection of African food, drink and textiles available to purchase by street vendors".

The application states there will be 5000 to 9999 persons in attendance.

The licensable activities sought on Saturday 18<sup>th</sup> August 2018 are;

- Live music – 12:00 – 22:00 - "There will be 2 musical stages, featuring live performances of amplified live and recorded music, there will also be smaller youth dance stage playing amplified 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".
- Recorded music – 13:00 – 22:00 "There will be 2 main stages that will be playing amplified live and recorded music. There will be a smaller youth/dance stage playing recorded music. There will also be indoor amplified music in the Africa Centre buildings".
- Performances of Dance – 13:00 – 22:00 "There will be dance performances from various youth companies on the Dance/youth stage, there will also be dance performances from older performers on the 2 main stages, as well as on ground level."
- Anything similar – 12:00 – 22:00 "There will be various activities taking place throughout the festival, these include spoken word performances, drama, face painting, story telling, mask making, street performances and children's games".
- Supply of alcohol (on the premises) – 13:00 – 22:00.
- Hours open to the public – 13:00 – 22:00

Section M part d) of the application has been reviewed which addresses the prevention of public nuisance licensing objective. The following has been advised:

1. "The presence of security, stewards, 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."
2. "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".

**EPT STANCE**

No information within the application form addresses noise. Both live and recorded music are requested for 9-10 continuous hours on the street whereby there are numerous residential properties overlooking the event area. How are noise levels going to be controlled and monitored to ensure no public nuisance will be caused?

EPT raise large concerns with the regards to noise levels as the 2017 event gave rise to noise complaints. Noise team officers visited on 19<sup>th</sup> August 2017 and they spoke with the noise consultant on site who advised the noise officers that “they had breached the noise limit of 65dB several times during the event”. The noise consultant also advised the noise officer “that he thought the requirement for 65dB from nearest was sensitive premises was almost unachievable due to the closeness to the stages.”

A noise level to not exceed 65dB LAeq 15mins was agreed for this event last year by the same applicant who is applying for this years event. This noise level is in line with Southwark’s Outdoor Events Policy and is applied to all relevant outdoor events. It is therefore concerning that this event last year knowingly breached the imposed noise level which subsequently caused noise complaints. After the event EPT requested the noise monitoring results from both the acoustic consultant and the event organiser, but this was not forthcoming. Part of the condition that went on last years event was to allow the council access to the results of the noise monitoring at any time.

EPT therefore have serious noise concerns for this years event when music stages are again to be positioned very close to residential properties and no information with regards to noise is included in the application?

In addition to this, what are the timescales for set up and de-rigging of stages / event equipment. If done late at night and early in the morning then this too could lead to public noise nuisance.

There are also discrepancies with regards to the hours sought for licensable activities and the opening hours. Live music and the ‘anything similar’ category are sought from 12:00, yet the opening hours for the event is from 13:00? Please can the applicant address this.

Is there any PR / notification to residents planned? If so how will be it be distributed to ensure all relevant residences receive copies?

Are there additional refuse and extra toilet provisions provided also? If not an adequate amount of both provided then the inevitable consequences can also lead to a public nuisance.

In summary, EPT **raise objection** to this time limited premises licence application. The application has not adequately addressed the prevention of public nuisance licensing objective, furthermore has included no information on how music and noise levels will be controlled and monitored. Further information as requested above is required before EPT are able to begin to appropriately assess this application.

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

Air Quality web pages: <http://www.southwark.gov.uk/air-quality>

Construction web pages: <http://www.southwark.gov.uk/construction>

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



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

## MEMO: Licensing Unit

---

To	Licensing Unit	Date	25 June 2018	
Copies				
From	Jayne Tear	Telephone	020 7525 0396	Fax
Email	jayne.tear@southwark.gov.uk			

---

Subject Re: The Africa Centre Limited, Great Suffolk Street from junction with Dolben Street to junction with Sturge Street, London, SE1 0BL - Application to for a premises licence

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

### **Time limited from 17.08.2018 to 19.08.2018**

#### **On Saturday 18.08.2018**

- Live music (indoors and outdoors) on Saturday from 12:00 to 22:00
- Recorded music (indoors and outdoors) on Saturday from 13:00 to 22:00
- Performance of dance (outdoors) from on Saturday 13:00 to 22:00
- Anything of a similar description to live music, recorded music and performance of dance (indoors and outdoors) on Saturday from 12:00 to 22:00
- Supply of alcohol (on the premises) from 13:00 to 22:00
- Opening times from 13:00 to 22:00

The premises is described within the application as *'We wish to conduct our activities on Great Suffolk Street. To be specific, from the junction with Dolben Street (north of junction with Union Street) down to the junction of Sturge Street. Also utilising the 5 - a side football pitch located at Moonraker point as a children's area and family chill out zone. The activities will include two music stages playing amplified live music, a smaller youth dance stage along with a large selection of African food, drink and textiles available for purchase by street vendors'*

The premises is situated in the Bankside and Borough District Town Centre Area and also falls within the Borough and Bankside CIP Area

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.

This application is confusing and there are contradictions throughout. I asked the applicant to clarify the following:

- The application states that the is event is time limited from 17.08.2018 which is on a Friday to 19.08.2018 which is on a Sunday yet no licensable activities have been requested for those days. All of the licensable activities requested are on a Saturday which would be 18.08.2018; therefore this application should only be time limited for 18.08.2018.

- The opening hours requested are from 13:00 to 22:00, yet the licensable activities such as live music and anything of a similar description to live music, recorded music and performance of dance are requested to start from 12:00.
- The plan submitted with this application does not show where '*.....the supply of alcohol available for purchase by street vendors*' shall be located nor does the operating schedule address how the applicant intends to control the prevention of sale of alcohol to persons under the age of 18 or to persons that may be overly intoxicated.

It is stated within this application that there could be between 5000 to 9999 persons attending this event. The operating schedule is completely inadequate for an event of this size as the applicant has failed to address any of the licensing objectives 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 with risk assessments.

Should the applicant submit a '*full and proper application*', I reserve the right to comment further on receiving this information.

Therefore I submit this representation and ask the licensing sub- committee to refuse the application in its current form.

Southwark's Statement of Licensing Policy 2016 – 2020 can be found on the following link:  
<http://lbs-mapweb-01:9080/connect/Includes/APPIMA/SSOLP1620.pdf>

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

## MEMO: Health & Safety Unit

---

**To** Licensing                      **Date** 3<sup>rd</sup> July 2018

**Copies**

**From** Ian Farrington                      **Telephone** 020 7525 0227                      **Fax** 020 7525 5705

**Email** [ian.farrington@southwark.gov.uk](mailto:ian.farrington@southwark.gov.uk)

---

**Subject: The Africa Centre Festival 2018, Great Suffolk Street SE1 0BL -**  
 (from Junc With Dolben street to junction with Sturge Street SE1 0BL ID: 46833)  
 - (licence reference number 863552)

Dear Licencing team, I write in reference to the application made in the name of The **Africa Centre Limited**, for **The Africa Centre Festival 2018, Great Suffolk Street SE1 0BL** for a Time Limited Premises Licence from **17/08/2018 to 19/08/18**

**With Saturday 18/08/18 including Live music, recorded music Indoors, outdoors & performance of dance outdoors between 13:00 - 22:00.**  
**Sale of alcohol on the premises 13:00 - 22:00.**  
**Opening hours 13:00 - 22:00**

I write with concerns regarding the limited information submitted with the application, and in particular the lack of an **Event Management Plan** for the event (Estimated Capacity upto 9999 persons)

In addition, in order to comply with the licensing objectives, the copy of the application support paperwork seen, makes reference to support from Community Wardens and Police as well as volunteers, as integral to the organisations delivery. However the provision of this support is beyond the control of the organisers of this event and no evidence has been seen to demonstrate how this support is to be achieved.

Based on evidence obtained at a similar event delivered by this organisation on 19August 2017 where the organisation failed to provide the coordination needed, I lack confidence that the organisation can provide a coordinated support team involving Community Wardens and Police as well as volunteers, as I believe these three elements will remain outside the managerial control of the applicant.

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.

Based on evidence obtained at a similar event delivered by this organisation on 19August 2017 there were many incidents where the organisation failed to carry out

what they stated as their own policy in their own documentation. In addition the organisation failed to assess a number of public safety risk, and when these were brought to their attention they furthermore failed to respond either timely, effectively, or at all, once a risk had been brought to their attention. \*

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.**

Should the organisation making the application wish to submit any further details as to how they are to comply with the Licencing Objectives, and in particular with the serious issue of protecting Public Safety, I would reserve the right to comment further on receiving this information.

I would strongly recommend that if the organisation were to submit any additional information then they should ensure that it is clear, unambiguous, and truly represents the management controls that they are willing to adhere to on the date of delivery of the event. Any such information should be submitted in a timely manner so that it can be evaluated and should therefore be with this authority a minimum of one month before an event of this size.

**Ian Farrington –  
Principal Enforcement Officer**

Ian Farrington - Principal Enforcement Officer (Health and Safety)

Postal address:Community Safety & Enforcement, Floor 3, Hub 1, PO Box 64529, London SE1P 5LX

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

\* Failure To Provide Electrical Safety Certification (Completion Certificate) / Electrical Hazards / Electrical Cables Not Drag Guarded / Unguarded Generators / Trailing Electrical Cables / Failure to Provide Completion Certification for Stages and Barriers / Trip Hazards / Restricted Thoroughfares / Unguarded Hot Surfaces / Insufficient Volunteers / Insufficient Training of Volunteers / Members of Public Not Being Challenged for Carrying Glass / Members of Public Not Being Challenged for Cycling through the site / Members of Public Not Being Challenged for Blocking Exit or Evacuation Routes / Failure to Rectify Issues Identified In Pre Event Check List / Poor Control Room Coordination



**From:** Kojo Akuffo [Redacted]  
**Sent:** Wednesday, July 18, 2018 4:55 PM  
**To:** Mills, Dorcas; Franklin, David  
**Cc:** Mark Higham; Kenneth Tharp; Clarke, Miranda  
**Subject:** RE: The Africa Centre Summer Festival.

Good Afternoon Mr Franklin

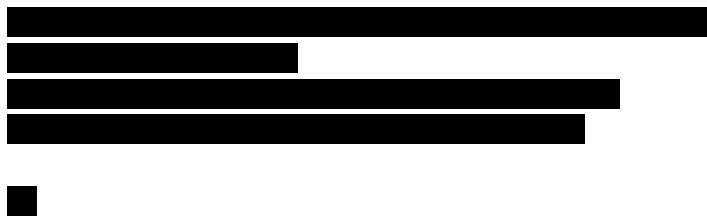
We would always enforce the challenge 25 rule and are happy to agree to this, I will add it to the Event management Plan and ensure you are sent proof of this training as soon as possible.

Kind Regards

Kojo



**Kojo Akuffo**  
*Office Manager*  
**T: +44 (0) 20 7462 1000**  
**E: [kojo.akuffo@theafricacentre.org](mailto:kojo.akuffo@theafricacentre.org)**  
**W: [www.theafricacentre.org](http://www.theafricacentre.org)**





**From:** Franklin, David  
**Sent:** Wednesday, July 18, 2018 4:06 PM  
**To:** Mills, Dorcas  
**Subject:** RE: The Africa Centre Summer Festival.

Hi Dorcas,

Thank you for the additional information.

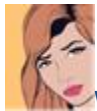
I would ask the applicant if they would agree to a condition that the bar manager/s conduct staff training on refusing sales of alcohol to person who appear to be drunk and to underage persons prior to bar staff prior to commencing their duties and to retain a record of the training. I would suggest the Challenge 25 system for underage sales as it is used as the resources are online and free to use <http://www.challenge25.org/>

If they are willing to have the condition then I am happy to withdraw the licensing representation.

Kind regards

David

David Franklin  
Team Leader Licensing  
Regulatory Services



Womens Safety Charter

<https://www.southwark.gov.uk/community-safety/let-s-talk-about-women-s-safety>

**From:** Kojo Akuffo [mailto:████████████████████]  
**Sent:** Wednesday, July 18, 2018 12:04 PM  
**To:** Graham.S.White@met.police.uk  
**Cc:** Mills, Dorcas; Ian.Clements@met.police.uk; Mark Higham; Kenneth Tharp  
**Subject:** RE: FAO PC Graham White - RE: The Africa Centre Summer Festival Representation

Hi Mr White and Mr Clements

Please see the oncifmrations below:

1. Number of trained SIA at the event –  
I have attached our security timetable  
  
Saturday 18<sup>th</sup> - 9 SIA (Pre event)  
- 18 SIA trained security( Event time)  
- 10 (Post event)
2. Number of stewards at event  
9 Stewards for the 9 road closure areas
3. Number of trained first aiders  
There will be 4 trained first aiders on site in teams of two positioned on Pocock street and on Union Street
4. Has the event been before SAG (safety Advisory group)  
Yes
5. If has been SAG what was the advice.

There were no concerns raised from the Police but please see below the summary:

#### **Transport highways**

- There were concerns regarding closures – Inspectors had to go out to move barriers in 2017 to provide access to the car park. Assurances need to be given that this will not be repeated The security teams need to be deployed in correct position.
- For the 2018 event, LBS have advised that access is required from the front of the car park.
- In relation to utility works, it was reiterated that LBS Highways worked with organisers to reschedule planned works for the 2017 event.
- The TTMO has been submitted this is currently being processed.
- Parking suspensions will need to be reviewed.

#### **TFL Buses**

- The organisers are advised to liaise with Southwark Station to give advance warning about the event
- Organisers need to aware of scheduled works on Blackfriars Road and Stamford street when planning diversion routes

## Crowd Management and Health and Safety Provision

- The Event Management Structure is the same as 2017
- Control Room will be located in the Africa Centre.
- An audience of 6000 is expected for the 2018 event
- Not so high profile acts being booked for this year's event.
- Less marketing and more of a focus on social media and digital advertising.
- It is the quality and experience /creativity as opposed to growing the crowds' year on year that is the priority. It needs to keep a community 'feel' as opposed to a large event taking place in a small space.

### MPS

- In the event of any overcrowding issues or site evacuation what plans are place?
- Stages would be stopped - Stewards and volunteers to be used to direct the crowds - roving SIA would be deployed. Entry to the event would be stopped
- The location of the festival offers many escape routes.
- Barriers would not be moved and there has been an increase in stewards and security for the 2018 event
- A police presence would be appreciated to attend the festival as this was welcomed at the 2017 event. Confirm the location/plan for the removal of people from site if arrests are made.

## Medical Planning

- Confirm if the Medical team are CQC registered.
- Medical staffing grades to be confirmed and forwarded to LAS

## Issues / Concerns

- 2017 planning was late and this affected Premises Licence submission
- Traffic Management plans were also submitted late this is not the case for 2018
- Compliant positive atmosphere but marketing needs to start earlier.
- The 2018 Premises Licence has not yet been submitted.
- Confirmation of car park access routes need to be confirmed with LB

## Recommendations

- Organisers to Liaise with TFL regarding diversion routes
- Stall holders need to arrive earlier as there were latecomers in 2017
- Index the EMP – separate documents
- Ensure an escort plan is in place for access for 999 calls.
- Submit separate documents

## Actions

Owner initials	Action
MC	Speak to EPT re Noise Complaints
KT	Liaise with Mark Higham regarding car park access

<b>MH/KK</b>	<p>Submit Noise Management Plan to EPT  <a href="mailto:Paul.Newman@southwark.gov.uk">Paul.Newman@southwark.gov.uk</a></p> <p>Prepare and submit Premises Licence : Contact Licensing Officer: <a href="mailto:Andrew.Heron@southwark.gov.uk">Andrew.Heron@southwark.gov.uk</a></p> <p>Liaise with event officer (MC) regarding parking suspensions</p>
<b>MH</b>	Liaise with TFL Buses, Audrey McIntosh regarding TFL diversion/closure routes
<b>MH</b>	Submit update medical plans to include grades of medical team and if teams are CQC registered.
<b>KK</b>	Liaise with MPS regarding presence at the event.
<b>MH</b>	Liaise with FM Conways regarding TM plans/barriers/signage

6. Do you have road closure authority from highways

I am awaiting a response from traffic control, have been in touch but no luck so far.

Best

Kojo

DATE	ROLE	QTY	TIMES
17/08/2018	SUPERVISOR	1	20:00-02:00
17/08/2018	CSAS	1	20:00-02:00
17/08/2018	SIA	3	20:00-02:00
17/08/2018	SIA	5	22:00-02:00
		10	
18/08/2018	SUPERVISOR	1	02:00-07:00
18/08/2018	CSAS	1	02:00-07:00
18/08/2018	SIA	3	02:00-07:00
		5	
18/08/2018	SUPERVISOR	1	07:00-12:00
18/08/2018	CSAS	1	07:00-12:00
18/08/2018	SIA	8	07:00-12:00
		10	
18/08/2018	MANAGER	1	10:00-22:00
18/08/2018	CONTROL	1	10:00-22:00
18/08/2018	SUPERVISOR	1	12:00-22:00
18/08/2018	CSAS	1	12:00-22:00
18/08/2018	SIA	18	12:00-22:00
18/08/2018	STEWARDS	9	12:00-22:00
		29	
18/08/2018	SUPERVISOR	1	22:00-02:00
18/08/2018	CSAS	1	22:00-02:00
18/08/2018	SIA	9	22:00-02:00
		11	
19/08/2018	SUPERVISOR	1	02:00-10:00
19/08/2018	CSAS	1	02:00-10:00
19/08/2018	SIA	1	02:00-10:00
		3	

**From:** Graham.S.White@met.pnn.police.uk [mailto:Graham.S.White@met.pnn.police.uk]  
**Sent:** Wednesday, July 18, 2018 11:46 AM  
**To:** K [REDACTED]  
**Cc:** Mills, Dorcas; Ian.Clements@met.police.uk  
**Subject:** RE: FAO PC Graham White - RE: The Africa Centre Summer Festival Representation

Kojo

Thank you for the attached documents.

Please could you confirm the following:-

1. Number of trained SIA at the event
2. Number of stewards at event
3. Number of trained first aiders
4. Has the event been before SAG (safety Advisory group)
5. If has been SAG what was the advice.
6. Do you have road closure authority from highways

I away till beginning of August from tomorrow so PC Clements will be dealing while I'm away, I have copied him into this email.

Regards

**PC Graham White 288MD**

*Licensing Officer*

*Southwark Police Licensing Unit*

*323 Borough High Street*

*London*

*SE1 1JL*

*Tel: 0207 232 6756 (726756)*

[SouthwarkLicensing@met.police.uk](mailto:SouthwarkLicensing@met.police.uk)

[Graham.S.White@met.police.uk](mailto:Graham.S.White@met.police.uk)

[www.met.police.uk](http://www.met.police.uk)

**From:** Prickett, Mark  
**Sent:** Wednesday, July 18, 2018 5:02 PM  
**To:** [REDACTED]  
**Cc:** Mills, Dorcas  
**Subject:** RE: EPT rep - time limited premises licence application, Africa Centre Summer Festival 2018

Dear Kojo,

Thank you for your response and providing further information.

The Africa Centre Summer Festival 2018 Event Management Plan & Risk Assessment (dated: 18<sup>th</sup> August 2018) has been reviewed.

### **PROXIMITY TO EXISTING RESIDENTIAL**

It is noted the Youth Stage, located under the railway arch in Pocock Street to the east of Great Suffolk Street, is open between 13:00 – 19:00. This stage is directly opposite residents in 59 Great Suffolk Street.

The Black British Music Stage, located on Great Suffolk Street to the north of the junction with Union Street, is open till 22:00 and faces towards residential properties on Great Suffolk Street immediately south of the junction with Union Street.

The Africa Music Stage, located on Great Suffolk Street just to the north of the junction with Sturge Street, is open till 22:00 and is surrounded by residential properties to the north, east and south.

A copy of a map covering the event area is attached with residential properties highlighted by blue dots. Please note that a blue dot may represent a block of flats and not just 1 residential property.

### **SET UP/ DE-RIG**

Set up is planned to go late into Friday evening and throughout the night. As advised above the stages are in very close proximity to residential properties and it is conceivable that sleep disturbance will occur if set up takes place during the night time hours. How long will the set up take? EPT would request set up not surpass 23:00 on Friday and then commence again at 8am on Saturday. These times were agreed for the 2017 event which were agreed with yourself. Please see attached email confirming this.

How long does de-rigging the stages and event take? It is advised the de-rig commences at 23:00, and presumably therefore there will be noisy activity clearing the area late into the night/early morning which will again highly likely have the potential to disturb sleep to neighbouring residents? The table in 1.3.5 suggest de-rigging commences at 23:00, but section 23, page 21 of the document suggests de-rig starts at 22:00? Please confirm which is correct.

### **NOISE CONTROL**

Section 23 on page 20 & 21 of the management plan addresses noise.

Vanguardia are appointed noise consultants for the 2018 event. Vanguardia were also the noise consultants for the 2017 event who, as advised in my earlier email, admitted breaching the agreed noise level which was a condition on the licence for the event.

“One of the performance stages is located under railway arches north of Union Street, resulting in a natural insulation of sound and is well away from residents. The other stage is not very close to residents either. This will also minimise any build and de-rig noise disturbance although these are being kept to sociable hours.”

As advised above (and attached), EPT consider the stages to be in relatively close proximity to existing residents. The event set up and de-rig hours at present are proposed during unsociable hours, contrary to the above statement.

Delivery and collection times on Saturday and Sunday from 7am is also considered early. Is there an agreement regarding what time the road network is handed back on the Sunday?

“To ensure we remain within the noise restrictions that are in place with Southwark Council, we will contract Vanguardia to provide a noise consultant”

What noise restrictions are being proposed?

There is no mention of the proposed amplified sound and music noise levels from the each of the stages, no mention of the highlighted closest noise sensitive receptors (NSRs) to each stage, no mention of the resultant noise level at the façade of the closest NSRs, no mention of where the monitoring will take place with regards to each stage?

EPT still have large concerns with regards to amplified noise levels from this event and the potential for public noise nuisance.

#### **CONSULTATION WITH LOCAL BUSINESS**

As advised in section 1.2 on page 4, “All neighbouring businesses will be consulted in regards to the event and their involvement. We will liaise with all effected businesses”.

Did the consultation highlight any issues from public nuisance? If so, can you please advise what was highlighted and measures employed to address this?

Look forward to receiving further information in due course.

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

Air Quality web pages: <http://www.southwark.gov.uk/air-quality>  
 Construction web pages: <http://www.southwark.gov.uk/construction>  
 London Low Emission Construction Partnership - <http://www.llecp.org.uk/>



**From:** Kojo Akuffo [<mailto:> [REDACTED]]  
**Sent:** Tuesday, July 10, 2018 3:31 PM  
**To:** Prickett, Mark; Regen, Licensing  
**Cc:** Tear, Jayne; Mills, Dorcas  
**Subject:** RE: EPT rep - time limited premises licence application, Africa Centre Summer Festival 2018

Dear Mr Prickett

Thank you for reviewing our application and providing feedback.

I attach our Event Management plan for your consideration, and we believe that this document addresses the areas of your concern.

Regarding the noise levels produced from last year's event and how we plan to mitigate any issues related to noise. We have employed Vanguardia to monitor sound levels at key points throughout the festival site.

They did reduce the sound levels a number of times during the event. As a result we were aware of only 6 complaints from residents for an event that had 3,500 people at its peak and an estimated 7,000 over the course of the day (of which c.800 were Southwark residents). We have to balance the amenity of the Festival to the public including Southwark residents with being respectful neighbours.

To address feedback from the Council, we have reduced the number of music stages from 3 down to 2 for this year to further reduce sound disturbance to residential buildings. Last year one of the stages was directly adjacent to a small residential block, so this year the third stage will become a youth dance stage featuring a small PA system and no live music and positioned further away from residential buildings, under the railway arch in Pocock Street.

We will be circulating a notification letter to residents by the end of next week, and following up in the days leading up to the Festival. This will be delivered by a team of letter droppers. We will be highlighting the residential target areas based on last year and also with the cooperation of Bankside Residents Forum.

Waste management is planned with litter pickers, recycling and general waste points distributed across the festival site.

Finally regarding the licensable activities and hours of activity, this is simply an admin error that I understand has now been sorted. (I attach the form I submitted).

Best

Kojo

**From:** Kojo Akuffo [mailto:████████████████████]  
**Sent:** Wednesday, July 18, 2018 12:04 PM  
**To:** Graham.S.White@met.police.uk  
**Cc:** Mills, Dorcas; Ian.Clements@met.police.uk; Mark Higham; Kenneth Tharp  
**Subject:** RE: FAO PC Graham White - RE: The Africa Centre Summer Festival Representation

Hi Mr White and Mr Clements

Please see the oncifmrations below:

1. Number of trained SIA at the event –  
I have attached our security timetable  
  
Saturday 18<sup>th</sup> - 9 SIA (Pre event)  
- 18 SIA trained security( Event time)  
- 10 (Post event)
2. Number of stewards at event  
9 Stewards for the 9 road closure areas
3. Number of trained first aiders  
There will be 4 trained first aiders on site in teams of two positioned on Pocock street and on Union Street
4. Has the event been before SAG (safety Advisory group)  
Yes
5. If has been SAG what was the advice.

There were no concerns raised from the Police but please see below the summary:

#### **Transport highways**

- There were concerns regarding closures – Inspectors had to go out to move barriers in 2017 to provide access to the car park. Assurances need to be given that this will not be repeated The security teams need to be deployed in correct position.
- For the 2018 event, LBS have advised that access is required from the front of the car park.
- In relation to utility works, it was reiterated that LBS Highways worked with organisers to reschedule planned works for the 2017 event.
- The TTMO has been submitted this is currently being processed.
- Parking suspensions will need to be reviewed.

#### **TFL Buses**

- The organisers are advised to liaise with Southwark Station to give advance warning about the event
- Organisers need to aware of scheduled works on Blackfriars Road and Stamford street when planning diversion routes

#### **Crowd Management and Health and Safety Provision**

- The Event Management Structure is the same as 2017
- Control Room will be located in the Africa Centre.
- An audience of 6000 is expected for the 2018 event
- Not so high profile acts being booked for this year's event.
- Less marketing and more of a focus on social media and digital advertising.
- It is the quality and experience /creativity as opposed to growing the crowds' year on year that is the priority. It needs to keep a community 'feel' as opposed to a large event taking place in a small space.

### MPS

- In the event of any overcrowding issues or site evacuation what plans are place?
- Stages would be stopped - Stewards and volunteers to be used to direct the crowds - roving SIA would be deployed. Entry to the event would be stopped
- The location of the festival offers many escape routes.
- Barriers would not be moved and there has been an increase in stewards and security for the 2018 event
- A police presence would be appreciated to attend the festival as this was welcomed at the 2017 event. Confirm the location/plan for the removal of people from site if arrests are made.

### Medical Planning

- Confirm if the Medical team are CQC registered.
- Medical staffing grades to be confirmed and forwarded to LAS

### Issues / Concerns

- 2017 planning was late and this affected Premises Licence submission
- Traffic Management plans were also submitted late this is not the case for 2018
- Compliant positive atmosphere but marketing needs to start earlier.
- The 2018 Premises Licence has not yet been submitted.
- Confirmation of car park access routes need to be confirmed with LB

### Recommendations

- Organisers to Liaise with TFL regarding diversion routes
- Stall holders need to arrive earlier as there were latecomers in 2017
- Index the EMP – separate documents
- Ensure an escort plan is in place for access for 999 calls.
- Submit separate documents

### Actions

Owner initials	Action
MC	Speak to EPT re Noise Complaints
KT	Liaise with Mark Higham regarding car park access
MH/KK	Submit Noise Management Plan to EPT <a href="mailto:Paul.Newman@southwark.gov.uk">Paul.Newman@southwark.gov.uk</a>

	<p>Prepare and submit Premises Licence : Contact Licensing Officer: <a href="mailto:Andrew.Heron@southwark.gov.uk">Andrew.Heron@southwark.gov.uk</a></p> <p>Liaise with event officer (MC) regarding parking suspensions</p>
<b>MH</b>	Liaise with TFL Buses, Audrey McIntosh regarding TFL diversion/closure routes
<b>MH</b>	Submit update medical plans to include grades of medical team and if teams are CQC registered.
<b>KK</b>	Liaise with MPS regarding presence at the event.
<b>MH</b>	Liaise with FM Conways regarding TM plans/barriers/signage

6. Do you have road closure authority from highways

I am awaiting a response from traffic control, have been in touch but no luck so far.

Best

Kojo



## NOTICE OF DECISION

### LICENSING SUB-COMMITTEE – 15 AUGUST 2017

#### LICENSING ACT 2003: AFRICA CENTRE, 66 GREAT SUFFOLK STREET, SE1 0BL

#### 1. Decision

That the application made by Africa Centre for a time limited premises licence (18 to 20 August 2017), 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 to be held from Junction with Dolben Street to Junction with Sturge Street) is granted as follows:

Licensable activity	Hours between 18-20 August 2017
Films (indoors & outdoors)	Friday from 18:00 to 22:00 Saturday from 12:00 to 22:00
Live music (indoors & outdoors)	Saturday from 12:00 to 22:00
Recorded music (indoors & 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
The supply of alcohol (for consumption on premises)	Saturday from 12:00 to 22:00
Operating hours	Friday from 18:00 to 22:00 Saturday from 12:00 to 22:00

#### 2. Conditions

The operation of the premises under the licence shall be subject to relevant mandatory conditions, conditions derived from the operation schedule highlighted in Section M of the application form and the following additional conditions agreed by the sub-committee:

1. That there is a minimum of 50 WCs including urinals
2. That there is a minimum of 20 SIA staff and 45 stewards

3. That there are evacuation points<sup>179</sup> located at The London Fire Brigade Football Pitch, Mint Street Park and Nelson Square.
4. That the risk assessment be amended to the satisfaction of Southwark's Health and Safety Department within 48 hours.

### **3. Reasons**

The reasons for the decision are as follows:

The application for the time limited was in respect of a vibrant street festival that would bring music, art, food and fashion from Africa and the diaspora to the Africa Centre's new home in Southwark. The time limited premises licence would be for 18 – 20 August 2017, with the Event taking place on Great Suffolk Street from the junction with Dolben Street to the junction with Sturge Street. The activities would include three music stages playing amplified live music, and food and drink for purchase by street vendors.

The representative from health and safety stated that whilst most of the officer's concerns had been conciliated, there remained issues relating to number of toilet facilities and SIA staff, evacuation points and their locations the form in which the risk assessment took.

The licensing sub-committee noted that the representations from the Metropolitan Police Service, environmental protection team and licensing as a responsible authority had conciliated.

During the discussion stage of the meeting the conditions were agreed by both the applicant and the health and safety team, which satisfied the licensing sub-committee who agreed that the conditions were appropriate and proportionate and on this basis, the application was granted.

### **4. Appeal rights**

The applicant may appeal against any decision:

- a) To impose conditions on the licence
- b) To exclude a licensable activity or refuse to specify a person as premises supervisor.

Any person who made relevant representations in relation to the application who desire to contend that:

- a) The licence ought not to be been granted; or
- b) That on granting the licence, the licensing authority ought to have imposed different or additional conditions to the licence, or ought to have modified them in a different way

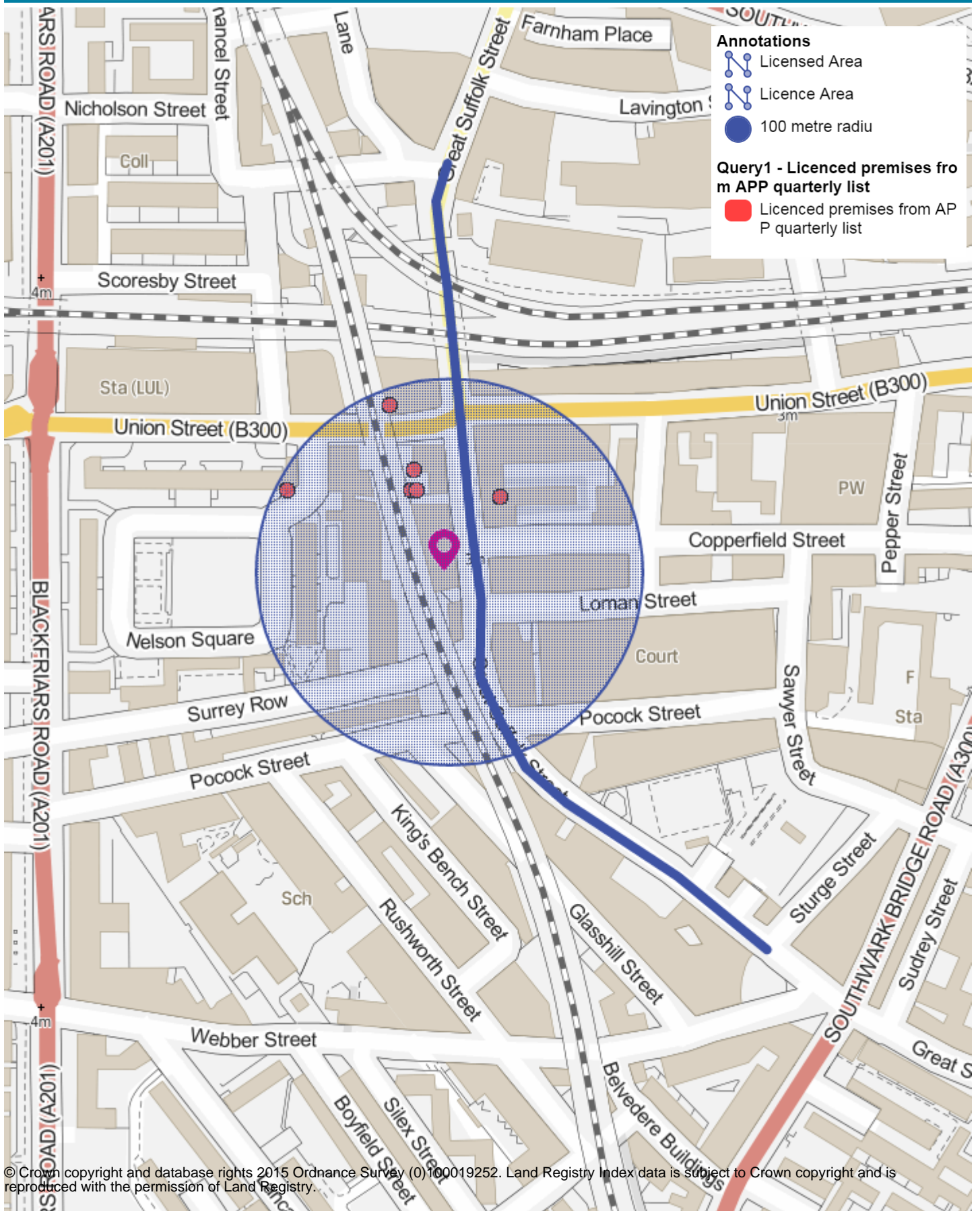
may appeal against the decision.

Any appeal must be made to the Magistrates' Court for the area in which the premises are situated. Any appeal must be commenced by notice of appeal given by the appellant to the justices' clerk for the Magistrates' Court within the period of 21 days beginning with the day on which the appellant was notified by the licensing authority of the decision appealed against.

Issued by the Constitutional Team on behalf of the Director of Law and Democracy.

Date: 15 August 2017

THE AFRICA CENTRE, 66 GT SUFFOLK ST SE1 0BL



© Crown copyright and database rights 2015 Ordnance Survey (0100019252). Land Registry Index data is subject to Crown copyright and is reproduced with the permission of Land Registry.

**LICENSING SUB-COMMITTEE DISTRIBUTION LIST (OPEN) MUNICIPAL YEAR 2017-18**

**NOTE:** Original held by Constitutional Team; all amendments/queries to Andrew Weir - Tel: 020 7525 7222

Name	No of copies	Name	No of copies
<b>Members</b>		<b>Officers</b>	
Councillor Sunil Chopra	1	Debra Allday, legal team	1
Councillor Sirajul Islam	1	Dorcas Mills, licensing team	1
Councillor Lorraine Lauder MBE	1	Andrew Heron, licensing team	1
Councillor Eliza Mann	By email	Jayne Tear, licensing team	1
		Mark Prickett, environmental protection team	1
		Ian Farrington, health and safety team	1
		Graham White, Metropolitan Police Service	By email
		Andrew Weir (spares)	7
		<b>Total printed copies:</b>	16
		<b>Dated:</b> 30 July 2018	