

05/01/2022

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

Ref No. 1780585

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

Bankside Open Spaces Trust

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the

entertainment is provided by or on behalf of the health care provider;

o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and

o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.

11. The application form must be signed.

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.

14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications

from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a

European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - o evidence of the applicant's own identity – such as a passport,

 - o evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and

 - o evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,

 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,

 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or

 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;

- (ii) any page containing the holder's photograph;

- (iii) any page containing the holder's signature;

(iv) any page containing the date of expiry; and

(v) any page containing information indicating the holder has permission to enter or remain in

the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Premises Details

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

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

£	0
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	No

Premises trading name

	Bankside Open Spaces Festival 2022
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Postal address of premises or, if none, ordnance survey map reference or description

Do you have a Southwark postcode?	Yes
Address Line 1	Unions Street, Flat Iron Square, Redcross Way
Address Line 2	
Town	London
Post code	SE1 1TD
Ordnance survey map reference	324800
Description of the location	Union St, Flat Iron Square, Redcross Way,
Telephone number	02074033393

Applicant Details

Please select whether you are applying for a premises licence as

	a charity
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Other Applicants

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

Name - First Entry

	Bankside Open Spaces Trust
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Address - First Entry

Street number or building name	RED CROSS GARDEN
Street Description	50 REDCROSS WAY
Town	LONDON
County	County (optional)
Post code	SE1 1HA
Registered number (where applicable)	Charity no: 1085454
Description of applicant (for example, partnership, company, unincorporated association etc)	Bankside Open Spaces Trust is a charity 1085454 and a company limited by guarantee

Contact Details - First Entry

Telephone number	[REDACTED]
Email address	[REDACTED]

Operating Schedule

When do you want the premises licence to start?

	03/06/2022
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If you wish the licence to be valid only for a limited period, when do you want it to end?

	03/06/2022
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General description of premises (see guidance note 1)

	Streets closed to traffic under a traffic management order, public gardens and private land.
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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
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Note 1

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.

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)
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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

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Supply of alcohol

	j) Supply of alcohol
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In all cases please complete boxes K, L and M.

E - Live Music

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

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

	No more than three stage/areas which includes a small permanent bandstand for performing musicians, choirs, orchestras, and other musical entertainers. Main Stage located in Flat Iron Square, small acoustic band stand stage on Red Cross Gardens, small performance are for community groups in Marlborough Sports Garden
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Standard days and timings for Live Music (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri	12:00	21:00
Sat		
Sun		

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

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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)

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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

F - Recorded Music

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

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

	No more than three stage/areas which includes a small permanent bandstand for performing musicians, choirs, orchestras, and other musical entertainers. Main Stage located in Flat Iron Square, small acoustic band stand stage on Red Cross Gardens, small performance area for community groups in Marlborough Sports Garden
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Standard days and timings for Recorded Music (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri	12:00	21:00
Sat		
Sun		

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

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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)

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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

G - Performances of Dance

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

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

	No more than three stage/areas which includes a small permanent bandstand for performing musicians, choirs, orchestras, and other musical entertainers. Main Stage located in Flat Iron Square, small acoustic band stand stage on Red Cross Gardens, small performance are for community groups in Marlborough Sports Garden
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Standard days and timings for Performance of dance (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri	12:00	21:00
Sat		
Sun		

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

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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)

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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

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

	Wacky Sports Day Surrey Docks Farm Maypole Dancing Street Dance Performers
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Will the entertainment take place indoors or outdoors or both? (Please read guidance note 3)

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

	Activities will be monitored by SIA security and stewards at all times. Activities will be placed in zoned areas. Activities will be managed by professional and risk assessed organisations.
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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	12:00	21:00
Sat		
Sun		

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

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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)

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3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

J - Supply of Alcohol

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

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

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri	12:00	21:00
Sat		
Sun		

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

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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)

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

	
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5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

7. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as the designated premises supervisor (Please see declaration about the entitlement to work in the check list at the end of the form)

Full name of proposed designated premises supervisor

First names	Nicola
Surname	Desmond

DOB

Date Of Birth	██████████
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Address of proposed designated premises supervisor

Street number or Building name	██████████
Street Description	██████████
Town	██████████
County	
Post code	██████████

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

Personal licence number (if known)	██████████
Issuing authority (if known)	Lambeth

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)

	There will be no adult entertainment, services or other entertainment that would raise
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	concern in respect of children.
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9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

L - Hours premises are open to public

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

7. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

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

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri	12:00	21:00
Sat		
Sun		

State any seasonal variations (Please read guidance note 5)

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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)

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M - Steps to promote four licencing objectives

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

	<p>SIA qualified security staff and voluntary stewards will be in place and marshalling flows as necessary. The layout of the festival facilitates crowd control with numerous egress points..</p> <p>The cleaning team will be engaged to ensure cleaning standards comply with Southwark standards</p> <p>SIA qualified security staff will be briefed to ensure objectives are maintained</p>
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b) the prevention of crime and disorder

	<p>In excess of 20 x SIA qualified security personnel will be deployed, while their primary function will be crowd control and manning of barriers which will have Hostile Vehicle Management in place. The prevention of crime and disorder will be managed in line within SIA guidelines. Organisers and security personnel will be in contact by closed circuit radio. There will be a focus on warning over petty theft such as pickpocketing.</p>
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c) public safety

	<p>Plastic containers will be used throughout the event, excessive alcohol consumption will be closely monitored by SIA trained staff and appropriate action taken. All stalls which are involved with the sale of alcohol clearly display Challenge 21 information and sign agreement to actively challenge under age sales, and keep a log of same challenges Full Paramedic and First aid teams deployed throughout the event with ability to deliver a patient to further facility while maintaining First Aid responder at the event.</p>
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d) the prevention of public nuisance

	<p>All noise sources aimed to face away from residential premises. All SIA trained personnel briefed and active on identifying noise nuisance and as part of their duties, actively monitor noise to identify nuisance on the perimeter of the event. Information stand staff briefed and able to deal with noise nuisance complaints. Contact us form from website is monitored throughout the event and on the day a telephone number to contact organisers will be provided.</p>
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e) the protection of children from harm

	<p>Lost Child and Vulnerable person policies in place. Which includes stewards handing out wristbands to the parents for the children to wear. Wristbands will allow the parent to write their mobile number, in case a lost child has been found.</p>
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Guidance note 10

Please list here steps you will take to promote all four licensing objectives together.

Please upload a plan of the premises

	
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Please upload any additional information i.e. risk assessments

	
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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)
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Home Office Declaration

Please tick to indicate agreement

	I am a company or limited liability partnership
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Declaration

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK.

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work.

I/We hereby declare the information provided is true and accurate.

I agree to the above statement

	Yes
PaymentDescription	, ,
PaymentAmountInMinorUnits	██████
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	Charlotte Gilsenen
Date (DD/MM/YYYY)	05/01/2022
Capacity	CEO Bankside Open Spaces Trust

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)	05/01/2022
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	Mary Trafford Marketing and Events Coordinator Bankside Open Spaces Trust Red Cross Gardens, 50 Redcross Way, London, SE1 1HA
Telephone No.	██████████
If you prefer us to correspond with you by e-mail, your email address (optional)	██████████

GUIDANCE NOTES

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.

14. This is the address which we shall use to correspond with you about this application.

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

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

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.

BANKIDE OPEN SPACES FESTIVAL

SITE MAP



- A Event Office/ Lost Children/ Security
- B Refuse/ recycling collection
- C Parking
- D Refuse/ recycling collection
- E Portaloos
- F First Aid
Emergency Exit
- G Main Music Stage
Superglad Programme
- H Acoustic Garden
Superglad Programme
- J Quiet Zone -
- K Vintage Market
- L Flat Iron Food Zone and Bar
- M Comedy/ Theatre in Omeara Club
- N Street Food/ Music/ Bar/ Tables
- O Street Food/ Music/ Bar/ Tables
- P Wacky Races/
- R Mobile Farm
- S Best in Dog Show
- U Marlborough Sports garden
- W Road closure points 1 - 6
- X Manned Pedestrian Entrances
- Indoor toilets
- Tables = 148 (x6 persons)
Seats = 888

EVENT MANAGEMENT PLAN

Event Name: Bankside Open Spaces Festival 2022
Event Date: Friday 3 June 2022, 12-9pm
Event Location: Union St, Redcross Way, Red Cross Gardens, Crossbones Graveyard & Marlborough Sports Garden, London SE1.

Aim and Objectives of the Event Management Plan

This plan is designed to bring together all of the elements of the event, held across multiple sites, into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which emergency management may be implemented
- to be a point of reference for all staff and the emergency services
- to be a record of responsibilities, briefings and incidents

CONTENTS

1. EVENT OVERVIEW
2. EVENT PERSONNEL
3. EQUIPMENT AND LOGISTICS
4. EVENT SAFETY
5. CROWD MANAGEMENT
6. TRAFFIC MANAGEMENT
7. FIRE SAFETY
8. FIRST AID
9. TOILETS
10. FOOD SAFETY
11. PROVISION OF ALCOHOL
12. WASTE MANAGEMENT
13. NOISE MANAGEMENT
14. COMMUNITY CONSULTATION
15. MARKETING & PUBLICITY
16. ENVIRONMENTAL IMPACT ASSESSMENT
17. ACCESS PROVISION INCLUDING DISABILITY
18. EQUAL OPPORTUNITIES

1. EVENT OVERVIEW

Event date and times

Date: Friday 3 June 2022

Arrival on site: 07:00hrs

Event starts: 12:00hrs

Event finishes: 21:00hrs

Depart Site: 23:59hrs

Set up start: Thursday 2 June 2022, 18:00-22:00hrs

Final break down: Saturday 4 June 2022, 21:00-23.59hrs

Event locations

An overall area comprising:

1. Union Street (Between Southwark Bridge Road and Borough High Street) SE1.
2. Redcross Way (Between Marshalsea Road and Southwark Street) SE1.
3. Red Cross Garden – 50 Redcross Way, SE1 1HA.
4. Marlborough Sports Garden - 27 Union St, SE1 1SD.
5. Crossbones Graveyard – Union Street, SE1 1TA.

-SEE APPENDIX 1 for Premises site plans

Event description

Bankside Open Spaces Festival is an outdoor community event, taking place in the Borough area of Southwark, aimed at bringing people together from the local area including residents, businesses and other local organisations.

The event will take place in three open spaces in close vicinity to each other, Red Cross Garden, Marlborough Sports Garden and Crossbones Graveyard, and along the adjoining Union Street and Red Cross Way.

Red Cross Garden will have live music on the bandstand; a tea and cake stall, a small bar selling alcohol and soft drinks; Workshops and craft activities on the grass.

Marlborough Sports Garden will have a covered seating area; a designated performance area where local groups will perform and run participatory workshops; a selection of sports workshops on the football pitch; seating and sand play equipment for children on the sand court; arts workshops and a free plant giveaway.

Crossbones Graveyard will be open for visitors and have a number of guided tour through the day.

	Joe Mayhook – RedcrossWay Jack Harrison – Marlborough Helen John - Crossbones	
Security Manager (Corporate Security Solutions)	Darryl O’Leary	
Red Cross Way Traffic Marshal	TBC	
Stage Managers 1. Flat Iron Square (Main stage) 2. Redcross Garden 3. Marlborough Sports Garden	TBC	

Paid Staff, including contracted crew

All contracted crew will be required to fill in an application form and have induction.
All BOST staff team to be inducted in the Event Management Plan, and H&S procedures.

Volunteers

Volunteers will be recruited through an application process and attend a pre-event briefing.
Volunteer duties will mainly consist of supporting the planned activities during event such as the plant giveaway rather than event production tasks.

-SEE APPENDIX 3 for staffing schedule **TBC**

3. EQUIPMENT AND LOGISTICS

Communications on site

Mobile phones, and 2 way radios for all SIA stewards and Event Manager.

Contractors

Market stalls

Ray Linge Market Stalls Limited
01268 697780
johnlast@raylinge.co.uk

Stage Hire & PA – Union Street

UK Stage Hire Ltd
Ipswich, Suffolk, IP6 0AB
01473 216321

PA Equipment – Marlborough Sports Garden

FX PA Hire
020 8746 2121 rentals@fxgroup.net

Access Tower Hire

YardLynk Ltd

+44 20 3642 5223

hire@yardlynk.com

Toilets

Portable Toilet Hire UK – can supply cleaning attendant

0208 594 3673

info@portabletoilethirelondon.com

Tables & Chair hire

Yahire

0207 112 8511

4. EVENT SAFETY

Generally the event security and stewards will be the first point of call for visitors, stallholders and volunteers will see. Security will possibly be the most visible and identifiable people directly linked to the festival. This means a majority of questions concerns and problems will be made to the security team. Having a number of static security points continuously manned throughout the day will save time and confusion chasing and tracking people down to answer questions.

Many general queries such as directions, timings, toilets etc can also be answered using the event programme brochure that will be handed out at the entrances. Anything that can't be answered and needs dealing with can be directed to the correct person.

This will be facilitated by the list of key event management contacts detailed in the event plan, which lists both mobile and radio contact details.

Security will also be briefed separately when deployed within particular locations

This will include anticipated disruption caused to local residents by road closures and parking Suspension. Security IC will also brief the team, as and when is needed in any location, as to how, security should manage the crowd, effective crowd management is an essential feature of any public safety strategy for medium to large-scale events. The deployment of qualified and experienced licensed SIA personal is vital to ensuring the safety of spectators and participants.

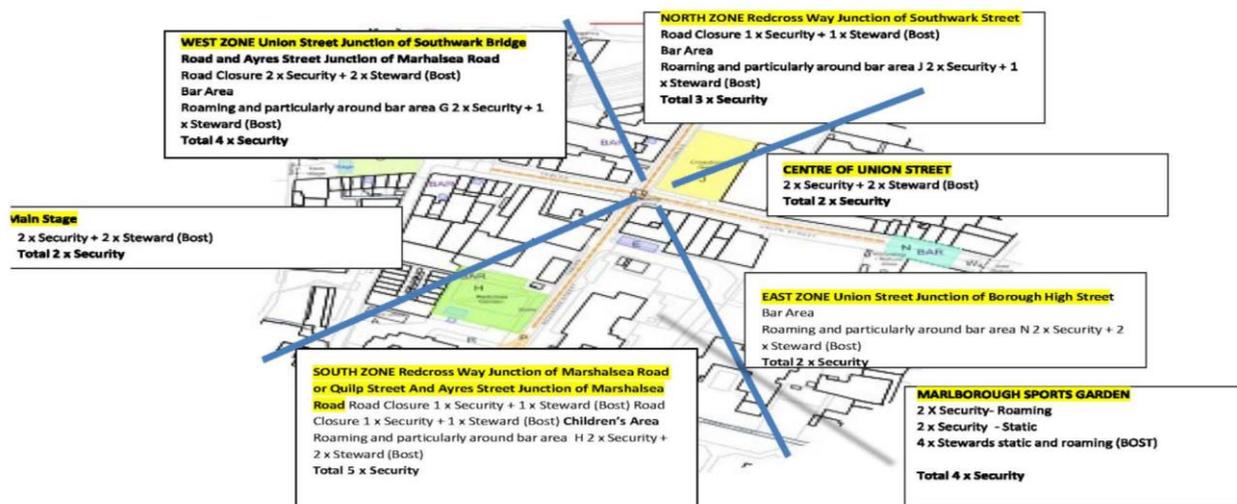
This will include:

- preventing and dealing with any crowd congestion areas by keeping the crowd moving.
- Dealing with public order and antisocial behaviour is managed. This will be key in
- ensuring that excessive alcohol is not consumed and that take away containers of
- alcohol are managed appropriately.
- Illegal or unauthorised stalls, strong focus on stalls that relocate and obstruct

- Emergency Access arrangements.
- Implementing road closures ensure all crowd barriers are in the correct locations.
- Fully understanding the location of any assembly points and areas of safety
- Ensuring emergency routes are kept clear from hazards at all times.

The Security IC will break their team down into small teams each team will be allocated a segment of the event map. Each team will have a team leader who will report back to the IC2 when and who is on refreshment breaks. The IC2 will report directly to that team leader with any commands.

SIA Security team plan with Stewards.(Subject to change and increase security staff)



A) 2 x Security will be on site during set up on Thursday 2 June, from 18:00-22:00.

B) All security staff will be on site from 10.00 on Friday 3 June.

1x Security Manager

2x Security Centre of Union St + 2 x Stewards (BOST) 2 x Security Main Stage + 2 x Stewards (BOST)
8 x Security Roaming 2 in each of the areas 5 x Security Permanent on Road Closures
2 x Security roaming and 2 x Static and 4 stewards (BOST) Marlborough Sports Garden.
TOTAL SIA LICENSED SECURITY = 22 MINIMUM

Timings: Security Manager (1) 08:00-21:30 = 13.5 hours

All Road Closure points from the start of the day to the end 08:30-22:00 13.5 hours x 4 = 54 hours.

-SEE APPENDIX 4 for Security Plan – To be Provided by Corporate Security Solutions.- DRAFT

-SEE APPENDIX 5 for event Risk Assessment

-SEE APPENDIX 7 for Volunteer Risk Assessment

-SEE APPENDIX 9 for Evacuation and Fire plan

-SEE APPENDIX 10 for Hostile Vehicle Management

-SEE APPENDIX 11 for Crowd Egress plan

Security and stewarding provision

Security will be provided by:

Corporate Security Solutions Ltd

58 Marsh Wall

Isle of Dogs

London, E14 9TP

02071172494

www.csssecuritysolutions.co.uk

Main contact:

Darryl O’Leary

07973812333

Child and vulnerable adult protection statement

The purpose of this policy statement is:

- To protect children and young people who attend the event from harm. This includes the children of adults who attend.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Bankside Open Spaces Trust

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

Festival Organisers:

Bankside Open Spaces Trust, Red Cross Garden, 50 Redcross Way, London SE1 1HA

www.bost.org.uk 020 7403 3393 info@bost.org.uk

- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people.
- Adopting child protection and safeguarding best practice through our procedures and code of conduct for staff and volunteers
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our procedures to manage any allegations against staff and volunteers Appropriately
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Lost child and vulnerable adult procedure

SEE APPENDIX 4 for Event Security Plan

SEE APPENDIX 11 – Evacuation and Fire Escape plan

5. CROWD MANAGEMENT

The SIA security team will ensure that:

- Members of the public in attendance will be managed and monitored to avoid unacceptable behaviour.
- Drug use will be strictly prohibited. Any person reported to the security team\ for drug use will be ejected from the venue with immediate effect and not permitted to return.
- Alcohol vendors will prohibit the sale of alcoholic beverages to minors and operate a Challenge 21 policy.

The security team will oversee access to and from the venue. They will also be responsible for monitoring guests numbers to avoid overcrowding. We will, under no circumstances allow more than the capacity of people into each of the venue at any point, during the event.

Should we reach capacity, security personnel will operate a queuing system outside the venues, being sure to not block pavements and pathways.

We will operate a staggered shut down with an aim for a slow dispersal of guests.

SEE APPENDIX 4 for Event Security Plan

SEE APPENDIX 6 for Dispersal plan.

SEE APPENDIX 11 for Crowd Egress Plan

6. TRAFFIC MANAGEMENT

Road Closure

Temporary Traffic orders will be in place from 18:00hrs on Thursday 2 June 2022 from until 22.00 on Friday 3 June 2022 to allow for safe production of festival. These will consist of a mix of hard road closure. The road closures are limited in order to allow resident and businesses to be able to park nearby to their premises. In order to avoid conflict from vehicles attempting to enter the closed areas from the south, north, west and east there will be advance warning signage in place in the four weeks prior to the event and a diversionary route will be fully signed posted.

Cyclists will be permitted to enter the site but must dismount. Disability scooters will not be affected as they are already permitted in pedestrianised areas.

Residents Parking

Parking bays will be suspended within the road closure area. Residents will be informed in advance through publicity for the event and in the weeks running up to by information letters being posted on vehicle windscreens. Residents with vehicles will be able to park their cars anywhere out of the zone, because restrictions will be outside normal parking times and a Bank holiday

Event vehicles and movement on site

Vehicles used for setting up and breakdown will only be allowed on site outside of festival opening times and no later/sooner than one hour before the festival activity starts and finishes for the public.

All vehicles on site will not be permitted to drive over 5mph, with hazard warning light switched on at all times.

A one way system with a set route of travel will be in operation at all times with named traffic marshals overseeing entrance and exits to the site. There will be only one entrance and one exit to the site for all vehicles.

Only prearranged vehicles and those displaying a vehicle pass as distributed by the Festival organiser will be allowed to enter the site. Traffic marshals will have a list of authorised vehicles and registration numbers to manage entry.

Emergency Access

All roads will be accessible to emergency vehicle at all times. Each area of the site has its own site managers and there will be stewards on hand to clear festival visitors and any event equipment of needed to allow access. Any event equipment near roads will be located on the pavements rather than in the road itself and be easily moveable such as chairs and table, rather than heavy infrastructure such as stage or music systems.

Transport

This is a local event, many participants are drawn mainly from local area, those beyond are well served by public transport.

-SEE APPENDIX 8 for Diversions and Parking plan

7. FIRE SAFETY

Prevention

High-risk areas include locations where electricity is being used, or cooking is taking place. No generators will be used on site. All stalls, which include cooking facilities, will be checked for adequate fire extinguishers.

All electrical and gas equipment must have recent safety certification.

All caterers will provide portable fire extinguishers, and fire points with CO2 fire extinguishers will be placed in clearly visible and central locations at each venue.

All staff and volunteers will be briefed to of the fire assembly points for each site.

In the event of a Fire

On discovering, a fire the Fire Brigade will be called on 999, and evacuation plan for the area implemented as detailed in the Evacuation and Fire Escape plan,

It is essential that, even if extinguished, any fire is reported to the Fire Brigade.

SEE APPENDIX 4 for Event Security Plan

SEE APPENDIX 9 – Evacuation and Fire Escape plan.

8. FIRST AID

UK Specialist Ambulance Service Ltd will provide professional first aid support and be on site from 11.00 – 21:00

They will provide 2 x Emergency Care Assistant crew and ambulance stationed on Redcross Way and 1 x technician with a vehicle on Marlborough Garden.

We also have trained First aiders on the staff team: Nicola Desmond, Joe Mayhook, Jack Harrison and Helen John.

The first aid points are shown on the map. First aid kits are located at the first aid point.

9. TOILETS

There will be 10 additional toilet facilities including 1 wheelchair accessible. Toilets are highlighted on three separate sites all shown on the event map.

In addition public houses and the church are also allowing the public to use their facilities. By the farm there will be outdoor hand cleansing points.

10. FOOD SAFETY

All food vendors have to complete a registration process before being allowed to trade and are required to provide copies of food hygiene certification, local authority registration, and public liability insurance. They must also provide evidence of appliance testing where relevant, as well as

bring a fire extinguishers and hand washing facilities. Vendors must remove all waste from site at the end of the event.

11. PROVISION OF ALCOHOL

Alcohol will be on sale in the event at 2 points – a small bar in Redcross Garden and a bar situated amongst the food stalls on Union street.

The festival bars will be managed by experienced bar provider, and be the Designated Premises Supervisor for the sale of alcohol, holding the required personal licence and will follow the Challenge 25 scheme.

12. WASTE MANAGEMENT

Bankside Open Spaces Festival will ensure that:

- We choose vendors and stallholders that meet event expectations in line with this document.
- Brief all stallholders and other event service providers about their role in helping to reduce waste.
- Arrange a number of clearly labelled waste bins and recycling bins.
- Pair one waste bin and one recycle bin (+ organics if provided) to make a bin station.
- Place bin stations at entry and exit points, food/beverage areas, high usage locations and 'back of house' for vendors' use.
- Organise waste contractors for collection.
- Advise all staff and volunteers of recycling arrangements and organics (if applicable).
- Provide information to the public prior to the event to bring their reusable items and throughout the event of what can go into each bin to reduce levels of contamination.

Our contractor for waste management and removal is Veolia at Red Cross and JunkClear at Marlborough Eurobins will be stationed in Red Cross Garden and Marlborough Sports Garden. Small onsite bins will be emptied hourly and bagged waste transported by trolley to Eurobins.

Waste Collection Locations

Waste contractor:

JunkClear Ltd.
Churchill Farm
Stubpond Lane
Newchapel
Surrey
RH7 6HU
01293 538555
07436 261918
info@junkclear.co.uk

13. NOISE MANAGEMENT

The primary source of noise at the Event will be a result of the music stages and PA systems. This is primarily focused on Flat Iron Square and Union Street.

The event will be working with established sound and production teams, and they will have a number of key indicators as to sound levels, primarily fed back to them from the SIA team. There will also be information points, where representations can be made and immediate action taken.

Speakers will be installed with consideration to directional noise, and monitoring will be undertaken by the Festival Manager throughout the course of the event using a sound meter.

14. COMMUNITY CONSULTATION

The Bankside Open Spaces Festival is supported by many local residents and businesses taking part in the event itself. The annual event is now well established having taken place over a number of years, so many people already understand the nature of it. Prior to the event flyers will be delivered to all residents in the immediate area.

There is a telephone number 0207 403 3393 that has been allocated for the public to contact the event on the day. The event does not undertake to publicise this number.

Six weeks prior to the event there will be posters located on:

- Union Street (East and West ends)
- Redcross Way, (South and North ends)
- O'Meara Street
- Ayres Street
- Flat Iron Square
- Redcross Gardens
- Cross Bone Gardens

Four weeks prior to the event, Signs will be placed at junctions of O'Meara Street, Union Street, Redcross Way and Ayres Street advising that these streets will be closed from Thursday 2 June 6pm through til 11pm on Friday 3 June 2022.

In the fortnight before Festival there will be an intensive flyer campaign on all vehicles parked in open access developments to publicise the road closure and offer

There will be public information points within the even. There will a programme brochure handout that includes event map and public safety guide.

The website will also have information about the event and this will be maintained as required in the run up to the event and during the event.

15. MARKETING & PUBLICITY

The main source of marketing for the event will be via BOST's social medial ad mailing list, and via event participants sharing publicity through their own social media channels.

The event will be advertised in local (Southwark) news outlets , and London wide in Time Out and other London focused listings websites.

There will also be printed flyers and posters distributed locally to residents and businesses and installed at points in the area.

16. ENVIRONMENTAL IMPACT ASSESSMENT

Bankside Open Spaces Trust will ensure that:

- On site volunteers will be responsible for the removal of all waste created on site by the event. Waste disposal will be provided for all visitors and volunteers will be responsible for picking up and disposing of any litter created inadvertently by visitors to the site.
- Where possible, all vendors and subcontractors will be encouraged to use recycled materials for any products, including food and beverages sold on site.
- All caterers and vendors will be made aware of the need to remove any waste from the site, including any oil or liquid byproducts of the catering provisions. No oils or liquids will be disposed of on the site.
- We will use our event marketing to encourage those attending the event to walk, cycle or use public transportation.

Sanitary provision

- 6 portaloos, equipped with necessary sanitary ware (soap, disinfectants, paper towels and toilet paper) will be provided in Redcross Way.
- 2 portaloos, equipped with necessary sanitary ware (soap, disinfectants, paper towels and toilet paper) will be provided in Marlborough Sports Garden.
- 1 disability access toilet is available in Red Cross Garden.

17. ACCESSES PROVISION INCLUDING DISABILITY

Site access to parks and gardens will be via the ramped main entrance to the Marlborough Sports Gardens and Crossbones Graveyard site. Red Cross has a flat entrance and paths on site, although recent gravel bonding on the floor surface may cause difficulty for some wheel chairs to move freely, and stewards need to be vigilant for any users experiencing difficulty.

It should be noted that access to the sand court area is not possible for wheelchair users. However, there is ramped access to the side of the sandpit, allowing visual access to the exhibit housed there.

The remainder of the site is on the street and accessible by usual means in public areas.

Layout of stage, all activities and all vendors have been designed such that wheelchair use will not be a barrier throughout the event.

Although the portaloos provided on the day will not be wheelchair accessible, there is an accessible toilet on the Red Cross garden site just down the road at 50 Redcross Way, London SE1 1HA which will be clearly sign posted. All volunteers will be briefed to direct those requiring access.

18. EQUAL OPPORTUNITIES

Bankside Open Spaces Trust will make every reasonable effort to ensure that all staff and volunteers are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

We are committed to secure a safe working environment in which all staff, volunteers and visitors are treated with respect and dignity. Each individual has the right to work and take part in an event that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment and sexual harassment.

Sexual harassment

For the purposes of this policy, “sexual harassment” is defined as unwelcomed sexual requests for sexual favours, other verbal or physical conduct of a sexual nature and such conduct has the purpose or has an effect to the individual’s work performance, employment status or creating an intimidating, hostile or offensive working environment.

Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favours; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that shows hostility or aversion towards an individual because of his or her race, colour, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, interfering with an individual’s work performance, or otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes using slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or circulated in the workplace at any time via e-mail, phone (including voice messages), text messages, social media or by any other means.

Equal employment opportunity

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, colour, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

Reporting an Incident of Harassment, Discrimination or Retaliation

We will encourage the reporting of any perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. We encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request to be discontinued.

Complaint Procedure

Individuals who believe they have been the victims or believe they have witnessed such conduct should discuss their concerns with the organising team and event Manager. We guarantee that the individual's personal information will be kept confidential.

We encourage the prompt reporting of complaints or concerns so that rapid and constructive action can be taken immediately. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

SEE APPENDIX 1 – Premises site map

SEE APPENDIX 2 - Event Schedule and running order TBC by event team

SEE APPENDIX 3 - Staffing plan TBC by event team

SEE APPENDIX 4 - Security Plan – including lost child procedure TBC by event security team

SEE APPENDIX 5 - Risk Assessment

SEE APPENDIX 6 – Dispersal plan.

SEE APPENDIX 7 – Volunteer risk assessment

SEE APPENDIX 8 – Diversion and parking

SEE APPENDIX 9 – Evacuation and Fire plan

SEE APPENDIX 10 – Hostile Vehicle Management Plan

SEE APPENDIX 11 – Crowd Egress Plan