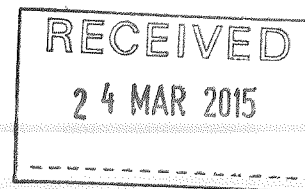


London Borough of Southwark

BL7891



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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Future Shorts Limited

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description The Former Harmsworth Print Works 1 Surrey Quays Road			
Post town	London	Postcode	SE16 7ND

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ TBC – Fee of £100 Included

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

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

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

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
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- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

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Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
27	05	2015

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

DD	MM	YYYY
01	06	2016

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

The site comprises of a vacant warehouse building previously used as the The Harmsworth Quays Printworks and during the temporary twelve month period a range of events and entertainment is proposed comprising of film, live music, recorded music, dance performances, art installations, workshops, exhibitions and theatre with associated food, drink and merchandising.

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

N/A

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

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

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	12.00	23.30		<u>Please give further details here</u> (please read guidance note 3)	
Tue	12.00	23.30			
Wed	12.00	23.30	<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur	12.00	23.30			
Fri	12.00	23.30	<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 5)		
Sat	12.00	23.30			
Sun	12.00	23.00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	12.00	23.30	Please give further details here (please read guidance note 3)		
Tue	12.00	23.30			
Wed	12.00	23.30	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	12.00	23.30			
Fri	12.00	23.30	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 (please read guidance note 5)		
Sat	12.00	23.30			
Sun	12.00	23.00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
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 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u>		

			(please read guidance note 4)
Thur			
Fri			<u>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</u> (please read guidance note 5)
Sat			
Sun			

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	12.00	23.30			
Tue	12.00	23.30			
Wed	12.00	23.30	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur	12.00	23.30			
Fri	12.00	23.30			
Sat	12.00	23.30	<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 5)		
Sun	12.00	23.00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	12.00	23.30	<u>Please give further details here</u> (please read guidance note 3)		
Tue	12.00	23.30			
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed	12.00	23.30			
Thur	12.00	23.30	<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 5)		
Fri	12.00	23.30			
Sat	12.00	23.30			
Sun	12.00	23.00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	12.00	23.30			
Tue	12.00	23.30			
Wed	12.00	23.30	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	12.00	23.30			
Fri	12.00	23.30	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 (please read guidance note 5)		
Sat	12.00	23.30			
Sun	12.00	23.00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	12.00	23.30		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	12.00	23.30	<u>Please give further details here</u> (please read guidance note 3)		
Wed	12.00	23.30			
Thur	12.00	23.30	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	12.00	23.30	<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> (please read guidance note 5)		
Sat	12.00	23.30			
Sun	12.00	23.00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	23.00	00.00			
Tue	23.00	00.00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Wed	23.00	00.00			
Thur	23.00	00.00			
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 5)		
Sat	23.00	00.00			
Sun	23.00	23.30			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	12.00	23.30						
Tue	12.00	23.30						
Wed	12.00	23.30						
Thur	12.00	23.30				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 (please read guidance note 5)		
Fri	12.00	23.30						
Sat	12.00	23.30						
Sun	12.00	23.00						

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

Name Jeremy Visciano
Address

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

b) The prevention of crime and disorder

1. Alcohol shall only be sold and regulated entertainment only provided to persons who have purchased tickets in advance of any event and no tickets will be sold at the premises for immediate entrance or otherwise.
2. A register will be maintained at the main entrance to the premises showing the names, addresses and up to date contact details including mobile phone contact numbers for the DPS and other members of the management team who are on duty.
3. No alcohol will be brought in to the premises by any customers at any time.
4. CCTV will be installed at each entrance door used to admit customers to enable head and shoulder images to identification standard of each person entering to be captured as they enter the premises.
5. The CCTV system will ensure that images are retained for a minimum of twenty eight days and can delivered upon request to the Police or responsible authorities.
6. Any event held at the premises will be risk assessed and a suitable and sufficient number of male and female door supervisors will be employed at the premises in accordance with the risk assessment.
7. Any door supervisors provided that the premises will be provided by a security company that is an approved contractor to the security industry authority for the provision of door supervisors and all door supervisors will be security industry authority accredited.
8. Non alcoholic drinks will be available for sale at all times and at all points of sale throughout the building.
9. Light snacks will be available for sale at all times at points of sale throughout the building.
10. No customers will be permitted to leave the premises with bottles or open containers.
11. An egress and dispersal policy will be in operation for every event held at the premises and a written copy available for inspection by the Police or responsible authorities.
12. All staff will be given training in relation to the Licensing Act 2003 and the following specific areas; Licensing Act 2003 Objectives and Awareness, management systems and processes to

enforce the premises licence conditions, Challenge 25 and responsible retail of alcohol, warning and eviction (guidelines and procedures), conflict management and recording and maintaining all required record keeping and registers.

13. Training records for each member of staff involved in the provision of licensable activities will be kept at the premises.
14. An anti-drugs policy will be operated at the premises.
15. A risk assessment will be carried out for each event and a search policy implemented in accordance with the risk assessment.
16. A comprehensive incident register will be maintained at the premises. The incident register will record the date, time, location and persons concerned in any incident together with a summary of the incident and an identification of any emergency services personnel who attend.
17. A taxi pickup point will be designated and taxi numbers made available to all customers.
18. All information contained in the "transport statement" submitted to Southwark Council will be implemented by the premises licence holder.
19. Each event will be risk assessed and an event safety plan risk assessment prepared and available for inspection by the responsible authorities.

c) Public safety

1. The number of toilets provided for males and females at the premises will be in excess of the requirements for the purple guide.
2. A Fire Risk Assessment will be agreed with the Fire Authority and in place for each event.
3. The Capacity of the venue (excluding staff) will not exceed 1500.

d) The prevention of public nuisance

1. Please see b) and C)

e) The protection of children from harm

1. A Challenge 25 Policy will be operated at the premises with appropriate signage displayed inside and outside the premises.

Checklist:

Please tick to indicate agreement

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

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

For joint applicati
(please read guidan

ent

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Andrew Woods

1.1 Overview

This document has been prepared in support of a planning application for the use of the SE16 Printworks as a 'temporary events and entertainment space (Use Class D2) with ancillary food, drink and merchandising (Use Classes A1/A3/A4/A5)' at the SE16 Printworks (herein referred to as the Site) on behalf of Future Shorts Limited (the Applicant).

It provides an assessment of access and egress for the Site and considers the transport impacts of the proposed temporary use including access for staff, visitors and servicing. From the outset it is important to note that the Applicant is committed to green travel and embracing sustainability measures wherever possible in accordance with government policy.

1.2 The Site

The site comprises vacant warehouse buildings and hard standing previously used for car parking and servicing. The Site benefits from good accessibility and has a Public Transport Accessibility Level (PTAL) of 5. Surrey Quays, Canada Water and Rotherhithe stations are within easy walking distance providing access to the Underground and Overground. Buses also run in the area 24 hours a day.

There will be a limited number of staff car parking spaces on site during events and productions, for staff who have to travel by car due to the nature of their jobs. All other staff will be expected to use public transport. Cycle parking for staff will also be installed on site and audience will be advised of cycle parking locations off site. A dedicated taxi pick-up point will be provided within the Surrey Quays Shopping Centre car park.

1.3 Basic information

During the temporary 12 month period, a range of events and entertainment is proposed comprising film, live music, recorded music, dance performances, art installations, workshops, exhibitions and theatre with associated food, drink and merchandising.

To kick off the programme of events, an initial four month production is planned. Access arrangements for this event have been worked up in detail and form the basis of this statement. The events programme for the rest of the temporary period is still being developed and it is envisaged that the Applicant will share additional information on access arrangements for these events, if significantly different to the first event with the Council when it is available.

Assumptions for Initial Event

- Audience members (up to 1,500 people) will be given a designated 'pick-up' point (designated meeting point). Details of this will be provided to ticket holders in advance with their tickets. Slightly different arrangements will be in place for ticket holders with wheelchair bound participants or other mobility constraints and these guests will be asked to contact the Applicant in advance to make appropriate arrangements (It is likely that these guests will be given direct vehicle access and car parking on the Site or collected and escorted from Canada Water station).
- The audience will be asked to make their way to the designated pick-up point using public transport. Marshalls will be on hand to meet and greet guests at the pick-up point.
- The audience will be transported from their pick up point to the SE16 Printworks venue via a coach.
- All audience will be encouraged to take public transport to their pick up points.

1.4 Pick-up Zone

The following pick-up point has been identified and is described in more detail below. The location of the pick-up points has been chosen to minimise disruption and interruption to the traffic flow in the surrounding areas.

Zone Number	Location	Notes
PICK UP POINT 1	Deal Porters Way Surrey Quays Shopping Centre overflow car park	Close to Canada Water Underground Station

1.5 Shuttle

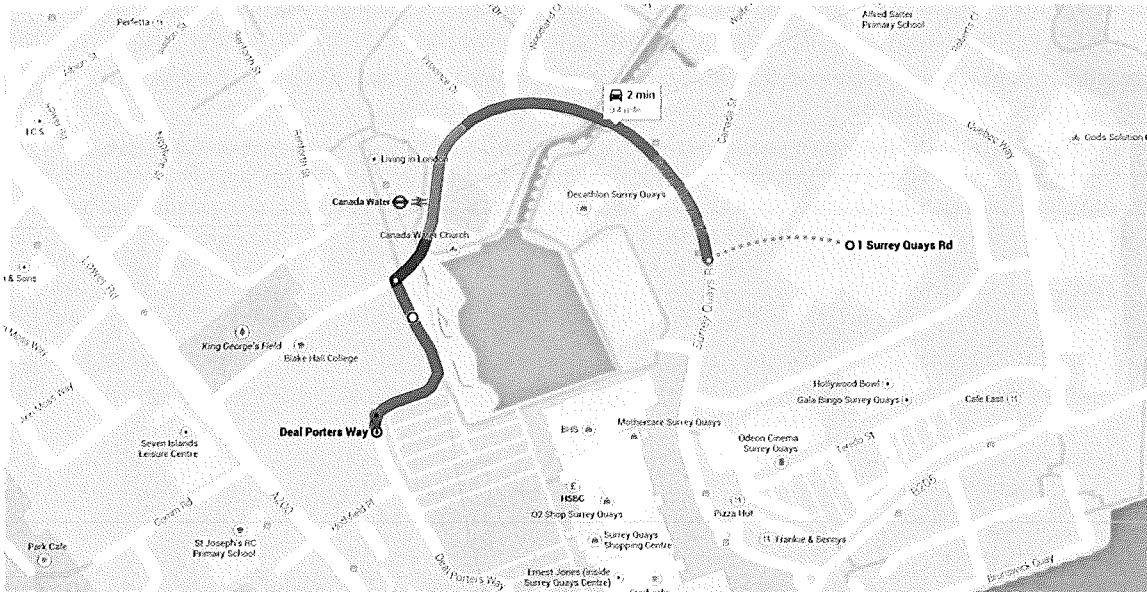
A shuttle bus will be provided to transport audience members from the pick-up point to the SE16 Printworks venue. 53 seat buses are proposed. It is proposed that each bus will arrive at the pick-up point and will remain in situ for approximately five minutes whilst passengers load onto the bus, and then depart taking the most direct route to the SE16 Printworks. The exact number of buses and the frequencies of the pick-ups will vary and will depend on the actual audience numbers / tickets sold for each event. Notwithstanding this, this statement assesses the 'worst case scenario' with a maximum audience capacity of 1,500 each night (except on Mondays when there will be no performances).

1.6 Route Description

The following information provides an assessment of the potential pick-up point and proposed routing into the venue.

Pick-Up Point – Surrey Quays Shopping Centre Overflow Car Park

This point is located in close proximity to Canada Water Underground station and it is envisaged that guests would arrive at the tube station and then walk to the pick-up point. The pick-up point is located on a quiet road on the edge of the Surrey Quays Shopping Centre and provides a good location to create a temporary bus loading mall to pick up people. (See Appendix 1 – 075_002_Bus_Mall_Shuttle_Journey)





1.7 Service Levels

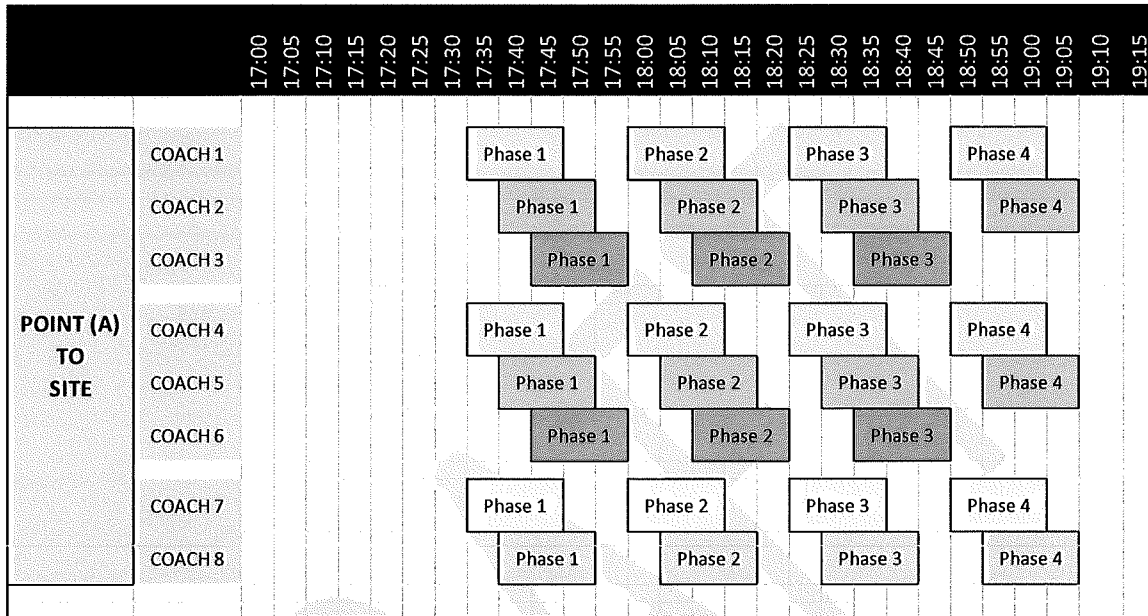
Shuttle Route

- These numbers are based on a 'worst case scenario' with the estimated maximum capacity of 1,500 people per performance.

Number of vehicles:	8
Optimum Headway:	Every 30 minutes
Departures per 30 minutes	8 max
Total departures per shuttle	3-4
Vehicle capacity	53 persons
Movements of persons over 1.5 hour	1,590

1.8 Arrival Windows

- The Transport arrival window will be from 17:30 - 19:10
- Each bus will take five minutes to load at each pick-up point and five minutes to unload within the Site.
- It is anticipated that each route will take no longer than five minutes to travel from pick up location to the Site.



1.9 Departures

The event will conclude by 23:00 and it is anticipated that the site will be clear of all audience by 23:30. At the end of the event, the audience will leave the venue guided by marshals across Surrey Quay's Road and through the shopping centre car park to available public transport (Canada Water and Surrey's Quays stations as well as bus stops). A taxi pick-up point will also be provided within the Surrey Quays Shopping Centre car park, which will also be marshalled. (see Appendix 2 – 075_001_Egress_Route_Local_Area)

Information on the nearest public transport routes, etc will be provided with ticketing information but also on information boards displayed within the Site. Staff and marshals will hand out information on egress from the site directing people to nearest tubes and other forms of public transport. Potential noise to residential properties from attendees travelling to and from the Site from the nearest public transport hubs will be minimised by marshalling visitors via alternative routes away from properties. Joining instructions will be provided to ticket holders which will remind them of the need to be mindful of the neighbouring residents and to keep noise between the Site and stations to a minimum.

At the completion of the audience egress, marshals will undertake a litter pick up on the way back to the site ensuring the walking routes are clear of audience rubbish.

LAST TRAIN DEPARTURES

Canada Water – Jubilee Line	
East Bound Last train to Stratford departs at: Mon-Sat: 00:57 Sun: 00:11	West Bound Last train to Stanmore departs at: Mon-Sat: 00:23 Sun: 23:49
Canada Water / Surrey Quays – Overground	
Southbound towards New Cross / Clapham Junction / Crystal Palace / West Croydon Mon-Sat: 00:31 Sun: 23:44	Northbound towards Highbury & Islington Mon-Sat: 00:10 Sun: 23:43

LAST BUS DEPARTURES

Nearest stop on Surrey Quays Rd is Stop U – Canada Street		
C10 to Canada Water Last bus Mon-Fri: 01:25 Last bus Sat: 01:27 Last bus Sun: 01:24	P12 to Surrey Quays Last bus Mon-Fri: 00:05 Last bus Sat: 00:06 Last bus Sun: 00:05	47 to Liverpool St Last bus Mon-Fri: 00:38 Last bus Sat: 00:38 Last bus Sun: 00:38
188 to Russel Square Last bus Mon-Fri: 00:00 then Night Bus starts at 00:18 Last bus Sat: 00:00 then Night Bus starts at 00:21 Last bus Sun: 00:00 then Night Bus starts at 00:18	381 to Peckam Last bus Mon-Fri: 00:52 Last bus Sat: 00:53 Last bus Sun: 00:50	
Canada Water Station: <u>Bus Stop B1</u>		
C10 to Victoria Last bus Mon-Sun: 01:00	381 to Waterloo Last bus Mon-Fri: 00:12 Last bus Sat: 00:13 Last bus Sun: 00:12	

Canada Water Station: <u>Bus Stop B2</u>		
47 to Lewisham Last bus Mon-Fri: 00:58 Last bus Sat: 01:00 Last bus Sun: 00:58	47 to Lewisham Last bus Mon-Fri: 00:58 Last bus Sat: 01:00 Last bus Sun: 00:58	188 to North Greenwich Last bus Mon-Fri: 00:00 then Night Bus starting at 00:22 Last bus Sat: 00:00 then Night Bus starting at 00:13 Last bus Sun: 00:00 then Night Bus starting at 00:20
199 to Lewisham Last bus Mon-Sun: 01:00	225 to Hither Green Last bus Mon-Sun: 01:10	
Canada Water Station: <u>Bus Stop C</u>		
1 to Tottenham Court Road Last bus Mon-Sun: 00:27	P12 to Brockley Rise Last bus Mon-Sun: 00:03	381 to Peckham Last bus Mon-Fri: 00:53 Last bus Sat: 00:54 Last bus Sun: 00:51

1.10 Supervision

The Pick up Point will have at least eight members of staff marshalling and scanning tickets before audience members are allowed to board the shuttle buses. These staff will also manage the pick up location appropriately. Egress will also be managed with the use of marshals. (see Appendix 2 – 075_001_Egress_Route_Local_Area)

There will be a high ratio of staff to audiences and contingency plans will be in place to deal with issues such as early arrivals and queues. Guests will be informed of entry conditions prior to arrival on Site. The local Police will be engaged throughout the development of the events and will be consulted on event management. The Applicant will also liaise and engage with London Underground and Overground staff, as well as the Surrey Quays Shopping Centre Management and Security.

1.11 Schedule

From the end of May until end of September 2015 the initial event will take place six evenings a week on Tuesdays to Sundays. In parallel, there is likely to be a range of spin-off events and a wider cultural events programme. Post September, the programme of events is still being finalised. Post September, there will be a range of events including art installations, exhibitions, music events, dance performances, workshops and theatre, which will all come together into a cultural events programme geared towards the local community.

1.12 Depot and Maintenance

All vehicles will start their journey each day from the transport providers depot and will arrive at the site at 16:30 where there will be a daily transport briefing. All vehicle maintenance issues will be carried out by the transport provider.

1.13 London Service Provider

The Applicant intends to register the shuttles under a London Service Permit arrangement. The process of this will be facilitated by the transport provider.

1.14 Onsite parking

There will be no car parking on Site for audience members, with the exception of disabled guests where special arrangements are made in advance. There will be up to five car parking spaces allocated for staff who are required to drive to work as a result of the nature of their role. Car parking will only be allowed in the Site where a special parking pass has been allocated and provided in advance.

1.15 Staff Travel

All staff will be encouraged to use public transport where appropriate.

1.16 Cycle Parking

Audience members will be advised of bicycle parking bays located next to Canada Water Station for those who wish to cycle to the event.

Cycle racks will be provided within the Site for staff.

1.17 Other Events

In addition to the initial event described above, there will be a variety of different events taking place at the Site throughout the year which will attract different numbers of people. It is envisaged that these events will not exceed a capacity of 1,500 people, however if this scenario occurs, the Applicant will notify the Council and provide details of appropriate management and security arrangements. It is anticipated that the majority of people attending these events will travel by public transport and as these events will be geared towards local people, it is envisaged that many visitors will walk to the Site.

For all of these events, the Applicant will ensure that details of public transport is well publicised in advance of each event (e.g. with tickets or on the event website, etc), as well as by providing information boards within the Site.
