

11/02/2021

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

Ref No. 1618992

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

	Magic Sound Limited
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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

Premises trading name

	MIK K-Pop Festival
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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	Southwark Park, South Section
Address Line 2	Hawkstone Road
Town	London
Post code	SE16 2PE
Ordnance survey map reference	
Description of the location	Southwark Park
Telephone number	██████████

Applicant Details

Please select whether you are applying for a premises licence as

	a person other than an individual (limited company, partnership etc)
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If you are applying as an individual or non-individual please select one of the following:-

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

Personal Details - First Entry

Name	Magic Sound Limited
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Address - First Entry

Street number or building name	16 First Floor
Street Description	Ingestre Place
Town	London
County	
Post code	W1F 0JJ
Registered number (where applicable)	07433425

Description of applicant (for example, partnership, company, unincorporated association etc)	A limited company
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Contact Details - First Entry

Telephone number	[REDACTED]
Email address	[REDACTED]

Operating Schedule

When do you want the premises licence to start?

	01/06/2021
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If you wish the licence to be valid only for a limited period, when do you want it to end?

	30/09/2023
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General description of premises (see guidance note 1)

	<p>Southwark Park is a South London park in the London borough of Southwark that covers an area of 25 hectares. The park is divided into two distinct areas the North End and the South End of the park.</p> <p>MIK K-Pop Festival will take place in an area in the South End of the park across the central green space in front of the café and lake. The event takes up approximately 19% of the park and will take place over a Saturday and Sunday over one weekend between June and September annually.</p> <p>The perimeter of the site is grassland. All public paths will be maintained during the build and break period of the event and an access route will be maintained through the park during the event days. Vehicular and pedestrian access to the event will be through the parks existing network of internal roads and paths, served by access points around the park's perimeter. The event will be built in phases to minimise disruption to local residents.</p> <p>Consultation will take place the park management team and park assets will be protected.</p> <p>The park is well served by public transport routes including the underground, rail, overground and bus network and is linked to a number of cycling routes.</p>
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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.

	10000 to 14999
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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)

	a) plays
	b) films
	e) live music
	f) recorded music
	g) performance of dance

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.

A - Plays

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

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

	Plays may be performed in a temporary structure such as a marquee, between 12:00 and 22:00. Associated voice and music may be amplified.
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Standard days and timings for Plays (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	12:00	22:00
Sun	12:00	22:00

State any seasonal variations for performing plays (Please read guidance note 5)

	The event may take place between June and September each year. The event date will be agreed at least four months before the event each year.
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Non standard timings. Where you intend to use the premises for the performance of plays 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.

B- Films

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

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

	The showing of films, including short films, may be performed in a temporary structure such as a marquee and take place between 12:00 and 22:00. Film may be amplified.
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Standard days and timings for Films (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	12:00	22:00
Sun	12:00	22:00

State any seasonal variations for the exhibition of films (Please read guidance note 5)

	The event may take place between June and September each year. The event date will be agreed at least four months before the event each year.
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Non standard timings. Where you intend to use the premises for the exhibition of films 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.

E - Live Music

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

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

	Live music, including performances by DJs, may take place between 12:00 and 22:00. Performances may be amplified.
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Standard days and timings for Live Music (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		

Wed		
Thur		
Fri		
Sat	12:00	22:00
Sun	12:00	22:00

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

	The event may take place between June and September each year. The event date will be agreed at least four months before the event each year.
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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)

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

	Recorded music, including performances by DJs may be performed between 12:00 and 22:00. Recorded music may be amplified.
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Standard days and timings for Recorded Music (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		

Sat	12:00	22:00
Sun	12:00	22:00

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

	The event may take place between June and September each year. The event date will be agreed at least four months before the event each year.
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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)

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

	Performances of dance may be performed between 12:00 and 22:00. Accompany music may be amplified.
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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		
Sat	12:00	22:00
Sun	12:00	22:00

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

	The event may take place between June and September each year. The event date will be agreed at least four months before the event each year.
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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.

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		
Sat	12:00	21:30
Sun	12:00	21:30

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

	The event may take place between June and September each year. The event date will be agreed at least four months before the event each year.
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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	Harry
Surname	Feigen

DOB

Date Of Birth	
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Address of proposed designated premises supervisor

Street number or Building name	

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

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

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (Please read guidance note 9)

	NA
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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		
Sat	12:00	22:15
Sun	12:00	22:15

State any seasonal variations (Please read guidance note 5)

	The event may take place between June and September each year. The event date will be agreed at least four months before the event each year.
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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)

The applicant is an experienced event promoter and organiser of major events including outdoor music events, festivals and large-scale events across London in parks and other public spaces.

The applicant has a highly experienced management team and long-term working relationships with expert specialist contractors to provide the professional services, infrastructure and equipment to deliver highly professional and safe events.

Planning of the Events

The applicant is applying for a time limited Premises Licence to operate for two days to take place between 1 June and 30 September in 2021, 2022 and 2023. The event will usually be scheduled to take place in July but may be adjusted annually with agreement from the Licensing Authority. The event will take place on a Saturday and the immediately followed Sunday over one weekend each year to facilitate the MIK K-Pop Festival.

Notice of the proposed event days will be provided by the Premises Licence Holder to the Licensing Authority and the Responsible Authorities annually no less than four months or such other period as may be agreed by the Licensing Authority. Notice will be provided to the Licensing Authority and the Responsible Authorities.

The Premises Licence Holder will liaise with the Licensing Authority and with their agreement attend the Safety Advisory Group (or other body nominated by the Licensing Authority) to present an Event Management Plan for each event each year.

The Event Management Plan shall be presented to the Safety Advisory Group in a draft, working document form, no later than 3 months prior to the date of the first event day. The Safety Advisory Group will be provided with details of the planning for the event and will be a forum to scrutinise the plans.

A final version of the Event Management Plan will be submitted to the Safety Advisory Group no later than 28 days before the first event day. Any significant changes to the final version of the Event Management Plan in the 28 days before the event shall be proposed to the Licensing Authority, in consultation with the Responsible Authorities.

The Event Management Plan shall comprise, but not limited to:

- Event Management Structure
- Event Risk Assessment
- Site Plan
- Construction Phase Plan, Risk Assessments & Method Statements
- Fire Risk Assessment
- Major Incident Plan (including counter terrorism measures)
- Security & Crowd Management Plan
- Medical Risk Assessment and Plan
- Adverse Weather Plan
- Children & Vulnerable Adults Safeguarding Policy
- Transport Plan
- Alcohol Management Plan
- Waste Management Plan
- Health & Safety Policy
- Alcohol and Drug Use Policy
- Coronavirus Risk Assessments & Controls (as required)

Management of the Event

The Premises Licence Holder will appoint an Event Manager who will lead an Event Management Team. In addition, the Premises Licence Holder will establish both an Event Control and an Event Liaison Team to operate during events, made up of representatives of the Event Management Team and representatives from or nominated by the Safety Advisory Group. The Event Management Structure will set out the responsibilities of the Event Management Team and be included in the Event Management Plan.

The Premises Licence Holder will have overall responsibility to implement the Event Management Plan during the operation of the event. The Event Manager will manage the operation of the event in accordance with the Event Management Plan with the involvement of the Event Liaison Team. Changes to the Event Management Plan during the event shall be made with the consent of the Event Liaison Team and nominated representatives from the Licensing Authority and Responsible Authorities if

	<p>agreed and required.</p> <p>Any authorised officer of the London Metropolitan Police, authorised officer of the London Fire Brigade, authorised officer of London Borough of Southwark, and any authorised officer of the Child Protection Agency shall have access to the premises at all reasonable times for the purposes of enforcing the observance of the licence conditions, for the prevention and detection of crime and criminal activity, the prevention of public nuisance, public safety and the protection of children from harm.</p> <p>The Premises Licence Holder will organise a debrief of the event to take place with the Licensing Authority and Responsible Authorities, within a Safety Advisory Group meeting within three months of the date of the last event of each year.</p> <p>Engagement with residents and businesses</p> <p>The Premises Licence Holder is committed to ongoing engagement with key stakeholders to Southwark Park, residents and local business and has begun a process of engagement with local residents, businesses and elected officials through established networks, existing organisations and direct outreach. The aim is to establish effective routes to engage that will be carried out annually to provide information and receive feedback. A website will provide specific information for local residents and businesses including contact details.</p>
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b) the prevention of crime and disorder

	<p>Working with the Police</p> <p>The Premises Licence Holder will liaise with the Metropolitan Police Service on procedures, crime prevention advice and other guidance as required including counter terrorism measures</p> <p>The Metropolitan Police Service will be notified at the earliest opportunity in the case of any incidents of serious crime and disorder where an intervention is required to maintain wider public safety.</p> <p>Security Planning</p> <p>Suitable and experienced security and crowd management contractors will be appointed. The appointed contractor will hold relevant industry accreditation. The appointed contractors will be required to prepare a Security & Crowd Management Plan accompanied by appropriate risk assessments and method statements to be included in the Event Management Plan.</p> <p>A Security & Crowd Management Plan will be included within the Event Management Plan. The plan will contain measures as follows:</p> <ul style="list-style-type: none"> • To deter and prevent crime and disorder • To detail the security arrangements to keep attendees, staff, performers safe and secure • To detail the security arrangements for protecting assets within the premises including infrastructure, stages, equipment, etc. • To detail the security arrangements to prevent unauthorised access to the premises • To detail the procedures for managing exclusion and eviction from the premises • To set out procedures for managing incidents of disorder and antisocial behaviour <p>All staff appointed by the Crowd Management & Security contractor to work on the event will hold a relevant qualification and have experience. The contractor will be required to provide details of all staff deployed on the event.</p> <p>Security Operation</p> <p>Security personnel will be present throughout the event and during the period during the build and break of the event site.</p> <p>All security and stewarding staff will receive a briefing from the appointed Security & Crowd Manager prior to each event. All security and stewarding staff will be easily identifiable in high vis jackets.</p>
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Security staff will be deployed in sufficient numbers for each event based on an assessment of attendance. Deployment schedules for full, medium and low capacity events will be included in the Event Management Plan.

Entry to the premises for the event will be managed by SIA staff employed by the security contractor. Security staff will be briefed on the entry conditions and any relevant policies or procedures for each event including any event specific requirements.

Entry conditions will be notified to patrons on the event website and shall be displayed outside of the premises which can be seen on entry. Information regarding searching policies and Challenge 25 shall also be displayed at entry points into the premises.

An incident reporting and recording procedure will be in place, details will be included within the Event Management Plan. All entry refusals and evictions will be recorded by Event Control. A copy of the Event Control log and an Incident Log will be maintained and made available for inspection by the Licensing Authority or an authorised office of the Metropolitan Police Service on reasonable request.

Searching on Accessing the Premises

Patrons, staff and contractors will be liable to search on access to the premises. The purpose of searching is to deter and prevent prohibited items from entering the premises.

Details of the search policy and procedure will be included within the Event Management Plan as part of the Security & Crowd Management Plan.

All relevant security staff will be briefed on the search procedures prior to each event. The briefing will include details of the conditions of entry and details of prohibited items.

We will provide amnesty bins at entrances. Items surrendered or confiscated will be held by the Security & Crowd Manager in accordance with procedures agreed with the Metropolitan Police. Disposal will follow procedures agreed with the Metropolitan Police. A log will be maintained of confiscations, seizures and disposals. It will be maintained by the Security & Crowd Manager and be made available inspection by the Licensing Authority and Metropolitan Police on reasonable request.

Controlling Access Within the Premises

A system of secure ticketing and accreditation will be in place. Only patrons in possession of a valid ticket will be allowed access to the premises. Access points will be controlled by registered Security Industry Association staff employed by the security contractor.

Staff, contractors, volunteers, visitors, artists and guests will be required to wear a form of secure accreditation within the premises. Access to accreditation will be the responsibility of the Premises Licence Holder. Accreditation will designate access to restricted areas within the premises. All access points will be controlled by registered Security Industry Association staff employed by the security contractor.

Effective Communication

The Premises Licence Holder will ensure there is an effective means of two-way communication in place. This may include but not limited to mobile phones, two-way radios and other wireless and wired communications systems. General event communication will be managed by Event Control.

Reducing the Risk & Harm From Drugs

A drugs policy will be included within the Event Management Plan. Illegal drugs and psychoactive substances will be prohibited items. Possession for personal use or supply may result in refusal of admission to or ejection from the premises and a report to the Metropolitan Police. Suspected possession for supply will be reported to the Metropolitan Police.

Anyone under the influence of illegal drugs or psychoactive substances who is vulnerable will be managed through the process set out in the Children & Vulnerable Adults Policy included within the Event Management Plan.

Preventing Underage Alcohol Consumption

	<p>The Premises Licence Holder will operate a Challenge 25 policy. Bar staff will require a valid proof of ID from any patron seeking to make a purchase of alcohol for themselves or anyone else appearing to be under 25. The only acceptable forms of identification are recognised photographic identification cards such as a driving licence, passport or proof of age card with the PASS hologram. If a person seeking alcohol is unable to produce an acceptable form of identification no sale or supply of alcohol shall be made to or for that person.</p> <p>Each bar will be managed by a Personal License Holder. All bar staff will undertake mandatory licensing training before operating at a bar. A record of this training and those attending will be kept by the appointed bar operator(s) and be made available for inspection to the Licensing Authority. All bar staff will be over 18.</p> <p>Patrons unable to provide a valid proof of age will be refused service and a record of the refusal kept.</p> <p>Lost Property</p> <p>Lost property will be handed to Event Control and a log of the items handed in will be kept. Where information about the owner is available the customer services team will make attempts to contact the patron and return their item. Patrons will be provided with a contact email address for lost property.</p> <p>Counter Terrorism Measures</p> <p>The Premises Licence Holder recognises the risk from acts of terrorism and will liaise with the Safety Advisory Group and the Metropolitan Police to assess risk and put in place reasonable and proportionate measures to reduce risk. Risk assessments, measures and plans in the event of a major incident will be included in the Event Management Plan.</p>
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c) public safety

	<p>Premises Capacity</p> <p>The maximum capacity applied for is for 14,999 including all patrons, guests, staff, contractors and artists.</p> <p>Health and Safety</p> <p>The security of the Licensed Premises and the safety of persons within it under the Licensing Act 2003 will be the responsibility of the Premises Licence Holder during the period of licensable activities on the site each year.</p> <p>A suitably experienced and qualified Health and Safety Consultant will be appointed. The Health and Safety Consultant will undertake risk assessments and produce appropriate method statements that will be included within the Event Management Plan.</p> <p>The Health and Safety Consultant will review the Event Management Plan including all the associated appendices and annexes and make recommendations to the Premises Licence Holder regarding any additions and amendments. The Health and Safety Consultant will review risk assessments and method statements of suppliers and contractors and make recommendations to the Premises Licence Holder regarding any additions and amendments.</p> <p>The Health and Safety Consultant will attend site during the build and break of the event. They will monitor and assess the implementation of safe working practices and method statements. They will advise the site management and production team on any changes or improvements.</p> <p>The Health and Safety Consultant will attend the event as appropriate and be a member of the Event Liaison Team. They will provide advice and guidance to the Premises Licence Holder on the operation of the event relating to the health and safety of patrons, guests, staff, contractors, traders and artists.</p> <p>Managing Crowds</p>
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The Premises Licence Holder has overall responsibility for crowd management safety. The Security & Crowd Manager will prepare a Security & Crowd Management Plan that will be included in the Event Management Plan. The aim of the crowd management operation is to:

- Maintain a safe environment for members of the public, staff, contractors and artists working at the event.
- Ensure only authorised ticket and pass holders gain access to the relevant areas.
- Monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues.
- Oversee the safe ingress and egress of the event including in the event of an incident or major incident.

The premises will be designed and laid out to manage the flow and movement of crowds accessing, leaving and within the premises. Infrastructure will be deployed to support the management of crowds including queues and fencing to secure areas to prevent access. Lighting will be provided to illuminate entry and exits, including emergency exits, ingress and egress routes and to facilitate safe movement within the premises.

Security and stewarding staff will be deployed throughout the premises to facilitate ingress and egress and to prevent access to the premises of those without authority to gain access.

Major Incidents and Evacuation

A Major Incident Plan will be included within the Event Management Plan. The Major Incident Plan will be discussed and agreed with the Safety Advisory Group and will include details of coordination with the emergency services and how the premises will be evacuated to agreed rendezvous points. The Event Management Plan will contain the contact details of those nominated by the Premises Licence Holder to manage any major incident.

The Major Incident Plan will include details of the routes to access the premises for emergency service vehicles and personnel.

First Aid and Medical Provision

The Premises Licence Holder will appoint a suitably qualified and experienced medical and first aid contractor to provide services at the event. The contractor will undertake a risk assessment for the event and produce a Medical Management Plan both of which will be included in the Event Management Plan. The medical and first aid contractor will attend the Safety Advisory Group meetings and liaise with the London Ambulance Service.

The medical and first aid contractor will position resources on site for the event that are accessible. Personnel will be in attendance prior to the start of the event and remain until the event has been finished and stand down has been agreed by the Event Liaison Team.

Records of all medical and first aid decisions and treatment provided will be maintained by the medical and first aid contractor. Information will be provided to the Premises Licence Holder in the form of a log without providing confidential patient information.

Provision and Management of Sanitation

The Premises Licence Holder is responsible for management of sanitation at the event. Sanitation facilities will include the provision and maintenance of adequate numbers of toilets, urinals and accessible toilets for patrons, staff, contractors, traders and artists based on an assessment of requirements.

A constant supply of clean water, or alternative hand cleansing sanitiser will be maintained at all sanitation positions throughout the event.

COVID-19

A Coronavirus Risk Assessment and Controls Plan will be provided to the Local Authority and Responsible Authorities as required. This will be based on the latest government guidance and advice.

Fire Safety

The Health and Safety Consultant or another suitably qualified person will undertake a Fire Risk Assessment on behalf of the Premises Licence Holder. The Fire Risk Assessment will be contained within the Event Management and Safety Plan and discussed with the Safety Advisory Group.

Fire safety equipment, including portable firefighting equipment, fire notices and other resources will be located at appropriate locations throughout the premises and clearly signed.

All floor coverings, wall coverings, curtains, drapes, fabric, artificial or dried foliage, decorations and filling materials used in furnishings supplied and used will carry flame retardancy certification to the relevant British Standards or will be inherently flame retardant. The details of all such materials will be held on site and will be available for inspection by London Fire Brigade.

The siting of all vehicles, generators, tents, marquees, dressing rooms etc. will be arranged so as to provide fire breaks. All food, bar and other traders are required to provide fire safety risk assessments and will be checked when onsite by the Health and Safety Consultant.

Fire Exits and Means Of Escape

Fire exits will be provided at designated points around the perimeter of the premises and within any structures erected or used for the event. All means of escape and fire exits will be clearly signed. Exit capacities will be calculated and contained within the Fire Risk Assessment contained within the Event Management Plan.

Security and stewarding staff will guide all patrons, staff, contractors and artists to designated places of safety away from the premises and identified on the Site Plan and within the Fire Risk Assessment contained within the Event Management Plan.

LPG Used by Traders

Traders requiring the use of LPG will be required to bring the minimum necessary quantity to site and provide a notification to the Event Manager that they have LPG equipment. A register of the location of LPG equipment and containers will be maintained within the Site Office. All LPG storage locations will be secure and with no public or unauthorised access. These areas will all be designated as 'no smoking' areas.

All traders will be required to provide Gas Safe certification for their LPG equipment. All equipment will be subject to periodic inspection during the events by the Health & Safety Consultant.

Pyrotechnics and Special Effects

Some limited use of pyrotechnics and special effects may take place during the event. In the event these are to be used an experienced and competent contractor will be employed to undertake an assessment and manage the use of these. The contractor will be required to provide risk assessments, method statements and demonstrate compliance with all the necessary regulations and legislation and this documentation will be reviewed by the Health and Safety Consultant.

It will be a condition of contract with the operator that they are only used in compliance with the relevant legislation. This will be expanded on in the Fire Risk Assessment. All details of proposed pyrotechnics will be sent to London Fire Brigade and the Licensing Authority for approval in advance of the event.

The Health and Safety Coordinator will be in direct liaison with London Fire Brigade and the pyrotechnic contractor and will carry out an additional check once any pyrotechnics are installed to check compliance with agreed positions and the effects list.

Temporary Structures

The Premises Licence Holder will appoint suitably experienced and qualified suppliers and installers of temporary structures. Copies of plans and any necessary calculations will be submitted to the London Borough of Southwark, including Building Control as required or requested.

	<p>The Site Manager and Health and Safety Consultant on behalf of the Premises Licence Holder will take all reasonable steps to ensure any temporary structures are suitable for their intended purposes and installed in accordance with the contractor's plans. Installation and completion certificates will be provided by the relevant contractor prior to their use and copies will be held on the Site Office for inspection on request by the Licensing Authorities.</p>
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d) the prevention of public nuisance

	<p>Resident Information and Complaint Service</p> <p>A dedicated resident information and complaint phone line and email service will be established. Residents and local businesses will be able to use the service to report their concerns regarding noise, antisocial behaviour, litter, etc.</p> <p>Information about how to use the service will be provided to local residents via a leaflet drop to properties within an agreed vicinity from the premises. The phone line and email service will be staffed throughout the duration of event. The email service will be staffed throughout the duration of the build and break of the event. A log will be kept of call communications received via the phone and email service along with a record of any actions taken. The log will be made available for inspection by the Licensing Authority on reasonable request.</p> <p>Management of Noise</p> <p>Notices shall be prominently displayed at all exits of the event for patrons to leave the area quietly in respect of the needs of local residents and businesses.</p> <p>An experienced acoustic consultant will be appointed to develop and monitor a robust Sound Management Plan that will be included in the Event Management Plan. The Sound Management Plan will contain the maximum music noise levels permitted at agreed noise sensitive locations and the acoustic consultant's management strategy and measures to control music noise levels during the event.</p> <p>The acoustic consultant will assess the positioning of sound sources pre-event and liaise with the Licensing Authority's sound consultants throughout the event. Sound checks will take place the day prior to the event as well as on the day of the event. Times for these checks are to be notified in advance.</p> <p>The acoustic consultant will be available throughout the duration of the event, as required, and will have complete authority to ensure compliance with the Sound Management Plan. They will hold regular meetings with representatives of the Licensing Authority as required.</p> <p>The sound amplification systems will not be used after the permitted hours of entertainment on any night of the event for the relaying of music or other content or for any purpose except for emergency announcements relating to public order and safety.</p> <p>No deliveries to the site shall take place between the hours of 23:00 – 07:00. There shall be no noise audible at the nearest noise sensitive premises from construction or similar works associated with the set up or dismantling of the site outside of 08:00 – 20:00.</p> <p>Traffic and Transport Management</p> <p>The event will emphasise and promote the environmental benefits of walking, cycling and the use of public transport to all patrons. Car use will be discouraged and there will be no patron parking on site, except for some limited Blue Badge parking.</p> <p>A Transport Plan will be developed and included in the Event Management Plan and agreed with the Safety Advisory Group. Due to the central location of the site and no parking it is not expected there will be significant impact on public transport and the road network. Key transport bodies including but not limited to Transport for London and London Overground, London Buses will be consulted in advance of the event.</p> <p>The Premises Licence Holder will work with the London Borough of Southwark and Transport for London on the provision of cycle parking.</p>
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	<p>Managing Dispersal</p> <p>Dispersal routes from the premises will be agreed with the Safety Advisory Group and the details included in the Event Management Plan. Exit routes will be well lit, clearly signed and stewarded where required.</p> <p>Dispersal routes will be designed to minimise disruption to local residents. Signage will be provided asking patrons to minimise noise and disturbance. SIA security staff will be positioned as required to reduce the risk from any potential antisocial behaviour and ensure there is no gathering of patrons in areas likely to cause nuisance or disturbance.</p> <p>Managing Waste and Litter</p> <p>The Premises Licence Holder has set high environmental standards for the event and is operating to a 'leave no trace' approach to the management of waste. A Waste Management Plan that will include litter, waste from traders, bars and production activities will be included in the Event Management Plan. The plan will include litter picking services and the removal and management of all waste generated by the event including ingress and egress routes to and from the premises. Waste removed from site will be undertaken by a certified operator and all waste will be tracked.</p> <p>A responsive litter picking service will be provided to deal with any local resident or business complaints about litter arising from the event.</p> <p>Reducing Light Pollution</p> <p>The Premises Licence Holder will take all reasonable steps to minimise pollution from light sources associated with the event. Light sources will be directed inwards towards the premises and on ingress and egress routes for public safety.</p>
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e) the protection of children from harm

	<p>Safeguarding of Children and Vulnerable Adults</p> <p>A Safeguarding of Children and Vulnerable Adults Policy will be included in the Event Management Plan and discussed with the Safety Advisory Group. All members of the Event Liaison Team will be briefed on the safeguarding measures and all operational staff will follow the procedures set out in the policy.</p> <p>No alcohol will be served for consumption of young people under the age of 18 and a Challenge 25 policy will operate at all bars.</p> <p>Welfare for Children and Vulnerable Adults</p> <p>A welfare service will be provided for children, including lost and unaccompanied children and vulnerable adults. Welfare providers and those with significant access to children and vulnerable adults will be subject to a Disclosure and Barring check. A Lost Children policy will be included in the Event Management Plan and discussed with the Safety Advisory Group</p> <p>Admission of Children</p> <p>Children under the age of 16 will be allowed access to the Licensed Premises if accompanied by a responsible adult aged 18 years or over.</p> <p>Children shall remain the responsibility of their responsible adult at all times.</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

	KPOP-V1c-LICENSED-BOUNDARY-PROUD-LAYOUT-PAGE-A1-3.pdf
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Please upload any additional information i.e. risk assessments

	[REDACTED]
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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)
--	---

Home Office Declaration

Please tick to indicate agreement

	<input type="checkbox"/> I am a company or limited liability partnership
--	--

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	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
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	[REDACTED]
Date (DD/MM/YYYY)	10/02/2021
Capacity	Event Production Company

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)	10/02/2021
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	Proud Events Ltd FAO [REDACTED] [REDACTED] [REDACTED]
Telephone No.	[REDACTED]
If you prefer us to correspond with you by e-mail, your email address (optional)	[REDACTED]

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.

MIK K-Pop Festival

Event Safety Management Plan

Event Dates:

24 & 25 July 2021*

*[*2021 subject to final decision on dates – an event may be run in July to September depending on park availability and COVID-19 restrictions]*

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Privacy Statement

This document has been prepared by Proud Events Ltd on behalf of MIK K-Pop Festival.

The information contained within the document should be treated by all recipients as private and confidential and for their professional use in connection with the delivery of the MIK K-Pop Festival only. It should not circulate without the express permission of either Proud Events or MIK K-Pop Festival (Proud Events as the controller of the data within this document should be notified).

This document is stored on a secured cloud service and is shared electronically with authorised users. Authorised users of this document may print physical copies only if they ensure that copies are kept securely and securely disposed of once the event has been completed.

This document contains the names, job titles and contact details of MIK K-Pop Festival and professional personnel involved in the delivery of the event. This is deemed necessary for the planning and delivery of the Event. Every recipient of this document has a duty to treat this information as confidential and not to circulate it without the express permission of Proud Events or MIK K-Pop Festival.

Anyone wishing to have their details removed from this document should request this via email with 'Data Request' in the subject to [REDACTED]

Legal Entities

MAGIC SOUND LTD incorporated and registered in England and Wales with company number 07433425 whose registered office is at 5th Floor, Horton House Exchange Flags, Liverpool, L2 3PF (**Promoter**).

PROUD EVENTS LIMITED incorporated and registered in England and Wales with company number 09339730 whose registered office is at Belgrave House, 39 – 43 Monument Hill, Weybridge, Surrey, KT13 8RN (**Event Producer**).

Document Location

This document may be requested from

Proud Events Ltd

[REDACTED]

Email [REDACTED] with 'MIK K-POP ESMP 2021' in the subject area

Key Contacts

Name	Role	Organisation	Email & Phone
[REDACTED]	Festival Director	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	Promoter and Director	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	Event Manager	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	Site Manager	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	Director of Events	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	Production & Stage	[REDACTED]	[REDACTED]

	Management		
	Health & Safety Advisor		
	Culture and Events Manager		
	Senior Events Officer		
	Event Operations Officer		
	Parks Manager		
	Principle Environmental Protection Officer		
	Environmental Protection Team Leader		
	Principle Environmental Health Officer		
	Principle Enforcement Officer		
	Metropolitan Police Safety Advisory Group Lead		
	London Ambulance Safety Advisory Group Lead		
	Transport for London – London		

	Underground		
██████	Transport for London – London Underground	██████	████████████████████
██████	Transport for London – NMCC Events Coordinator	██████	████████████████████
██████	Head of Arena Security & Crowd Management	██	████████████████████ ████████████████████
██████	Head of External Security & Crowd Management	██████	████████████████████ ████████████████████
██████	Medical Manager	██████	████████████████████ ████████████████████
██████	Noise Management Consultant	██████	████████████████████ ████████████████████
██	Waste Management Provider	██	██
██	Bars Manager	██	██
██	Concessions Manager (food and retail)	██	██

MIK K-POP Festival

MIK K-Pop Festival is a new outdoor festival coming to Southwark Park in July 2021 showcasing international talent born out of the Korean Pop movement (K-Pop) which is now a popular music and entertainment genre. The K-Pop movement attracts audiences who are young, diverse, progressive and socially aware. Southwark Park will be the perfect home for the new event which it's diverse population and good access to public transport, walking and cycling facilities.

K-Pop's emerging popularity within the UK has been growing over the past decade and over the year's partners of the event, Magic Sound, have produced a number of shows at indoor institutions such as the O2 and Wembley Arena. MIK K-Pop Festival will be the first of its kind in the United Kingdom taking on a traditional festival format in a public park in comparison to indoor arenas previously seen.

It has been a devastating year for the event's industry with majority of events being cancelled, or postponed, due to the Covid-19 Pandemic. MIK K-Pop Festival will be a welcome boost to Southwark's local economy.

- Providing a safe and accessible live event for local residents
- Assist local social, economic recovery and regeneration
- Support community wellbeing through the production of a professionally managed event
- Support local events and hospitality businesses that have been hit heavily by the pandemic
- MIK K-Pop Festival Impact Assessment Report can be found in Appendix 25 of this Event Management and Safety Plan.

MIK K-Pop Festival will take place over the 24th & 25th July 2021, dates subject to change, with the build and break happening in the days on either side of the event. Entertainment will consist of two stages of live music showcasing Korean Pop and Chinese Pop acts known internationally around the world. The music entertainment across the two stages will be concurrent allowing for stage production change overs between performances and acts. There will be amenities such as food concessions, bars and merchandise too at the event.

MIK K-Pop Festival is a two stage event that will require a free flowing site and is being planned as such. We understand that the current guidance in regards to social distancing and the spread of COVID-19 is that all events must operate strictly under two metre social distancing however in the unlikely event that social distancing is required by the time of the event in 2021 MIK K-Pop Festival will not go ahead. We do however understand that it is likely there will be additional measures that will be outlined by the Government that events have to put in place to operate and have provided a COVID-19 secure risk assessment as part of this Event Management and Safety plan demonstrating our understanding and acceptance of the responsibilities event organisers have in putting on events at this time.

The COVID-19 Controls (Appendix 6a) will be reviewed and updated periodically throughout the planning phase of MIK K-Pop Festival to reflect the changing legalisation and guidance in regards to the spread of COVID-19.

It is crucial that as much employment and economic benefit remains within the local community as possible. Proud Events has overall responsibility for producing the events and will work with local businesses where possible to secure a local supply chain.

The following areas of work are London based businesses and freelancers:

- Operational Management
- Site Management
- Event Medical Provision
- Event Security
- Bar Operators
- Customer Service Team – All locally recruited

We have undertaken a cautious Economic Impact Assessment using the DCSM supported tool from eventsIMPACTS. This indicates a direct economic impact from the events in London of £672,345.50 and 17 full team equivalent jobs that would be delivered to a large number of freelance and casual workers currently impacted by the pandemic. The full Economic Impact Assessment report can be found in Appendix 25 of this Event Management and Safety Plan.

Coronavirus and Events

This document will reference, where required, appropriate COVID-Secure measures to ensure that the event is fully compliant with all current UK Legislation, Guidelines and Industry Guidelines (Event Industry Forum and Purple Guide COVID-19 supplementary guidance) surrounding the control of transmission of the virus.

It is recognised that the circumstances surrounding COVID-19 are in a constant state of flux. Reference to specific UK legislation, regulations and guidance surrounding COVID-19 must be noted alongside the date of the document. Where there is an update to legislation which impacts the management of the Event, this will be updated for re-distribution as soon as possible.

COVID-19 Overview

The landscape surrounding the COVID-19 pandemic is in a constant state of flux. As a result, the UK government is frequently updating emergency legislation dependent on changing circumstances.

With this in mind, as Event Organisers, it is difficult to plan controls specific to legislation that likely does not exist and will be subject to several changes.

This document will reference the legislation correct to this date, but where this is prohibitive of Mass Gatherings taking place, it must be acknowledged that the Event is due to take place in July 2021 and the plans detailed within this document rely on restrictions being lessened.

As mentioned in the section above, if social distancing is a requirement for mass gatherings in July 2021, the event will not take place in it's current format due to the impossibility of successfully implementing social distancing at a music festival.

The sub-sections below detail the Regulations and associated Guidance which are most relevant to the Event.

UK Government Regulations

The Health Protection (Coronavirus, Restrictions) (No.4) (England) Regulations 2020

Coming into force on 05/11/2020, the National Restrictions applicable to the entire of England. These Regulations expire at the end of the period of 28 days beginning with the day on which they come into force.

Under the updated regulations, The Health Protection (Coronavirus, Restrictions) (No.4) (England) Regulations 2020 prohibit gatherings of more than 2 people.

It is not considered appropriate, at this stage, to refer to the restrictions detailed within these regulations placed on Mass Gatherings, as they are due to change imminently (written 19/11/2011) and will not be applicable to the Event itself.

However, previous updates of The Health Protection (Coronavirus, Restrictions) (No.2) (England) Regulations 2020 have designated specific Exemptions for Events and Event Organisers that have carried out a risk assessment which would satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999, whether or not the gathering organiser or manager is subject to those Regulations.

In addition, Event Organisers must take all reasonable measures to limit the risk of transmission of the coronavirus, taking into account the Risk Assessment and any guidance issued by the government which is relevant to the gathering.

This document will seek to explore a range of Covid-Secure Controls suitable to the Event format, which may be altered depending on the prevailing circumstances in July 2021.

COVID-Secure Procedures

All information contained below is correct to the UK Government legislation and guidelines as of 19/11/2020. Please note that as previously stated in this document, given the frequent

change of the guidelines this information may become quickly outdated but will updated periodically.

A number of procedures are being developed by Proud Events to ensure that safety of staff and the general public remains paramount during the continuing circumstances surrounding COVID-19.

Procedures as stated within this document and associated documents have been developed in line with the current UK Government legislation, Event Industry Forum Guidelines and Purple Guide COVID-19 Supplementary Guidance for event organisers.

Proud Events are duty bound under the Health and Safety at Work Act 1974 and the associated Management of Health and Safety at Work Regulations 1999 to protect their employees from harm, so far as is reasonably practicable.

It is noted that it is not possible to reduce the risk of transmission to absolute zero, and therefore the controls implemented seek to control the risk of transmission to the lowest acceptable risk.

Please refer to the Risk Assessment (Appendix 6b), available as a separate document, for a comprehensive detailing on the Covid-Secure controls.

An overview of procedures is as follows. This is not exhaustive nor complete at this stage (19/11/2020);

Venue	
Controlling Access to the venue	<p>Venue perimeter defined using steel shield fencing. Single access point controlled within Southwark Park.</p> <p>The area around the main entrance will be reviewed to ensure that those who are waiting to enter the venue are able to Social Distance as required by the UK Government at the time of the Event.</p> <p>Space used outside the event site for queuing should be available and safe. External queues should be managed safely to make sure they do not cause a risk to individuals, other businesses or present additional security risks.</p> <p>PE will ensure the welfare of security & stewarding personnel overseeing entry and exit and close contact</p>

	<p>security screening processes, with consideration to staff rotation, contactless security equipment, avoiding face to face contact and Face Covering and additional protective equipment requirement.</p> <p>A staggered exit process following the event will be implemented to reduce congestion on exits.</p>
Social Distancing within the event site	<p>Social distancing will not be enforced within the venue, however, there is ample space within the venue so that individuals can seek areas of lower occupancy should they wish.</p>
Ticketing & Refunds	<p>All tickets will be purchased in advance to ensure that NHS Test and Trace data can be captured. Tickets will not be permitted to be resold to prevent inaccurate data.</p> <p>The event organiser should make refunds available to ensure anybody experiencing symptoms is not motivated to attend the event due to not securing a refund.</p>
NHS Test and Trace	<p>PE will maintain a record of their ticketing data as standard. This will act as a data record to support the NHS Test and Trace service.</p> <p>Upon purchase of tickets, all ticket holders must declare that they will not attend the Event if they display any COVID-19 symptoms and/or are required to self-isolate.</p> <p>Contact data will be collated for the following parties:</p> <ul style="list-style-type: none"> - All workers, crew and contractors - All visitors – local authority, emergency services etc. - Artists & touring crew - Guestlist <p>The use of the NHS COVID-19 application will be encouraged at all entry points to the event site.</p>
Hygiene	

Sanitary Facilities	<p>Numbers of sanitary facilities on site will be reviewed in line with the expected occupancy numbers at any peak time.</p> <p>Toilet facilities must include hand washing facilities and not hand sanitiser as is sometimes found. Hand Soap must be filled frequently with hand drying facilities also available within the provisions.</p> <p>One way queuing systems may be appropriate for the on site sanitary facilities. This will be reviewed in due course in line with Site Plan reviews.</p>
Hygiene ‘Stations’	<p>Hygiene Stations will be placed around the event site to allow for staff and members of the public to use Hand Sanitiser.</p> <p>Attendees will be encouraged to come prepared with Hand Sanitiser in the first instance.</p> <p>Signage to be installed to all key areas that reinforces the message of Social Distancing, Good Hygiene Standards and the appropriate hand washing technique.</p>
Enhanced Cleaning	<p>‘High touch’ areas will be subject to a frequent cleaning regime. Areas such as Toilets, Entry Barriers etc will be included in a cleaning rota with each area documented as cleaned.</p> <p>Waste receptacles must be emptied frequently to avoid over spilling.</p> <p>Shared equipment, such as radios, will be discouraged and where they are swapped over at the end of the day, they will be disinfected as part of the cleaning regime.</p>
Face Coverings	<p>All persons will be required to wear Face Coverings where this remains mandated by UK Legislation.</p>
Staff and Contractors	

<p>Site Inductions</p> <p>Check-in</p>	<p>All staff and contractors will be sent an online Site Induction, including a Health Questionnaire, to complete prior to attending site. There will be no on site induction, other than Tool Box talks where required, to reduce gathering larger crowds of staff for briefings.</p> <p>All staff and contractors must sign in when arriving on site prior to starting work in order to maintain a comprehensive log of persons to support the NHS Test and Trace Service.</p>
<p>NHS Test and Trace</p>	<p>See above.</p>
<p>‘Bubble’ Working</p>	<p>Where possible, staff will work in smaller groups or ‘bubbles’ in order to avoid multiple contacts throughout the period of the live event.</p>
<p>RAMS</p>	<p>All Contractors must submit their RAMS, as standard, to the Health & Safety Advisor for review ahead of undertaking any work on site. This must include all COVID-Secure procedures and controls that the company has put into place.</p>
<p>Offices</p>	<p>Where staff are required to work in temporary offices during the Event, the offices will be set up so as to allow adequate social distancing. Desks will be placed back to back or side to side where possible.</p> <p>Where this is not possible, screens may be placed in between stations.</p>
<p>Meetings/Briefings</p>	<p>Non-Essential meetings by staff within the event site will be discouraged and the use of mobile phones/radios and other electronic devices to communicate will be encouraged. PE to review quantity of radio channels in order to avoid overuse of key channels which must remain open for efficient Event Management.</p>

Face Coverings	<p>Staff and Contractors will be required to wear Face Coverings where this remains mandated by UK Legislation.</p> <p>All staff and contractors will wear Face Coverings during the live event where this remains mandated by UK Legislation.</p>
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Introduction to Magic Sound Ltd

Magic Sound Ltd is a Registered Company (no. 07433425) trading as MIK K-Pop Festival. The Event Organisers, Magic Sound Ltd will be the commercial contracting body, project management and the key point of coordination between the event management team, production team and talent.

Magic Sound Ltd, also known as Magic Sound Entertainment, is owned and operated by [REDACTED] and are the only UK based promoter of K Pop and Asian music in the Country. The organisation has staged numerous sell out shows at the O2, Wembley and Eventim Apollo and are looking to bring the Korean Pop phenomenon to the festival format in 2021.

[REDACTED] will appoint Ipex Productions to manage the stage production of MIK K-Pop festival. Ipex Productions is the production company used for all Magic Sound shows and is also owned and operated by [REDACTED].

Introduction to [REDACTED]

[REDACTED] is the founder of London outdoor events Field Day, Cross the Tracks and The Mighty Hoopla and is partnering with Magic Vision Media to bring you the first ever MIK K-Pop Festival.

[REDACTED] is a leading promoter and experienced Festival Director in the outdoor festival and concert market with a trusted and tested supply chain. In addition to his festival work [REDACTED] co-founded XOYO in 2010, a club and live music venue in Shoreditch, and conceived and launched Winterville first staged in Victoria Park in 2014. The five week winter festival moved to Clapham Common in 2017 and now attracts more than 250,000 each year.

Introduction to Proud Events Ltd.

Proud Events Ltd has been appointed by the Promoters to design, plan and manage the operations and site for MIK K-Pop Festival reporting to [REDACTED] as Festival Director.

Established in 2014 the company is owned and operated by [REDACTED] [REDACTED] who between them have over 50 years of experience working in the live events industry.

Proud Events design, deliver and manage events in green field and urban locations, including major city centres. Their work includes work on some of the UK's major festivals, creating temporary touring arenas in stadiums and greenfield locations for leading international artists and designing and operating concerts in unique and protected locations.

They have a long track record delivering community events including the delivery of Brixton Splash and UK Black Pride. Prior to the establishment of Proud Events, [REDACTED] both had major roles delivering Pride in London, [REDACTED] as Event Director, overseeing the design, delivery and operation of the Capital City's second largest one day event requiring the management and closure of much of Central London.

Proud Events are rightly proud of our safety record, stakeholder engagement and providing events to clients that build a platform for long term success.

About This Plan

Proud Events Ltd has prepared this Event Safety Management Plan on behalf of MIK K-Pop Festival, with the support of specialist event advisors, and as part of the planning process to support the safe and successful operation of the Event.

The Event Safety Management Plan is part of how the MIK K-Pop Festival demonstrates its commitment to meet the objectives of the Licensing Act 2003 and its obligations in ensuring the health, safety and welfare of the event visitors and of everyone involved in the event. It has been shared with the licensing authorities in the planning stages of the event and is used as the operational plan for the delivery of the event.

About the Event

The Premises

Southwark Park, Gomm Road, London, SE16 2RX

Event Dates and Timings

24th & 25th July (Subject to change)

Saturday	12:00 – 22:00
Sunday	12:00 – 22:00

**All dates and timings subject to change*

Summary of the Event

The event will take place on Saturday and Sunday the 24th & 25th July 2021 at Southwark Park. The Event Organisers will operate the event under their own Premises Licence granted by licensing authority the London Borough of Southwark.

The event will operate between 12:00 and 22:00 each when the park is open to the public. The event will be held within a perimeter fence which the general public shall not have access to unless they hold a valid ticket to the event. A public path will be maintained from Carriage Drive to Lower Road throughout Southwark Park so that local residents are not obstructed from using the park for travel however the Avenue towards Dilston Grove, accessed from Jamaica gate into Carriage Drive, to the west of the site will be held within the event’s perimeter over the live event days only for customer ingress, egress and to act as the blue route for the emergency services.

Restrictions on access and management of vehicle movements within the park itself throughout the entire event period will be subject to discussion and agreement with local stakeholders.



Public paths that remain open within Southwark Park shall be managed carefully and the event organiser shall provide Risk Assessments and Method Statements for the movement of vehicles and acceptance of deliveries in public areas.

The Festival Director, [REDACTED], has appointed [REDACTED] from Proud Events to act as Designated Premises Supervisor on their behalf for the duration of the event.

Venue and Site Design

The main event site is located in Southwark Park, London, in the south end part of the park. The site is fully contained within the park which the general public will have access to during the day time when the park is open to the public. All works carried out within the park will be managed within safe working spaces created by Proud Events which the public will not have access to.

The event site will comprise of the below areas.

- The main event arena: The main arena will be held within the main area of grassland on the south end of Southwark park and shall consist of two stages, that shall operate at opposing times, public bars, food concessions, merchandise stands, medical and welfare areas and toilet compounds. Stages will be positioned to cause the least amount of impact for local residents regarding noise pollution.
- Main entrance/queueing lanes: The main entrance for customers will be in to the park via Jamaica Gate leading on to Carriage drive and immediately right down the Avenue towards Dilston Grove where they shall access the north east of the main event arena. This area will be fenced off from the general public on only the event days and will be available to use during the build and the break. Customers will access the main event arena via the north east end of the site. Queueing pens will be created off the Avenue to manage queues in the event that customers arrive early to the site. Additionally pedestrian walkways can be created on external pavement routes to the side and a hold and release queueing system in the North End of the park if required as a last resort.
- The production compounds: Behind the two stages there will be production compounds, which shall sit on temporary trackway, for staging trucks, offices, artist cabins, and a boneyard. Vehicles and plant shall be kept in the production compounds when not in use which shall access via the temporary trackway off the public path. The production compounds shall be connected by an internal trackway road to create a secure link between the performance areas. The compounds will have no public access and entry to the compound will always be managed by site security.
- Production Car Park: Only essential vehicles such as production vehicles, trucks and ambulances shall have access to the production compounds. All other vehicles shall be parked at the Hawkstone Gate car park.

A full site plan can be found in the appendices of this document.

The site has been designed to provide a location in which the audience can enjoy the entertainment in a safe and comfortable atmosphere, and to ensure that the health, safety and welfare of those within the site is safeguarded. Consideration has been given to the local residents surrounding the site.

The main areas for consideration are space for the audience to enter and exit the site, front of stage capacities, suitability of exit routes in the event of an emergency, the positioning of temporary structures, support facilities, vehicle access, rendezvous points, surrounding communities, road networks and the logistics of the build and break period.

Event Capacity

The ticketed event capacity for 2021 is 14,999 persons.

It is estimated that there will be circa 200 members of staff involved in the live event – this is made up of production, artist liaison, concessionaires, security & stewards, medical, bar staff, merchandise, cleaners etc.

The total available space within the event site is 22,500 sq/m.

Allowing a 20% reduction of this total to reflect the event infrastructure, gives a revised total of 18,000 sq/m available.

Assuming a typical crowd density of 0.5 sq/m per person across the event site, this give us a total holding capacity of 36,000 persons. In the event that the entire audience is located at the main stage for the headline act then the required space for audience viewing using this average density would be 7,500 sq m.

It is anticipated that crowd densities will be much higher (2-5 persons per sq/m) in certain areas of the event site, such as, the front of stage barrier, but we have assumed the lower crowd density for safety planning purposes. Lower density areas within sightline of stages and screens will be available for persons who wish to observe some social distancing.

Each emergency exit (with the exception of the main entrance) will consist of two heras fencing panels with the capability to be fully opened. Each panel is approx. 3.5m, therefore each emergency exit will be a total of 7m. Emergency exits will be located to permit the crowd to exit the arena in several directions into the surrounding park and beyond.

Main Entrance – 10m (discounted)

Exit 1 – 7m

Exit 2 – 7m

Exit 3 – 7m

Exit 4 – 7m

Total available emergency exit width: 28m

Assuming a flow rate of 80 persons per meter per minute, with a target evacuation time of 7.5 minutes, this gives us a total emergency exit capacity of:

80 persons x 28m x 7.5 minutes = 16,800 persons

As you can see from both figures above, the event site can safely accommodate a capacity of 14,999 persons.

Travel & Transport

The event series will be promoted as car free events. Messaging will be included to discourage the use of private cars and make it clear that there is no facility or capacity for parking on or near the events. Walking and cycling will be encouraged. Southwark Park is directly connected and adjacent to a number of cycling routes C4, C14, Q14.

The premises are extremely well served by public transport. The park has underground and overground stations in each direction including Surrey Quays, Canada Water, London Bridge, Bermondsey and South Bermondsey. In addition the park is accessible on numerous bus routes (1, 47, 188, 199, 225, 381, 395, P13).

It is estimated from previous experience and due to the events central London location that somewhere in the region of 80 – 90% of guests will use public transport to attend the event. We have undertaken consultation with Transport for London and designated that the preferred stations to be marketed to event guests will be Canada Water, Bermondsey and London Bridge which hold sufficient resource for the expected numbers.

Agreed travel routes, including cycle clear ways, will be marketed to customers via the event's website, social media, wayfinding signage and stage screens onsite for egress. Stage screen content can be updated live.

Planning will take place with taxi providers to pinpoint appropriate drop off and collection points that minimise disruption to local residents and businesses.

A separate security contractor, SFM Security Consultants, has been appointed to manage egress of the event site and will have the specific responsibility of managing customers on egress including managing customer behaviour, customer flow and having a security presence at the local transport hubs as designated above. SFM Security Consultants will also have a presence in Transport for London's control room to communicate directly with the event organiser during egress and coordinate teams accordingly.

A Traffic and Transport Plan will be provided in this Event Management and Safety Plan which

will cover off SFM Security Consultants deployment schedules and Operating Procedures, see appendix 18.

Access

MIK K-Pop Festival is committed to delivering an event that is accessible for all and work to silver status charter of Attitude is Everything. This includes, but is not limited to the below provisions.

- Accessible information, booking system and personal assistant tickets
- Priority parking for blue badge holders at the main festival site
- Accessible toilets
- Accessible routes through the event site
- Adequate signage for those with impaired hearing and/or vision
- Level access counters on all public bars and concessions
- Viewing platforms
- Access training to all staff members

Access to and from the Event including Emergency Access

Access to and from the site, including the routes to be used to bring people into the site or exit them from it, including in emergencies has been access. These are detailed in: Appendix 5 – Site Plan.

Rendezvous points have been agreed with the emergency services and are also indicated on the site plans in the Major Incident Plan see Appendix 11.

Availability of Services

There are reasonable facilities for the general public in close proximity to the event for use prior to and after the event. Adequate welfare facilities will be provided on site for the audience, staff and contractors.

Outline Planning & Event Schedule

Date (time frame)	Output/Outcome	Period/Phase
October	Delivery of ESMP - draft	Planning

November/December	Safety Advisory Group & Key Stakeholders Consultations	Planning
January	Submission of Premises Licence Application	Planning
January - July	Ongoing consultation with Safety Advisory Group & Key Stakeholders	Planning
February	Event Announced	Planning
w/c 12 th June	Delivery of ESMP - final	Planning
16 th July	Site Build	Build
23 rd July	Site Sign Off	Build
24 th July (12:00)	Gates Open for public	Live Event
24 th July (22:00)	Gates Close for public	Live Event
25 th July (12:00)	Gates Open for public	Live Event
25 th July (22:00)	Gates Close for public	Live Event
26 th July	Site Break	Breakdown
29 th July	Site Hand back	Breakdown
August/September	Full Event Review	Debrief

Strategic Policy, Event Objectives & Venue Licensing

The Event Organiser undertakes to deliver and manage MIK K-Pop Festival in accordance with the objectives of the Licensing Act 2003, the London Borough of Southwark's licensing policy and all relevant health, safety and environmental legislation.

Venue Licensing

The license for the event is to be held by the Event Organiser and granted by the London Borough of Southwark. In addition, as the venue owner the London Borough of Southwark will issue an event permit to operate the land to the event organiser, see **Appendix 3** – Event Licence. It is understood that the existing premises licence in place is not appropriate for use for the event and a Premises Licence application will be submitted in due course.

This Event Safety Management Plan has been prepared by MIK K-Pop Festival to support the objectives and conditions of the licence and the safe delivery and management of the event.

Community Engagement

The Event Organiser is committed to minimising the impact of the event on local residents and the business community. Proud Events will lead resident and business engagement with the aim of providing advance information about the event so that local residents and businesses can prepare and where necessary provide their feedback.

In the pre-application consultation, the event organisers have consulted with Southwark Council's Cabinet Member for Jobs, Culture and Skills, the Ward Councillors for the area and neighbouring areas, the Safety Advisory Group for events, the Events and Parks teams for the Borough and reached out to the Friends of Southwark Park. A copy of the Consultation Report can be found in the appendices of this document, see Consultation Report – Appendix xx.

In the next phase wider consultation will commence and consultation will be opened up to local residents in the area through a series of online Zoom meetings. These meetings will commence in February during the consultation period and will be advertised through local leaflet drops, public notices at the park and through the interested parties of Southwark Park.

Key information that shall be shared will include operational detail such as measures put in place to minimise traffic, parking, noise and litter. In addition to this the Event Organiser shall detail benefits to the park and local community including potential opportunities to get involved and any schemes created to bring funding to the area.

When the event is building and live a local residents line will be shared for any complaints that may occur during the event. When a complaint is made via the local residents line it will

be logged with the Event Control team onsite as well as any actions or follow up conversations that happened to manage the complaint and/or incident.

Ecology and Tree Protection

As part of the pre-application consultation the event organiser met with the local ecology officer and tree protection team for the park to review plans and vehicle access routes for the event.

No concerns were raised on presentation of the draft plans however it was recommended that Nesting Bird and Bat Roost assessments be completed by the event organiser closer to the time so any findings can be factored into the management plans. It was concluded it was unlikely these surveys would generate issues for the event due to placing of the event being within the tree canopy of the site however should be completed for confidence.

The tree protection team will conduct a site visit with the event organiser in the spring to review site plans and placement of temporary roadways installed by the event for vehicle access however were satisfied the event organiser were taking necessary precautions to protect the trees and green space of the park.

An environmental risk assessment / impact assessment will be completed by the event organiser (Appendix 19 – Environmental Impact Assessment).

Requirements of the 2003 Licensing Act

The license for the event will be applied for in due course and will be granted specifically for this event. The licence will be held by the event organiser and is likely to be limited to a specific period. The London Borough of Southwark will grant permission to operate MIK K-Pop Festival to the event organiser via the Safety Advisory Group when satisfied during the planning of the event.

The Designated Premises Supervisor will be appointed to [REDACTED] for the duration of the event.

The Event Organiser will have in place systems, measures and resources to (in so far as reasonably practicable) to:

- Prevent instances of crime and disorder
- Prevent nuisance to the public
- Ensure the safety of the public
- Protect children and vulnerable persons from harm

MIK K-Pop Festival recognise a safe and successful event requires a team approach and have appointed appropriately qualified and experienced advisors and suppliers to support planning

and delivery. In addition, the Event Organisers will work closely with all relevant agencies and stakeholders to achieve the aims and objectives of the licence and conditions.

MIK K-Pop Festival are committed to the safety of attendees, staff and contractors, and recognise that this shall be a result of the safety of the event space and the management arrangements implemented and take all reasonable steps to ensure that the event site is free from undue risks to the health, safety and welfare of attendees and working personnel.

Prevention of Crime and Disorder

MIK K-Pop Festival is committed to crime prevention. Contractors shall work in close liaison with officers of the Metropolitan Police in terms of evidence gathering and the sharing of intelligence.

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies. All issues arising outside the licensed area and will be the responsibility of Metropolitan Police and measures will be taken to minimise the impact through a full consultation process with the local authority.

Detailed policies and plans are in place and attached to this ESMP for:

- Crowd Safety Management Plan – Appendix 12
- Alcohol Management Plan – Appendix 15
- Children & Vulnerable Adults Procedure – Appendix 14

Key principles for meeting the licensing objectives are as follows:

- Suitably qualified, registered and experienced stewards will be employed to control access to the premises and will patrol the event to prevent crime and public disorder
- Searches will be conducted and will be an advertised condition of entry to the premises
- Challenge 25 will operate within the premises
- Only alcohol purchased on the premises to be consumed on the premises
- All drinks will be served in plastic and all bottle caps will be removed prior to sale
- No alcohol will be allowed to be taken outside the event site
- All communications between management shall be carried out via a two-way radio system as laid out in the Communications Plan (Appendix 9)

Prevention of Nuisance to the Public

Events impact on a local area and communities and all reasonable effort is taken to minimise the impact through effective communication, planning and management during the event.

Detailed policies and plans are in place and attached to this ESMP for:

- Crowd Safety Management Plan – Appendix 12
- Alcohol Management Plan – Appendix 15
- Waste Management Plan – Appendix 17
- Sound Management Plan – Appendix 16

Key principles for meeting the licensing objectives are as follows:

- Providing advance notification where appropriate and practical
- Reducing the impact of noise and disruption to close or noise sensitive premises
- Providing a means of contact to raise concerns and complaints
- Reducing the impact from litter and waste in the area immediately surrounding the event
- Effective management of queues and dispersal of attendees

Noise Sensitive Buildings

The event site is located in Southwark Park in close proximity to residential areas and properties. Sound management will be strictly controlled, and the event will only operate within the licensed times.

A sound management consultant has been appointed for the events and a Sound Management Plan details the measures in place to manage and monitor noise. The Sound Management Plan is Appendix 16. The sound management consultant has liaised with the London Borough of Southwark's Environmental Health department on all aspects of the sound management including integrating information regarding the audio specification to ensure plans are adequate for the control of sound levels and direction.

For the duration of the build noise will be kept to day time working hours of 08:00 to 20:00 and noise disruption will be kept to a reasonable minimum.

For the live events there will be some planned recorded music which will be agreed with the London Borough of Southwark in advance. All noise conditions of the licence will be met, and noise will be kept within the licensable hours of the licence.

A telephone number will be made publicly available to local residents to allow for complaints to be made about noise levels. A log will be taken of any complaints received and actions undertaken.

Ensuring the Safety of the Public

Delivering an event that is safe is the Event Organiser's primary priority. Effective planning, assessing and mitigating risk and the development of the ESMP all are key actions contributing to the delivery of a safe event.

Detailed policies and plans are in place and attached to this ESMP for:

- Major Incident Plan – Appendix 11
- Crowd Safety Management Plan – Appendix 12
- Medical Plan – Appendix 13
- Alcohol Management Plan – Appendix 15
- Adverse Weather Plan – Appendix 22

Key principles for meeting the licensing objectives are as follows:

- All key activities will be risk assessed and appropriate control measures will be implemented as far as reasonably possible to reduce and mitigate identified risks
- A suitably qualified and experienced event medical provider will be appointed who will undertake a risk assessment, develop and implement an event medical plan with appropriate levels of resource
- Access to the event and exit from it will be managed so as to ensure the event remains within assessed capacity limits
- Access for Emergency Vehicles will be maintained around the licensed premises for the duration of the event
- Exit capacities will be calculated in accordance with industry standards and guidance on capacity taking social distancing into account and the support of the relevant emergency services.

The Protection of Children and Vulnerable Persons from Harm

The event will operate a strict policy that any children under the age of 16 must be accompanied by an adult to attend the event. MIK K-Pop Festival recognise the importance of protecting children from harm and considerations have been made within the risk assessment in order to protect children during the event. The operation of this will be undertaken by the onsite stewarding and security team.

- Safeguarding teams will be required to undergo a CRB check to work onsite.
- A managed, restricted access area will be provided for the welfare of lost children and vulnerable adults and staffed by trained and appropriately checked staff.
- Age restrictions and limitations will be displayed as required at relevant points across the event site.
- Queues into the event site and congested areas will be adequately resourced by the safeguarding and welfare teams.

- Search teams will work alongside the safeguarding and welfare teams in relation to access into the event.
- Challenge 25 will operate at all points where there is sale of alcohol.
- All sales of alcohol will be authorised by a personal license holder who will be present on each bar at all times.
- All personal license holders will only operate under the permission and authority of the Designated Premises Supervisor.
- All bar staff will be subject to license training prior to the start of the event or shift.
- There will be no nudity involved in any event.
- Suitable and sufficient first aid facilities and welfare facilities shall be provided.
- Requirements for accompanying adults where children are under the age of 16 will be enforced as required.
- A strict Lost Children and Vulnerable Adults procedure will be followed in the event this situation occurs onsite (Appendix 14 – Children and Vulnerable Adults Procedure).
- Found children will be accompanied by two members of staff.
- No food or drink, except water from a sealed bottle, will offered to children whilst in temporary care.

The policy and procedure for dealing with lost children and/or vulnerable adults are attached to this ESMP:

- Children & Vulnerable Adults Procedure – Appendix 14

Health and Safety

Throughout the Event Safety Management Plan and Risk Assessment, specific reference is made to meeting the above licensing objectives. These objectives will take priority alongside the other important health and safety considerations outlined in the Event Safety Management Plan and Risk Assessments.

The outdoor event industry and the organisers of this event are committed to producing an event that has taken all reasonable and necessary action to protect the health, safety and welfare of all those taking part. The meeting of the above licensing objectives and those outlined in the Event Safety Management Plan and Risk Assessment will play a role in achieving that aim.

The Event Organiser will present their plans to the Safety Advisory Group and will consult the Multi Agency Planning meeting facilitated by the London Borough of Southwark.

Monitoring Safety Performance

Monitoring is essential to maintain and improve health and safety performance. There are two ways of generating information on safety performance:

- Active monitoring systems give feedback on safety performance before an accident or incident happens. We will achieve active monitoring by carrying out inspections of the contractors on site during the build- up and breakdown and by checking the contractors' safety method statements for carrying out work against their actual work on site.
- Reactive monitoring systems are triggered after an accident or incident has occurred. They include identifying and reporting injuries, ill health, other losses such as damage to property, incidents with the potential to cause injury, and weaknesses or omissions in safety standards.

Auditing and Reviewing Safety Performance

An audit of the safety performance will be carried out on completion of the event so that any problems in the planning and organisation can be identified, or any matters that arise during the event can be analysed and corrected for future events. Views of the police, fire brigade, health authorities, first-aid providers and local authority will be sought as well as views of the CDM Co-ordinator, contractors, security and stewarding contractors.

Approach to Risk Assessment

The event organiser takes a proactive approach to the assessment, mitigation and management of risk. The Event Safety Management Plan is a key document that identifies risks associated with the event through the construction phases of building and break and the live operations. Early identification of the risks associated with the delivery of the event, combined with an assessment of who is at risk, the likelihood of the risk materialising and the impact of the risk, allows for the planning of actions to mitigate both the risk and factors leading to it. These mitigation measures are detailed in Method Statements.

Risk is assessed across the event as a whole through a process of event profiling (see Event Profile – [Appendix 1](#)) and a full event risk assessment (see Build, Break and Fire Risk Assessment – [Appendix 6](#), and Covid-19 Risk Assessment – [Appendix 6a](#)). Key activities are also risk assessed.

Crowd Management

Overall Co-ordination of Event Security and Stewarding

G4S have been appointed by MIK K-Pop Festival to deliver their security and stewarding service for the festival. They shall take overall command of event crowd management resources and will be responsible for managing crowd flow within the main event site at Southwark Park.

G4S have undertaken a risk assessment and on the basis of these assessments developed a robust Crowd Safety Management Plan (see [Appendix 12](#) – Crowd Safety Management Plan).

Only persons licensed by the Security Industry Authority shall undertake roles identified as requiring licensing under the SIA.

Security personnel will be deployed wherever the nature of the location or role has been risk assessed as requiring personnel licensed under the SIA. A full log of contracted SIA personnel shall be kept onsite and available for inspection on request. Security personnel duties at the event shall include the following:

- Working at access points
- Recognising crowd conditions and advising their controller.
- Managing crowd flow and social distancing
- Attending incidents and emergencies.
- Understanding the requirements/implementation of the emergency and major incident plan.
- Providing a visual deterrent against crime and disorder.

- Securing mission critical technical infrastructure

All security and stewards shall:

- Be individually and readily identifiable by wearing reflective tabards and any PPE required for the role they are performing.
- Be over 18 years of age
- Not consume or be under the influence of alcohol or drugs
- Not leave their assigned location or task without permission from a supervisor or controller.

Crowd Safety and Dynamics

The site has an estimated 18,000 m² of usable outdoor space for the event excluding that assumed to be for event infrastructure. Capacity for the event has been agreed at 14,999 at any one time. It is noted that a holistic approach will be taken in assessing the capacity on site, supported by information from ticket scanning and sales. The security team will take direction on this and will follow the lead between the event organiser, health and safety advisor and security management.

The main entrance for customers will be in to the part via Jamaica Gate leading on to Carriage drive and immediately right down the Avenue towards Dilston Grove where they shall access the north east of the main event arena. This area will be fenced off from the general public on only the event days and will be available to use during the build and the break. Customers will access the main event arena via the north east end of the site. Queueing pens will be created off the Avenue to manage queues in the event that customers arrive early to the site. Additionally pedestrian walkways can be created on external pavement routes to the side and a hold and release queueing system in the North End of the park if required as a last resort.

There are two outdoor stages within MIK K-Pop Festival, the site is open and free flowing with the only areas that have space restrictions being the entry and exit gates which shall be managed by the security and event management team. For the purposes of this document it is presumed that the area where alcohol can be consumed in and around the whole event site. The capacity has been calculated and will be monitored through ticket sales prior to the event and the main customer gate to ensure that there is no overcrowding. High densities will be seen at the front of stage, but there should be adequate 'breathing' room the greater distance from the main stage.

It will be assumed that there will be migration between the two stages with the main stage having the main viewing area for the most popular acts. In order to mitigate against stage 2 becoming overly crowded and reduce overall crowd migration, large LED screens at each stage will screen some relevant content to retain a portion of the audience whilst on-stage changeovers are effected. In addition to this, sponsor and refreshment areas will provide capacity for a portion of the audience between acts.

The two most important aspects to be considered in crowd management are:

1. Audience profile:
2. Crowd Dynamics

It is expected that the audience profile for the event will be a younger age demographic with the average age between 16 and 24, proportionally female and highly socially responsible. This is due to the type of music, typical audience for the talent performing and previous experience on similar events.

The way that a crowd behaves and responds is a combination of factors and will depend on the activities of that crowd, which is influenced in turn by the character of the crowd and attraction performing.

This means that factors such as the following must be addressed:

- The character of the acts i.e. crowd diving and throwing items into the crowd
- Audience profile i.e. gender split, age, alcohol/drug consumption and likely activities such as crowd surfers and moshing

These are the factors that we have considered and included with other information such as attendance figures and venue design / capacities to set staffing levels for this event.

The Risk of Crowd disorder has been assessed as Low due to:

- The nature of the music being played with ethos and 'fun vibe'.
- Crowd demographic of gender split and younger age range.
- Relatively 'early' finish time of 22:00
- Strict door policy with regards to searching and competency checks.
- Experience seen at previous events as discussed with organisers.
- Alcohol only being purchased responsibly at a clearly identified bar being run by a reputable and specialist outside bar agency.
- Reassuring and friendly Hi-Viz security patrols throughout the site.

Site Security

The event will take place within Southwark Park.

G4S will provide a general presence to secure the site areas 24 hours a day and throughout the live event.

It is anticipated that with the nature of the event as well as good communication outside the event site and with mobile patrol teams monitoring the inside of the event site, coupled with the fencing of the perimeter that will surround the event, those gaining unauthorised entry should be kept to a minimum.

Any areas of concern during the event will be radioed through to Security Control and the Event Management team. More detailed information is available in the Crowd Management Plan.

Event Security

The main arena itself is held on a free-flow site with little areas of restricted access other than the production and back stage areas.

Event security will be maintained by mobile (on foot) patrols that will maintain constant contact with Event Control and all static positions in order to respond to incidents as required.

Any areas of restricted access (Production, Backstage) will be staffed on a static basis and controlled via the pass system implemented by the Event Organisers.

Site Access

During the build a vehicle brief will be in place for all vehicles accessing site, which shall include how and where to access the site, vehicle limitations, required accreditation, any follow me and/or banking protocols and site speed limits.

All vehicles will be off site by 11:30 on each the live days. No access to the main arena area will be granted to any vehicles except the emergency services in response to an incident.

Everyone on site will be accredited. Site access will then only be granted to those with the correct accreditation. All persons will be directed to the appropriate facility to gain accreditation before entering.

Accreditation

Accreditation for customers, contractors and authorities will be planned and managed by the Event Organiser who will request all access information in advance of the event and also have a presence onsite to administer onsite.

Access to areas of the site will be controlled by the security and stewarding team who will be briefed by the Accreditation Manager on what accreditation gets access to what areas. In addition to this the Accreditation Manager will be responsible for creating and deploying pass sheets around the site which the security and stewarding team will use to refer to when monitoring access.

Accreditation will either be a cloth wristband, vinyl wristband, paper wristband or pass on a lanyard and will be signed out on entry to the site.

Search and Illegal Substances

Search Procedures

Certain property is designated as 'contraband good and prohibited articles' by the Event License holder to:

1. Comply with certain license conditions Maintain public health and safety
2. Prevent the Personal License holder being liable to prosecution
3. Adhere to the wholesalers' and traders' agreements
4. A random search will be in place upon entry to the event.

At present the following items are prohibited and will be liable to confiscation, customers will have the opportunity to amnesty these items at the gate:

- Alcohol
- Any glass containers
- Excessive amounts of cigarettes or alcohol
- Weapons
- Non-prescription drugs, including the previously described 'legal highs'
- Professional photography or recording equipment sound systems
- Fireworks/Flares/Laser candle lights/Gas canisters/BBQ's/
- Sparklers
- Any other type of explosive
- Flags/windbreakers/tents
- Dogs (except guide/service dogs)
- Bicycles
- Aerosols
- Drones

Profiling will take place at the gates and random searches will take place, including staff, crew, traders and customers. If there is intelligence to suspect that a person may be in possession of contraband items a search will be requested. If refused this could lead to eviction.

If the above items are found either of the following may take place:

- Allow the person to leave the site of their own accord
- Refuse entry

- The person to surrender the items and allows to remain on site
- The person has the items confiscated and is also evicted from site

Medical Provision

The medical provider appointed by MIK K-Pop Festival is First Aid Cover Ltd. They will supply the required human resources and medical infrastructure required for MIK K-Pop Festival. They will develop a robust medical operational plan for the event that takes into account the geography and specific layout of the event site. See **Appendix 13** – Medical Plan.

Under the new guidance within the Purple Guide all medical provisions are now based on a risk assessment produced by a suitably qualified and competent person.

First aid facilities and a medic will be provided on site for all staff and audience members during the build, break and live show period. In addition, there will be first aid kits on site.

Prior to the show commencing, all on site staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. RV's will be reviewed by the Event Safety Manager and designated depending on the location and type of emergency.

The first aid point will be provided with contingency plans and site contact numbers, together with site plans.

A Medical team will be on-site a minimum of one hour prior to gates opening to deal with any incidents relating to the queuing public. All medical teams will remain on-site until the site is clear of patrons. All medical staff will wear identified uniforms.

A record of all people requiring first aid treatment will be kept by the medical team contractor on site and figures will be made available following the event for analysis.

Suitable facilities will be in place in consideration of the requirements of Covid 19 at the time of event.

Medical Deployment

The proposed deployment based on the risk assessment is as follows:

The following has been as the agreed level of staffing between First Aid Cover Ltd and MIK K-Pop Festival in line with previous event data and the HSE Purple Guide.

Build / Break Phase

1 x Emergency Medical Technician

Live Event

2 x Ambulance

4 x Ambulance Personnel

6 x First Aider

1 x Nurse

1 x Support Unit / FA Post

Clinical Waste

The first aid point shall be the designated collection point for all clinical waste and sharps. As such it will have a suitable container for sharps, marked 'Bio Hazard' and yellow bags. In accordance with their normal procedures the contracted event medical provider shall be responsible for the carriage and disposal of all such waste.

Fire Safety Management

The event organisers have overall responsibility for fire safety at the event. The Event Health & Safety Advisor will provide competent advice assist them in discharging their duties. See **Appendix 6** – Event Risk Assessment.

Fire Prevention

All contractors, caterers, traders and personnel operating at the event shall be reminded and monitored to ensure that they conduct their operations in a manner to minimise the risk of fire in so far as is reasonably practicable.

During the construction and live phases of the event portable fire-fighting equipment will be located at key positions around the site identified through the risk assessment process.

The Event Manager shall ensure that a comprehensive (see **Appendix 23** - Trader & Concessions Information Pack) is supplied to all prospective caterers and traders. This shall include details of what equipment is permitted onsite, details with regard to keeping to safe distances between stalls and the consequences of not complying to these general terms and conditions of trading.

Fire Risk Assessments

An assessment of fire risk has been conducted in the planning stages of the event and is attached see **Appendix 6** – Event Risk Assessment. The risk assessment will identify the location of portable fire-fighting equipment for both the construction and live phases of the event.

Prior to opening the event to the public the Health & Safety Advisor will undertake an inspection of the site to ensure the risk assessments accurately reflect the built site and advise on any changes to the risk mitigation measures, including the addition or repositioning of portable fire fighting equipment.

Fire Service Access

The Major Incident Plan (see **Appendix 11**) for the event takes account of incidents related to the event and incidents that take place within the event footprint but that may be causally unrelated. This includes fires in or surrounding the event, including the municipal and civil buildings within the event footprint but not directly involved in the event.

London Fire & Rescue Service will review the Event Safety Management Plan as part of the planning process and make recommendations as appropriate and required.

LPG Safety

The trading conditions for the event shall set out the policy on LPG safety. All traders at the event shall have valid Gas Safety Register certification for their gas appliances.

Traders will be allowed to hold sufficient gas for day's trading at their concession. All other gas cylinders, full or empty, will be stored in a secure gas compound. The Concessions Manager will have a record of the location of all LPG. These plans will be held in Event Control.

Flammability Certification

All stage surrounds and elements of stage dressings should have appropriate flammability certification.

Smoking

Smoking will not be permitted in any wholly or substantial enclosed structure.

Classifications of Fires

The classifications of fires most likely to occur at an outdoor event are;

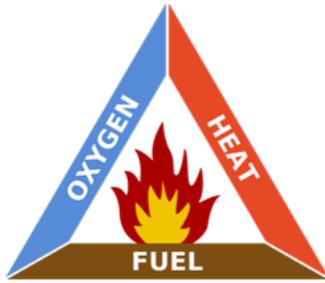
- Class A Fires: Fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers such as paper, wood, cardboard etc.
- Class B Fires: Fires involving all flammable liquids and solids, which can be sub divided into; Non-miscible (do not mix with water) such as petrol, solvents, paints & waxes; Miscible (mix with water) such as alcohol, acetone and ethanol, also known as Polar liquids.
- Class C Fires: Fires involving natural gas, liquid petroleum gas and medical / industrial gases.
- Class D Fires: Fires involving metals or powdered metals (where water will be ineffective or dangerous). Specialist dry powders for certain class “D” fires (e.g. those involving alkali metals such as sodium and potassium). These dry powders will extinguish by forming a crust and excluding oxygen. An additive is added to prevent the powder sinking into the surface of molten metals.
- Electrical Fires: Electrical fires do not have a class of their own, as electricity is a source of ignition that will feed the fire until removed. When the electrical supply has been isolated (removed) use a Dry Powder or CO2 extinguisher as some electrical equipment may contain capacitors, lethal voltage.
- Class F Fires: This is a new class dealing with high temperature (greater than 360 degrees centigrade). Typically involving cooking oils used in large industrial kitchens, restaurants and takeaway establishments. Due to their high auto- ignition temperatures, cooking oil fires are difficult to extinguish. Conventional extinguishers are ineffective as they do not cool sufficiently or may cause flash back. The liquid chemical extinguisher used for this cools and emulsifies the oil, extinguishing the flame, sealing the surface and preventing re-ignition.

Combustion Triangle

The triangle illustrates the three elements a fire needs to ignite: heat, fuel, and an oxidising agent (usually oxygen).

A fire naturally occurs when the elements are present and combined in the right mixture, meaning that fire is actually an event rather than a thing.

A fire can be prevented or extinguished by removing any one of the elements in the fire triangle. For example, covering a fire with a fire blanket removes the oxygen part of the triangle and can extinguish a fire. Portable Fire Fighting Equipment (Appliances)



Fire extinguishers

Type Extinguisher	Fire		CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
			Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✓	✗	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✗	✗	✓	Use on extremely high temperatures

Construction, Design and Management (CDM)

Organising for Safety

A management structure is shown in [Appendix 2](#) – Event Management Structure. Below is a summary of the main roles and responsibilities of the companies involved and their respective teams.

To satisfy the Construction (Design and Management) Regulations 2015 (CDM2015) we have defined here the perceived titles and duties under this regulation. It should also be noted that this applies mainly to the construction, use and deconstruction of temporary demountable

structures throughout the event site.

Client – MIK K-Pop Festival

Are the promoters for the event and will utilise the planning and organisation stages of the event management process to ensure the safety of the general public, contractors and staff, to minimise hazards and prevent accidents, and as far as possible to minimise nuisance and disruption to businesses and other users of the wider community surrounding the event arena.

Provide suitable arrangements for managing their event, enabling those carrying it out to manage health and safety risks in a proportionate way.

Principal Designer – Proud Events Ltd

Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

In line with the HSE guidance for the entertainments industry for festivals and concerts both Proud Events as the overall site designer and the staging supplier, specifically for the stage, are identified as Principal Designers.

Staging design, including the necessary structural calculations is considered a significantly specialist skill for the staging supplier to be identified as a separate Principal Designer.

Principal Contractor – Proud Events Ltd

Principal contractors have an important role in managing health and safety risks during the construction, use and de-construction phases so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

As staging is considered such a specialist area of skills, knowledge and expertise within the events industry they are identified as a Principal Contractor alongside the Event Production suppliers.

Contractors

A contractor is anyone who directly employs or engages workers or manages work at this event. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls work at this event. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

The legal obligations of companies are set out in the Health and Safety at Work etc. Act 1974 and its associated regulations and the above named guidance seek neither to replace nor to encompass the full range of obligations for the sector. Special attention should be directed, but not limited, to the Construction Design and Management Regulations 2015, the Work at Height Regulations 2005, Lifting Operations and Lifting Equipment Regulations 1998, and the Management of Health and Safety at Work Regulations 1999. Relevant codes and standards should be adhered to.

Event Management

Operational Management

Ultimate responsibility for the event, under normal operating conditions, will reside with the Event Organisers, their appointed Event Manager and the Health and Safety Advisor.

The Event Manager and Health & Safety Advisors will devolve and delegate operational authority to a series of managers such as: The Security & Stewarding Manager, Site Manager, etc. known as the Event Management Team.

Details of each manager and lead supplier are contained within the Key Contacts

Event Management Team Roles

Event Organiser: MIK K-Pop Festival

MIK K-Pop Festival is the event organiser and accountable to Designated Premises Supervisor. The MIK K-Pop Festival carry overall responsibility for the event and the delivery of the Event Safety Management Plan.

Festival Director: [REDACTED]

The Festival Director is appointed by MIK K-Pop Festival to provide strategic management and oversight of the planning and delivery of the event. They represent the Event Organiser throughout the process and at key planning and delivery meetings. They will provide strategic direction to the Event Manager with the support of the specialist advisors and suppliers. They will attend the Event Liaison Team (ELT).

Event Manager: [REDACTED] – Proud Events

The Event Manager is responsible for ensuring the delivery and operation of the event day to day in accordance with the principles set out in the Event Safety Management Plan. This will include management of all live event contractors including security, medical, ticketing amongst others. They shall manage when the event opens to the public and when the event closes each day and have oversight over all live event processes for the event reporting back to the Event Organiser as agreed prior to the first day of the event going live. The Event Manager will form part of the ELT and may call a Show Stop.

Designated Premises Supervisor (DPS): [REDACTED] – Proud Events

The DPS is the licence holder for the event and has overall responsibility for ensuring the licensing objectives and the conditions of the licence are met during the event. They will be part of the ELT. They will lead the Event Liaison Team (ELT). The Designated Premises Supervisor may call a Show Stop through Event Control.

Event Safety / Health & Safety Advisor (Construction Phase & Live Event): [REDACTED] – JP Event Safety

The Event Safety Advisor is responsible for the planning, coordinating and safety measures for the construction and live operation of the event, including undertaking the event risk assessments and reviewing relevant risk assessments and method statements from suppliers. They will support the Production Company and advise the Event Organiser. They will be part of the ELT. The Event Safety Advisor may call a Show Stop.

Security & Stewarding Manager: [REDACTED] – G4S

The Security & Stewarding Manager is responsible for strategically planning and coordinating the security and stewarding resources onsite to ensure that the teams work cohesively to provide for a holistic approach to event crowd management. They will be part of the ELT. The Security Manager may call a Show Stop.

Medical Manager: [REDACTED] – First Aid Cover Ltd

The Medical Manager is responsible for undertaking the event medical risk assessment, planning the medical provision and the management of the medical service during the construction phase and live event. They will provide management and clinical leadership throughout the event. They will be part of the ELT.

Site Manager: [REDACTED] – Proud Events

The Site Manager is responsible of all the construction phases of the site build and break and for overseeing all the site services during live operations. They will oversee all site operations

ensuring they comply with the site rules and the identified risk assessments and associated mitigating methods statements are implemented. The Site Manager will be part of the ELT. The Stage Manager may call a Shop Stop.

Production Manager: Ipex Productions

The Production Manager is responsible ensuring the delivery and operation of all the performance spaces and areas on the event site. This includes the construction phases of the stage, light and sound load in and load out. They will work closely with the Site Manager during the build and break of the event and the lead Stage Manager during live shows. They will join the ELT as required. The Production Manager may call a Show Stop through Event Control.

Stage Manager: Ipex Productions

The Stage Manager is responsible for managing all the artist performance areas across the footprint including the main stage and secondary stages. They are responsible for all programming and the timely operation of all performances. They are not part of the ELT however due to the important nature of the role the Stage Manager may call a Show Stop through Event Control.

Event Control Manager: TBC – Proud Events

The Event Control Manager will run the Event Control operation on behalf of the Event Organiser. They will be managed by the Event Manager and will act as a conduit for all communication and decision-making between the Event Organiser and the licensing authorities. They are part of the ELT and will provide the main briefing at ELT meetings.

Accreditation Manager: TBC – Proud Events

The Accreditation Manager will be responsible for issuing all accreditation for the event including customer, contractor and management. The Accreditation Manager will be responsible for the security of all event wristbands, collecting all accreditation information from the teams onsite, administering onsite and ensuring the stewarding team are wristbanding customers correctly into the event (should it be required). The Accreditation Manager reports to the Event Manager and is not part of the ELT.

Bars Manager: TBC – TBC

The Bars Manager is responsible for ensuring an Alcohol Management Plan is prepared in advance of the event and is fully implemented during the event. They will be a Personal Licence Holder and will ensure that they or a suitably appointed deputy is on site throughout the period the event is open to the public. They will ensure all staff have received training and that there is a Personal Licence Holder present at each point alcohol is being provided across the event. They are not part of the ELT.

Concession Manager: TBC - TBC

The Concessions Manager is responsible for safe and proper operation of the food concessions including compliance with their risk assessments and hygiene practices. They will ensure staff have received proper training and supervision. They are also responsible for ensuring liaison between the event management team and the food concessions.

Event Liaison Team

The Event Liaison Team (ELT) will be specified as below. The ELT will comprise of the Event Management Team and nominated individuals from the Licensing Authorities and Emergency Services.

- Event Manager / DPS
- Event Control Manager
- Licensing Authorities representative (if required)
- Police representative (if required)
- Health & Safety Advisor
- Security & Stewarding Manager
- Medical Provider Manager
- Site Manager
- Production Manager

To assist with the smooth running of the event, ELT meetings will be held when necessary to discuss any potential issues or changes to the running of the event.

The purpose of these meetings is to provide a forum for key members of the event management team and licensing authorities to meet, provide updates and if necessary, collectively develop required plans.

Event Control

A fully functional Event Control will be provided by Event Organisers. It will be staffed by key agencies as well as key suppliers (Health & Safety, Security & Stewarding and First Aid) and managed on behalf of the Event Organisers by the Event Control Manager reporting to the Event Manager.

Event Control will be contactable by radio and phone and will log all key communications and decisions. All decisions outside the EMSP and escalation will be routed through Event Control to the Event Manager and they will track all key event activities. Each organisation involved in the event will have their own chain of command and communication arrangements.

The Event Control facility will begin full-scale operations not less than 2 hours before the event is open to the public. Following the end of the event will begin a phased shut down unless there is an incident that requires it to remain at full operating capability.

Notification of an incident may need to be reported to the police, they may not always be able to be resolved in house. A log will be kept of any incidents (assaults, large drug seizures, etc). The log should include names, phone numbers personal details, locations of the incident, incident type, any witness names, etc). This log will be submitted to the police within 24 hrs.

In the event of an emergency Event Control will operate to support the designated representative from the emergency services who assumes control of the event and dealing with the incident. This is subject to ensuring the safety of those providing Event Control.

Event Communications

Communications across the event will be facilitated two way radios.

All key staff will be provided with full contact details of all other key staff, agencies and event suppliers.

Further details are available in the Communications Plan – [Appendix 9](#)

Major Incident & Emergency Planning

All Emergency Services will be informed of the event and will be made aware of the emergency access and exit routes. Should an emergency arise, they will have unrestricted access around the event site.

A major emergency situation will require a multi-agency approach in which the operations manager, the police, ambulance service, fire service and stewards all play a part. A clear demarcation of duties and responsibilities will be agreed and understood at the planning stage. Agreed emergency procedures will be issued in writing to all relevant parties.

Emergency Procedures

This section is a brief overview of the initial actions to be taken in the event of an emergency occurring at the event. It is a quick reference summary of the important aspects of the Major Incident Plan. It does not replace the Major Incident Plan and the event organisers should ensure that they understand the plan and the arrangements contained within it.

Definition

For the purposes of this document, the definition of a major incident is "an event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency". They are likely to be larger, more complex, endanger more people or threaten larger areas, and will require additional levels of command, control and co-ordination.

An emergency is defined as "a dangerous or serious situation that happens unexpectedly and needs fast action in order to avoid harmful results."

Alert & Activation

[Redacted content]

[Redacted content]

Incidents

Incident Management

All incidents are reported to and managed by the Event Manager working with the Health & Safety Advisor. An incident management procedure is contained within **Appendix 8** – Incident Reporting Procedure

In respect of any incident the priority of any personnel at the scene will be to advise Event Manager by the quickest available means (which will normally be radio). The Event Manager, with the support of the Health & Safety Advisor, will determine the appropriate course of action and issue instructions accordingly. A detailed event incident log shall be completed throughout the duration of the event.

The number of variables associated with any incident is such that whilst it is important to have an established framework it is nevertheless crucial to retain a degree of flexibility. The event management team shall assess any incident or potential incident and agree the best means of tackling it.

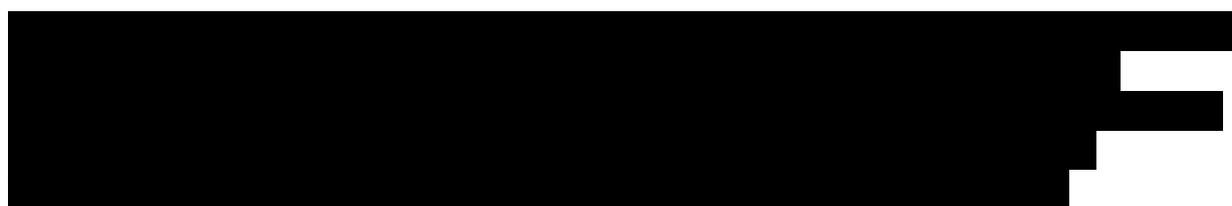
To facilitate operational debriefing and to provide evidence for enquiries, comprehensive records shall be kept of all events, decisions and actions taken. The Event Organisers shall maintain records and shall brief contractors that they themselves are required to maintain records

Major Incidents

Major Incidents and Emergencies

Whether an incident is categorised as a major incident is entirely a matter for the emergency services or in certain circumstances the local authority. Should a major incident be declared the Event Organiser will place the resources of the event management team at the disposal of the lead emergency service who will assume overall control (see **Appendix 11** – Major Incident Plan)

Threat of Terror



[Redacted]

- [Redacted]

Emergency Radio Codes

Emergency radio codes will be used in emergency situations via radio communication in order to not concern that of the public.

Action Codes

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

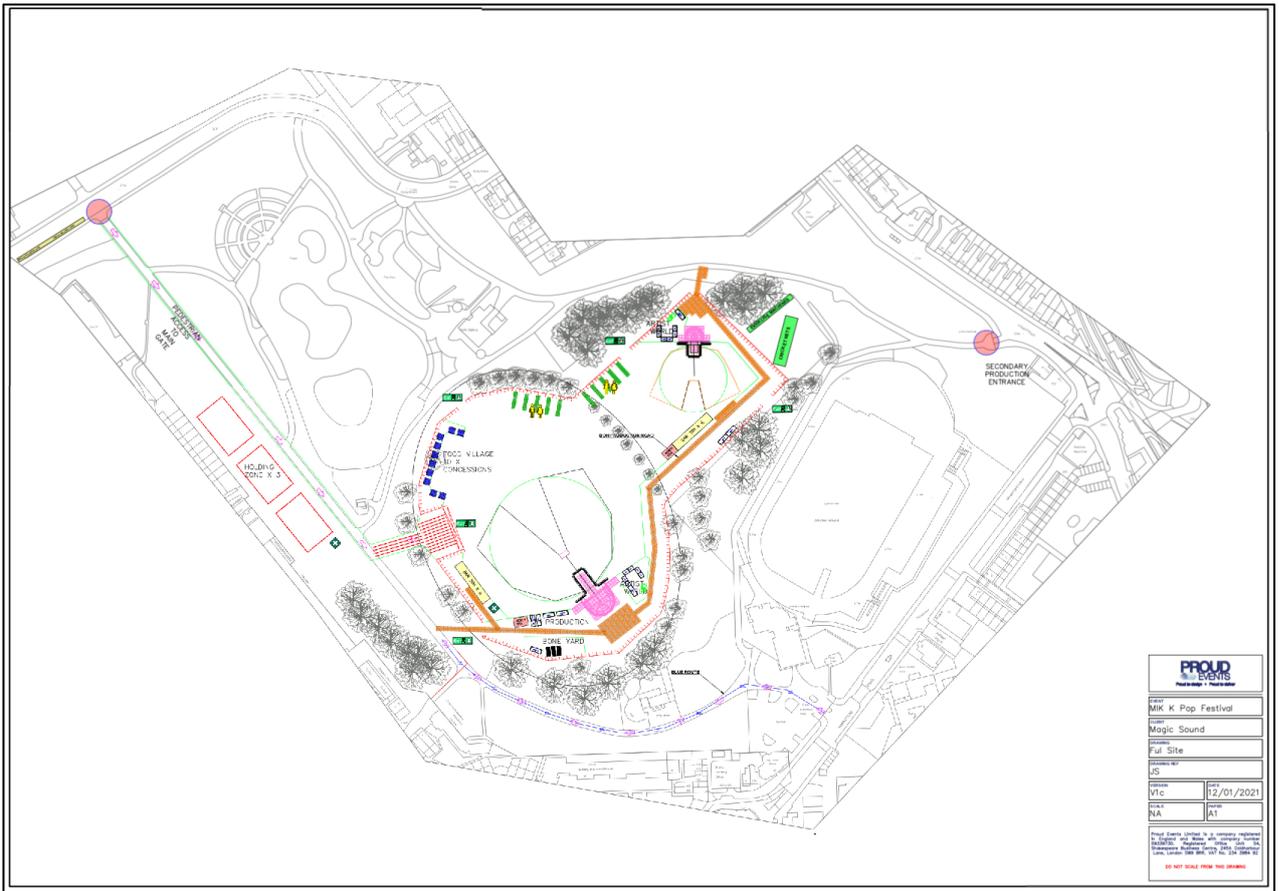
Incident Codes

[Redacted]	[Redacted]

Emergency Access and Rendezvous Points

[Redacted]

[Redacted]



Wind and Adverse Weather

The event organiser will monitor the weather conditions in the run up to and operational days of the event (including the build and break periods). If adverse weather conditions are identified all contracts, suppliers and staff will be briefed with any specific action or risk mitigations that are agreed.

Wind remains a risk (see **Appendix 22** – Adverse Weather Plan) and an action plan is in place in the event of strong winds or gusts. All suppliers of temporary structures will supply information about the wind tolerance and loading of their structures.

In the event of strong consistent winds or gusts, the Event Management team will monitor the wind conditions and call the Event Liaison Team to meet to agree to activate the management steps within the plans. This may result in the clearing of areas within the event site or in extreme situations, a complete site evacuation. Remediation and risk mitigation measures for each temporary structure (or type of structure) are detailed within the plan.

It is expected that due to the nature of the event that a number of customers will come to MIK K-Pop Festival in costume dress up and may be children or young adults who would not think to plan ahead in a heat wave. Special provisions on management of guests in a heat wave, which is considered as adverse weather, can be found in the Adverse Weather Plan (**Appendix 22**).

Temporary Electrical Installations and Site Lighting

Design and Coordination of Distribution

Temporary power is required to support the construction and live phases of the event. In particular power will be required for the stages, offices, bars, concessions and other elements right across the event site.

TBC has been appointed to design, install, operate and monitor a series of temporary power networks across the event site. They are a qualified and experienced provider of temporary power solutions to the events and entertainments industry.

The installation will be powered by a series of diesel generators located around the site in secured compounds. Cabled distribution networks will be set up and operated off these generators. All distribution networks will be subject to required earthing and all circuits will be protected by appropriate breakers to prevent accidental electric shock or electrocution.

If required temporary Electrical Installations should be designed, installed, tested and maintained in accordance with the provisions of BS 7909: 2011 Code of practice for

temporary electrical systems for entertainment and related purposes. Sign off certification will be supplied, and copies retained in the Site Office for inspection.

Cabling

Cables will be routed or covered so that they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages e.g. those that could cause electrical shock if damaged, will be protected against contact with sharp edges or crushing by heavy loads. All temporary overhead cables will be securely fixed in position out of reach of the public.

Portable Appliance Testing

Advance documentation should make it clear to both contractors and traders that all portable electrical equipment brought onto the event site shall have been subject to a robust PAT testing regime.

Petrol Generators

The event organisers shall ensure that all relevant parties are notified that petrol generators are prohibited within the event site.

Site Lighting

Adequate lighting is required for both the construction phase and live operation of the event. Safe lighting levels are required for safe working and to support customer navigation around the site and any emergency egress required. The use of temporary site lighting will also be subject to discussion with the Parks team in respect of the ecological impact on fauna in the park at the time of the event.

As the event takes place in Southwark Park there is limited 'in situ' street lighting. The Event Organiser will supply temporary lighting for night time working conditions.

Independently powered, diesel generator, telescopic high luminosity lights will be installed at key locations around the site to provide supplementary lighting to support areas on the site with low light, to provide safe working light or to support an emergency site egress.

Lights will be subject to periodic test operation throughout both the construction and live phases of the event to ensure they are operating as required.

Barriers

Barriers will be used extensively around the site to provide security and to manage and direct crowds. The barrier types intended for this event are as follows:

Steel shield (T-Hoard) will be used to create perimeter fencing around the main event site where high level secured fencing, privacy and reduced visibility is required.

Heras barrier connected with clips and supported by blocks and stays will be used to queuing area from Carriage Drive to the main entrance for customers and at areas throughout the event where high level secured fencing is required. It will be covered in a suitable material in some areas to provide privacy or reduce visibility into an area.

Pedestrian barrier will be used largely to form queuing lanes and create defined areas within and outside the event. Pedestrian barrier is an effective way to provide direction and guide customers.

Met (HD) or lightweight pedestrian (GT) barrier will be used to create a more robust barrier line where it is important to keep a separation between areas or activities i.e. along the edge of a road to keep pedestrians away from moving vehicles. It may also be used to supplement hostile vehicle mitigation measures, but not as a measure in itself.

Industry standard front of stage (or mojo) barrier will be used at each stage and other discrete locations where crowd loading capability is required.

Drinking water provision and arrangements for grey water

During the construction phase bottled drinking water for the welfare of crew, contractors and staff will be provided.

The water management supplier will tap into the mains water supply of the park to create a potable water supply. All water supplies will be tested and certified and documentation will be held in the site office for inspection. In the event that there is no mains water supply that the water management supplier can tap into tankered potable water to traders, concessions and bars will be supplied instead.

Patrons will be able to request drinking water from the bars.

Grey water collected from trader and concession activity will be stored in waste water IBCs and removed from site at the end of the event and disposed of via a certified grey water disposal point.

Sanitary Facilities

Sanitary facilities will be provided across various locations around the event. Care will be taken when planning their location to ensure these are areas that will encourage their use and discourage antisocial behaviour.

The number of toilets required has been assessed using both the 'Purple Guide' and the knowledge and expertise of the supplier, based on anticipated capacities and customer footfall.

Toilets will be gender neutral and will comprise urinals, contained individual units with lockable doors, accessible units and one fully accessible toilet/changing unit with powered access. Toilets will be clearly signed and where required compounds will be screened.

Cleaning and servicing of sanitary facilities, services and offices will happen continuously throughout all phases of the event. During cleansing users will be asked to leave units to allow the team to thoroughly cleanse with disinfectant to reduce risk of virus contamination.

Waste Management

The Event Organiser is committed to delivering a safe and clean event and the active management of waste during the construction and live event phases is delivered through the waste management supplier, TBC.

The waste management supplier will provide bins for collection, containment and disposal of related waste for the event. Contractors will be informed they are responsible for maintaining a safe and clean site during the construction phases of the event and the waste management supplier will do a site cleanse during the live event days.

During the live event the waste management supplier will provide supplementary bins for public use and also for the use of traders and concessions.

Public bins will be emptied throughout the event and there will be an active litter picking services. Following live show days there will be a full site cleanse.

Traders and concessions will be responsible for bagging and disposing of their waste at pre-agreed collection points. The Site Office will deal with any capacity issues during live events.

Towards the end of the construction phase cleansing of the site will be undertaken so that as the final construction activities are completed the site has been fully cleansed ready for the site to be handed back.

COVID-19 Cleansing

The Event Organiser is committed to a thorough cleansing regime at MIK K-POP Festival to stop the spread of COVID-19 and it is anticipated that this will still be required throughout all outdoor events in 2021. The Event Organiser will be contracting a specific supplier to manage the cleansing regime at MIK K-Pop Festival throughout the build, break and live periods. The supplier will be TBC and there will always be a minimum of one member of the cleansing team onsite whenever any worker or customer is onsite.

TBC will be responsible for the continuous cleansing and disinfecting of potential areas of contamination onsite including, but not limited to, toilets, offices, door handles, high touch areas, workshop areas, medical areas and staff rest areas.

TBC shall work on a continuous loop cleansing these key areas and will be available to take requests from Event Management if required with a minimum of one member of the team present during the build and break and two during the live events.

TBC will use NHS assessed products to disinfect and cleanse key areas at MIK K-Pop Festival. Reports will be available upon request to the Event Organiser on these products if required.

A full COVID-19 cleansing risk assessment can be found in Appendix 18 and Appendix 6a (COVID-19 Controls).

Bars

TBC will operate two bars under the premises licence. Their alcohol management plan is contained within Appendix 15.

TBC will provide a Bars Project Manager and operations team to deliver the bar operation. The Bars Project Manager will report into the Event Manager and Designated Premises Supervisor.

Each bar will be fully staffed with a personal licence holder and bar team. All staff will receive licensing training as part of their recruitment process for the event. All bars will operate a Challenge 25 scheme.

Main Arena – Bar 1	30m x 6m	Packaged serve
Main Arena – Bar 2	30m x 6m	Packaged serve

Concessions Management

Concessions will either rent a pre-built marquee pitch from the Event Organiser or will apply to bring their own.

TBC have been appointed by MIK K-Pop Festival to manage all food concessions onsite. They are the primary suppliers of food and soft drinks for consumption on site. Pre-assessment paperwork will be submitted to the London Borough of Southwark. The concession supplier will appoint a concessions manager whose details will be contained within this document.

TBC will advise on the appropriate number of concessions for the event in regards to the expected attendance which will offer a high quality range of cuisines.

The Site Manager will work with the Concessions Manager to manage traders on site and throughout the event. All traders will submit applications and will be assessed by the event organiser and be given an allocated a pitch location.

Prior to arriving to site all traders will be sent a copy of the Concessions and Traders pack which will be produced by the Concessions Management Company and checked by the Event Manager. A copy of this can be found in Appendix 23 of this document.

Notification of food traders and required supporting documentation will be provided by the local authority no later than 28 days in advance of the event.

Concession planning

Concession areas should be configured with due regard to maximizing thoroughfare widths and not adversely impacting crowd dynamics.

Concessions Access

During the event the Concessions Manager will be supported by the site team to monitor and oversee legal traders and report illegal traders to trading standards for removal.

There will be designated times of arrival for legal traders and the security contractor will be well briefed on preventing illegal traders entering the footprint.

Where caterers are deemed by Licencing to be in breach of regulations, laws or issued terms and conditions they will be closed down and removed from the premises. However, this will only be done if licencing together with the MPS consider it is safe to do so.

Funfairs

TBC

Marketing and Promotion

Whilst MIK K-Pop Festival is a new event the promoters have a wealth of experience on planning and promoting both outdoor music events and K-Pop events within the UK. A robust marketing plan will be developed and operated by the promoter team and shared with the London Borough of Southwark to coordinate event messaging.

Media and press

The Promoter will be responsible for handling all media and press enquiries for the festival. The Promoter shall be responsible for all public relations and media interaction throughout the planning process in line with the creative direction of the event and artistic programming. They shall facilitate positive working relationships and links between all internal and external parties involved in the presentation of the event and shall be charge of all ticketing and manage the ticket agents for the event.

- Appendix 1: Event Profile**
- Appendix 2: Event Management Structure**
- Appendix 3: Event License**
- Appendix 4: Event Insurance**
- Appendix 5: Site Plan**
- Appendix 6: Build, Break & Fire Risk Assessments**
- Appendix 6a: Covid-19 Risk Assessment**
- Appendix 7: Construction Phase Plan (CDM)**
- Appendix 8: Incident Management & Reporting Procedure**
- Appendix 8a: Incident Report Form**
- Appendix 9: Communications Plan**
- Appendix 10: Show Stop Plan**
- Appendix 11: Major Incident Plan**
- Appendix 12: Crowd Management Plan**
- Appendix 13: Medical Operating Plan**

- Appendix 14: Children & Vulnerable Adults Procedure**
- Appendix 15: Alcohol Management Plan**
- Appendix 16: Sound Management Plan**
- Appendix 17: Waste Management Plan**
- Appendix 18: Traffic and Transport Plan**
- Appendix 19: Covid-19 Cleansing Risk Assessment**
- Appendix 20: Environmental Impact Assessment**
- Appendix 21: Disabled Access Management Plan**
- Appendix 22: Adverse Weather Plan**
- Appendix 23: Trader & Concessions Information Pack**
- Appendix 24: Lost Property Procedure**
- Appendix 25: Impact Assessment Report**
- Appendix 26: Performance Programme**
- Appendix 27: PROW Notice Closure**
- Appendix 28: Licensing Key Actions**

Appendix 29: Pre-Application Consultation Report

Annexe 1: Health & Safety Policy

Annexe 2: Safeguarding Policy

Annexe 3: Sustainability Policy

Annexe 4: Equalities and Diversity Policy

Annexe 5: Alcohol and Drug Use Policy

Annexe 6: CDM Regulations

Annexe 7: Guidance for the Management & Use of Stages