



# L I C E N S I N G   S U B C O M M I T T E E   A

Thursday 18 January 2024 at 7.00 pm

Until further notice, all Licensing Sub-Committees will be held remotely

Live stream link: <https://youtube.com/live/l6Y1q3OvkVk>

Back up link: <https://youtube.com/live/idwWdcvlhf0>

## Members of the Committee:

Councillor Zoë Garbett  
Councillor Richard Lufkin  
Councillor Gilbert Smyth

**Dawn Carter-McDonald**  
Interim Chief Executive  
Published on: 10 January 2024  
[www.hackney.gov.uk](http://www.hackney.gov.uk)

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# Licensing Sub Committee A

Thursday 18 January 2024

## Order of Business

- 1 Election of Chair
- 2 Apologies for Absence
- 3 Declarations of Interest

Members are invited to consider the guidance which accompanies this agenda and make declarations as appropriate.

- 4 Minutes of the Previous Meeting
- 5 Licensing Sub-Committee Hearing Procedure (Pages 13 - 16)
- 6 Night Group, Bohemia Place (Private Road Outdoor Street Area) Mare Street E8 1DU (Pages 17 - 206)
- 7 Temporary Event Notices - Standing Item

## **Licensing Sub-Committee Hearings**

This guide details the procedure for Licensing Sub-Committee hearings under the Licensing Act 2003. Whilst this will be used in most cases, the procedure will be altered in exceptional circumstances and when for example Personal Licences, Temporary Event Notices and Reviews are considered.

Until further notice, all Licensing Sub-Committee Hearings will be held remotely using the Google Meets platform. Licensing Sub-Committee Hearings are public meetings that are live-streamed. Hearings are available to be viewed by the public online.

### **A Licensing Sub-Committee will be held if:**

- The applicant has applied for a Premises Licence, Provisional Statement, Club Premises Certificate or expressed their intention to vary their existing licence/certificate and has advertised this in a local newspaper and displayed a distinctive blue notice at the premises, following which representations have been made by a Responsible Authority or Other Person/s.
- A Review has been requested by a Responsible Authority or Other Person/s and the Review has been advertised by displaying a distinctive blue notice at the premises and also at the Council's office and website.
- An application is made to transfer a Premises Licence or for interim authority and the Police have issued an objection
- The applicant has made a Personal Licence application and the Police have objected to the Licence being granted.
- A Temporary Event Notice has been given and the Police and/or those in the Council that exercise environmental health functions have issued an objection.

### **Prior to your item being heard:**

- The Licensing team upon receiving representations will form a view as to whether the representations are irrelevant, frivolous, vexatious or for review applications; repetitious.
- The Licensing team would have provided written notice to all parties in advance of the hearing and would have responded to any request relating to personal details being removed from the agenda.

If you do not believe this to have happened, please contact the Licensing Service on 020 8356 4970 or email [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk) as soon as possible. For further information on the application process, please see the guidance notes at [www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing).

## **Making decisions on the items being heard:**

Hearings will normally be held in public unless the Sub-Committee believe it not to be in the public interest to do so. Although the Chair will try to make the proceedings as informal as possible, these hearings are of a quasi-judicial nature, and the rules of natural justice shall apply.

Only those Responsible Authorities and Other Persons who have made a relevant representation in writing at the consultation stage **can register to speak at a subsequent hearing**. Applicants, Other Persons and Responsible Authorities will all be given a fair opportunity to put their case and the Sub-Committee will take these representations into account when making their decision. The Sub-Committee may still make a decision on any matter even if any party fails to attend the hearing. However, in these circumstances, it will only be that party's written representation that may be taken into account.

For new applications relating to Premises Licences and Club Premises Certificates, Members can grant with additional conditions attached to the licence, exclude any licensable activities, refuse a Designated Premises Supervisor (DPS) if appropriate or reject the application.

Members when making decisions on variation applications regarding a Premises Licence or Club Premises Certificate, can modify (add, delete or amend) conditions on the licence or reject the application in whole or part. Members will be considering the request for a variation and the impact that this may have. Therefore, representations should be focused on the impact of the variation, although concerns relating to the existing terms of the licence may be relevant in considering the track record of the applicant. However, Members may consider other issues which relate to the promotion of the licensing objectives, although only if it is reasonable and proportionate to do so.

For Provisional Statements, Members can consider any steps that are necessary having regard to the representations made in order to ensure the licensing objectives are not undermined.

Members when deciding a Review application can modify (add, delete or amend) the conditions of the licence, exclude any licensable activities, remove a DPS if appropriate, suspend the licence/certificate for up to 3 months or revoke the licence/certificate completely.

For transfer of Premises Licences, interim authority requests and Personal Licence applications Members can only refuse or grant the application.

Members when deciding on an objection made against a Temporary Event Notice (TEN) will determine whether or not to issue a Counter Notice, which if issued will prevent the proposed event from proceeding. If a TEN has been given for a premises that already has a licence/certificate, Members may impose any of those conditions from the existing licence/certificate to the TEN.

### **Before the meeting starts:**

The Sub-Committee Members are requested to report for business no more than half an hour before the meeting starts to deal with any administrative/procedural issues. This will allow Members to consider;

- the appointment for any substitutes if required
- the appointment of the chair
- any procedural issues
- obtain the list of attendees
- late documents delivered prior to the meeting and to ensure all the paperwork is in order

The Sub-Committee will not be considering any of the actual points raised within the Report itself and no Responsible Authority or Other Person/s shall be present when the Sub-Committee deal with the above issues.

### **Attending the hearing that concerns you:**

All Applicants, Other Persons and Responsible Authorities involved will be informed in writing of the date and time that their application will be considered by the Licensing Sub-Committee. Please contact the Licensing Service on 020 8356 4970 or email [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk) to confirm whether you wish to attend and/or register to speak at the Sub-Committee hearing or if you wish for someone else to speak on your behalf. If you are unable to attend, the application may be heard in your absence.

All parties should arrive promptly at the outset of the scheduled meeting regardless of when the item is listed to be heard on the agenda.

Please contact the Licensing Service for advice within 4 working days from the date on the notice letter if any of the following apply;

- you have special requirements to help make your representation, because of a disability or you need a translator for example
- you wish to supply additional [documentary] information such as photographs and videos/DVDs

Please note that if you wish to provide additional relevant information, this should be given at least **5 working days** before the hearing. Any additional information provided once the hearing has started will only be accepted if all parties agree. Please note that the use of videos/DVDs is at the Sub-Committee's discretion – requests to show these should be made in advance to the Committee Officer.

### **Timings**

In most cases the application will last no longer than 1 hour, and the times to be allocated to each section are shown on the relevant hearing procedure. If you think that your evidence is likely to exceed this time period, please let the Licensing Service know **within 4 working days of the date on the notice letter** and the Sub-

Committee will be advised. If your request is agreed, all parties will also be granted the same extension of time.

### **Lobbying of Councillors**

If a person or an organisation wants to make a representation to the Licensing Sub-Committee, they must **NOT** contact Sub-Committee Members directly. Licensing Sub-Committee Members have to retain an open mind on any application and determine it on its merits. Members cannot be in anyway biased towards a party. Therefore, if a Member of the Sub-Committee has had any prior involvement they must ensure that they come to the hearing with an open mind.

Local ward councillors may be able to speak on behalf of objectors if requested to do so, provided that if they have a disclosable pecuniary interest (further information provided below) they leave the meeting room when the application is being considered unless they have been granted dispensation.

### **Reports**

Agendas and Reports for Licensing Sub-Committees are published on the Council's website ([www.hackney.gov.uk](http://www.hackney.gov.uk)) 5 working days before the hearing takes place. Copies are also available by contacting Governance Services on 0208 356 3578 or email [governance@hackney.gov.uk](mailto:governance@hackney.gov.uk). Copies of applications together with the detail of any objections will be included in the report.

### **Appeals**

Applicants or any party to the hearing can appeal against the decision made by the Sub-Committee. The appeal to the Thames Magistrates Court must be made within 21 days of the decision being sent formally in writing. However, TEN's have the added restriction that no appeals can be made later than 5 working days before the event is scheduled to take place.

### **Withdrawal of an Item or Cancellation of a Hearing**

An item may be withdrawn from the agenda of a Licensing Sub-Committee meeting at short notice due to the withdrawal or resolution of the representations or objections to an application or notice. A hearing by the Licensing Sub-Committee may therefore be cancelled at short notice if there are no substantive items remaining on the agenda.

As much advance notice as is practicable of the withdrawal of an item on the agenda or cancellation of a meeting of the Licensing Sub-Committee will be provided on the Council's website but please note that this might be as little as a few hours before the hearing if the applicant chooses to leave it that late to satisfactorily address any representation or objection giving rise to the need for a hearing.

## Contacts

If you have a query about Licensing Sub-Committee procedures and protocols then please contact Governance Services: [governance@hackney.gov.uk](mailto:governance@hackney.gov.uk)

.If your query relates general licensing matters or to specific applications then you are advised to speak to the Licensing Service. They can be contacted at:

Telephone: 020 8356 4970

E-mail: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)

## Relevant Extracts from Hackney's Statement of Licensing Policy

Below are relevant extracts from the Statement of Licensing Policy 2018.

### LP1 General Principles

The Council expects applicants to demonstrate:

- a) That they have an understanding of the nature of the locality in which the premises are located and that this has been taken into consideration whilst preparing the operating schedule.
- b) Where the application is for evening and night-time activity, that the proposal reflects the Council's aspiration to diversify the offer, whilst at the same time promoting the licensing objectives.

### LP2 Licensing Objectives

**Prevention of Crime and Disorder** Whether the proposal includes satisfactory measures to mitigate any risk of the proposed operation making an unacceptable contribution to levels of crime and disorder in the locality.

**Public Safety** Whether the necessary and satisfactory risk assessments have been undertaken, the management procedures put in place and the relevant certification produced to demonstrate that the public will be kept safe both within and in close proximity to the premises.

**Prevention of Public Nuisance** Whether the applicant has addressed the potential for nuisance arising from the characteristics and style of the proposed activity and identified the appropriate steps to reduce the risk of public nuisance occurring.

**Protection of Children from Harm** Whether the applicant has identified and addressed any risks with the aim of protecting children from harm when on the premises or in close proximity to the premises.

### LP3 Core Hours

Hours for licensable activity will generally be authorised, subject to demonstrating LP 1 and LP2, as follows:

- Monday to Thursday 08:00 to 23:00
- Friday and Saturday 08:00 to 00:00
- Sunday 10:00 to 22:30

Hours may be more restrictive depending on the character of the area and if the individual circumstances require it.

Later hours may be considered where the applicant has identified any risk that may undermine the promotion of the licensing objectives and has put in place robust measures to mitigate those risks. *It should be noted that this policy does not apply to*



*those who are making an application within a special policy area (see section 3) unless they have been able to demonstrate that the proposed activity or operation of the premises will not add to the cumulative impact that is already being experienced.*

#### **LP4 Off' Sales of Alcohol**

Hours for the supply of alcohol will generally be restricted to between 08:00 and 23:00.

#### **LP5 Planning Status**

Licence applications should normally be from premises where:

- a) The activity to be authorised by the licence is a lawful planning use or is a deemed permitted development pursuant to the General Permitted Development Order (1995) as amended.
- b) The hours sought do not exceed those authorised by any planning permission.

The Licensing Authority may take into account the lack of planning permission or an established lawful use in deciding whether there is likely to be any harm to the licensing objectives.

#### **LP6 External Areas and Outdoor Events**

The Licensing Authority will normally restrict external areas and outdoor activity to between 08:00 and 22:00 unless the applicant can demonstrate that comprehensive control measures have been implemented that ensure the promotion of the licensing objectives, in particular the public nuisance objective. Notwithstanding any proposed control measures, the Licensing Authority may restrict the hours and/or activity even further.

#### **LP7 Minor Variations**

The Council expects applications to be made in the following circumstances only:

- Small changes in the layout/structure of the premises
- The addition of voluntary/agreed conditions
- Removal of conditions that are dated and have no impact on the operation of the premises
- Reduction of hours for any licensable activity

#### **LP8 Temporary Event Notices**

When considering an objection to a TEN the Council will:

- Expect that any existing conditions will be maintained (where relevant) in circumstances where an event is to take place at a premises that has an existing authorisation.
- Assess any history of complaints as a result of licensable activity that may or may not have been authorised by a TEN.
- Consider the track record of the premises user

- Consider any other control measures proposed to mitigate the objection

### **LP9 Personal Licences**

- (a) The Council will consider whether a refusal of the licence is appropriate for the promotion of the crime prevention objective and will consider the:
- (i) Seriousness and relevance of any conviction(s) (ii) The period that has elapsed since committing the offence(s) (iii) Any mitigating circumstances that assist in demonstrating that the crime prevention objective will not be undermined.

### **LP10 Special Policy Areas – Dalston and Shoreditch**

It is the Council's policy that where a relevant representation is made to any application within the area of the Dalston SPA or Shoreditch SPA, the applicant will need to demonstrate that the proposed activity and the operation of the premises will not add to the cumulative impact that is currently being experienced in these areas.

This policy is to be strictly applied.

It should also be noted that the;

- quality and track record of the management;
- good character of the applicant; and
- extent of any variation sought

May not be in itself sufficient. It should be noted that *if an applicant can demonstrate that they will not add to the cumulative impact in their operating schedule and at any hearing, then the Core Hours Policy within LP3 will apply.*

### **LP11 Cumulative Impact – General**

The Council will give due regard to any relevant representations received where concerns are raised and supported around the negative cumulative impact the proposed application has on one or more of the licensing objectives.

## Advice to Members on Declaring Interests

If you require advice on declarations of interests, this can be obtained from:

- The Monitoring Officer;
- The Deputy Monitoring Officer; or
- The legal adviser to the meeting.

It is recommended that any advice be sought in advance of, rather than at, the meeting.

### Disclosable Pecuniary Interests (DPIs)

You will have a Disclosable Pecuniary Interest (\*DPI) if it:

- Relates to your employment, sponsorship, contracts as well as wider financial interests and assets including land, property, licenses and corporate tenancies.
- Relates to an interest which you have registered in that part of the Register of Interests form relating to DPIs as being an interest of you, your spouse or civil partner, or anyone living with you as if they were your spouse or civil partner.
- Relates to an interest which should be registered in that part of the Register of Interests form relating to DPIs, but you have not yet done so.

If you are present at any meeting of the Council and you have a DPI relating to any business that will be considered at the meeting, you **must**:

- Not seek to improperly influence decision-making on that matter;
- Make a verbal declaration of the existence and nature of the DPI at or before the consideration of the item of business or as soon as the interest becomes apparent; and
- Leave the room whilst the matter is under consideration

You **must not**:

- Participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business; or
- Participate in any vote or further vote taken on the matter at the meeting.

If you have obtained a dispensation from the Monitoring Officer or Standards Committee prior to the matter being considered, then you should make a verbal declaration of the existence and nature of the DPI and that you have obtained a dispensation. The dispensation granted will explain the extent to which you are able to participate.

### Other Registrable Interests

You will have an 'Other Registrable Interest' (ORI) in a matter if it

- Relates to appointments made by the authority to any outside bodies, membership of: charities, trade unions,, lobbying or campaign groups, voluntary organisations in the borough or governorships at any educational institution within the borough.
- Relates to an interest which you have registered in that part of the Register of Interests form relating to ORIs as being an interest of you, your spouse or civil partner, or anyone living with you as if they were your spouse or civil partner; or
- Relates to an interest which should be registered in that part of the Register of Interests form relating to ORIs, but you have not yet done so.

Where a matter arises at any meeting of the Council which affects a body or organisation you have named in that part of the Register of Interests Form relating to ORIs, **you must** make a verbal declaration of the existence and nature of the DPI at or before the consideration of the item of business or as soon as the interest becomes apparent. **You may** speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

### **Disclosure of Other Interests**

Where a matter arises at any meeting of the Council which **directly relates** to your financial interest or well-being or a financial interest or well-being of a relative or close associate, you **must** disclose the interest. **You may** speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at any meeting of the Council which **affects** your financial interest or well-being, or a financial interest or well-being of a relative or close associate to a greater extent than it affects the financial interest or wellbeing of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you **must** declare the interest. You **may** only speak on the matter if members of the public are able to speak. Otherwise you must not take part in any discussion or voting on the matter and must not remain in the room unless you have been granted a dispensation.

In all cases, where the Monitoring Officer has agreed that the interest in question is a **sensitive interest**, you do not have to disclose the nature of the interest itself.

# Agenda Item 5

Licensing Sub-Committee hearings, under the Licensing Act 2003 & Local Government (Miscellaneous Provisions) Act 1982 – Type A [Re; Premises Licence, Club Premises Certificate, Provisional Statement & Sex Establishment Licence]

|   |  |                       |
|---|--|-----------------------|
| <p><b>Step 1</b><br/><b>Appointment of Chair and introduction</b></p> | <p>The Sub-Committee will appointment a Chair.</p> <p>The Chair will introduce the Sub-Committee, announce the item, and establish the identity of those taking part.</p> <p>The Sub-Committee will consider any requests to depart from normal procedure, such as holding a private session if it is considered to be in the public interest to do so or if a deferral/adjournment is requested for the item.</p> <p>The Chair (or Legal Adviser if asked by the Chair) will briefly outline how the hearing will proceed. However, Members may seek clarification on any issue raised during the hearing if required and if requested.</p> | <p>5 minutes</p>      |
| <p><b>Step 2</b><br/><b>Licensing Officer</b></p>                     | <p>The Licensing Officer will outline the report.</p>  | <p>5 minutes</p>      |
| <p><b>Step 3</b><br/><b>Applicant's Case</b></p>                      | <p>The Applicant will present their case in support of their application.</p>  | <p>5 minutes</p>      |
| <p><b>Step 4</b><br/><b>Responsible Authorities' Case</b></p>         | <p>The Chair will invite the relevant Responsible Authorities in attendance to highlight their reasons for objecting to the application as contained within the report.</p>  | <p>5 minutes each</p> |
| <p><b>Step 5</b><br/><b>Other Persons' Case</b></p>                   | <p>The Chair will invite the Other Persons in attendance to present their case, highlighting their reasons for objecting or supporting the application as contained in their written submissions.</p>  | <p>5 minutes each</p> |
| <p><b>Step 6</b><br/><b>Discussion</b></p>                            | <p>The Chair will structure and lead a discussion on the information presented enabling Sub-Committee Members to clarify any points raised and ask questions if necessary.</p>   | <p>15 minutes</p>     |
| <p><b>Step 7</b><br/><b>Closing remarks</b></p>                       | <p>The Chair will ask Responsible Authorities, Other Persons, Applicants and the Licensing Officer if they have any final comments to make. These comments can <u>only</u> be in relation to issues raised during the discussion. These remarks should be brief.</p>   | <p>10 minutes</p>     |
| <p><b>Step 8 - Final clarification</b></p>                            | <p>Licensing Sub-Committee Members will have a final opportunity to seek clarification on any points raised, following which the Chair will conclude the discussion.</p>   | <p>5 minutes</p>      |
| <p><b>Step 9</b><br/><b>Consideration</b></p>                         | <p>The Sub-Committee will normally withdraw to consider the evidence that has been presented to them with the Committee Officer and Legal Adviser in order that the Sub-Committee can reach a decision and obtain legal advice if required.</p> <p>The Legal Adviser will repeat any legal advice given to Members upon returning to the public hearing.</p> <p>In simple cases the Sub-Committee may not consider it necessary to retire.</p>   | <p>10 minutes</p>     |
| <p><b>Step 10</b><br/><b>Chair announces the decision</b></p>         | <p>The Sub-Committee will return and the Chair will announce the decision. Reasons for their decision will be given, if appropriate.</p> <p>The Licensing Officer will draw attention to any restrictions which will affect the running of the premises and provide a written record of the decision, which will be sent to the applicant.</p>   | <p>5 minutes</p>      |

The Council's procedure rules are also incorporated into these hearing procedures in so far as it does not conflict the procedures as set out above. The Licensing Hearing Regulations can also be viewed by following the link below – <http://www.legislation.gov.uk/ukxi/2005/44/contents/made>

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**Licensing Sub-Committee hearings, under the Licensing Act 2003 – Type E  
[Re; Temporary Event Notice]**

|  |  |                       |
|--|--|-----------------------|
| <p><b>Step 1<br/>Appointment of Chair and introduction</b></p> | <p>The Sub-Committee will appointment a Chair.</p> <p>The Chair will introduce the Sub-Committee, announce the item, and establish the identity of those taking part.</p> <p>The Sub-Committee will consider any requests to depart from normal procedure, such as holding a private session if it is considered to be in the public interest to do so or if a deferral/adjournment is requested for the item.</p> <p>The Chair (or Legal Adviser if asked by the Chair) will briefly outline how the hearing will proceed. However, Members may seek clarification on any issue raised during the hearing if required and if requested.</p> | <p>5 minutes</p>      |
| <p><b>Step 2<br/>Licensing Officer</b></p>                     | <p>The Licensing Officer will outline the report.</p>  | <p>5 minutes</p>      |
| <p><b>Step 3<br/>Responsible Authorities' Case</b></p>         | <p>The Chair will invite the Police and/or those in the Council that exercise environmental health functions to highlight their reasons for objecting to the application as contained in the report.</p>   | <p>5 minutes each</p> |
| <p><b>Step 4<br/>Premises users Case</b></p>                   | <p>The Premises user will present their case in support of their application. Licensing Sub-Committee Members may then seek clarification on any matters raised, if necessary.</p>   | <p>5 minutes</p>      |
| <p><b>Step 5<br/>Discussion</b></p>                            | <p>The Chair will structure and lead a discussion on the information presented and give Sub-Committee members the opportunity to seek clarification on matters raised.</p>   | <p>15 minutes</p>     |
| <p><b>Step 6<br/>Closing remarks</b></p>                       | <p>The Chair will ask all parties if they have any final comments to make. Any additional comments shall only be made in relation to issues raised during the discussion. Any comments made shall be brief.</p>  | <p>10 minutes</p>     |
| <p><b>Step 7 - Final clarification</b></p>                     | <p>Licensing Sub-Committee Members will have a final opportunity to seek clarification on any points raised, following which the Chair will conclude the discussion.</p>   | <p>5 minutes</p>      |
| <p><b>Step 8<br/>Consideration</b></p>                         | <p>The Sub-Committee will normally withdraw to consider the evidence that has been presented to them with the Committee Officer and Legal Adviser in order that the Committee can reach a decision and obtain legal advice if required.</p> <p>The Legal Adviser will repeat any legal advice given to Members upon returning to the public hearing.</p> <p>In simple cases the Sub-Committee may not consider it necessary to retire.</p>   | <p>10 minutes</p>     |
| <p><b>Step 9<br/>Chair announces the decision</b></p>          | <p>The Sub-Committee will return and the Chair will announce the decision. Reasons for their decision will be given, if appropriate.</p> <p>The Licensing Officer will draw attention to any restrictions which will affect the running of the premises and provide a written record of the decision, which will be sent to the applicant.</p>   | <p>5 minutes</p>      |

The Council's procedure rules are also incorporated into these hearing procedures in so far as it does not conflict the procedures as set out above. The Licensing Hearing Regulations can also be viewed by following the link below – <http://www.legislation.gov.uk/ukxi/2005/44/contents/made>

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|                             |   |
|-----------------------------|---|
|                             |   |
| <b>For Consideration By</b> | Licensing Sub-Committee   |
| <b>Meeting Date</b>         | 18 January 2024   |
| <b>Type of Application</b>  | Premises Licence  |
| <b>Address of Premises</b>  | Night Group, Bohemia Place ( Private Road Outdoor Street Area) Mare Street, Hackney, E8 1DU |
| <b>Classification</b>       | Decision  |
| <b>Ward(s) Affected</b>     | Hackney Central   |
| <b>Group Director</b>       | Rickardo Hyatt  |

1. **Summary**

- 1.1. This is an application for a premises licence to allow authorisation for regulated entertainment and supply of alcohol for consumption on the premises. The licensable activities will only take place on any day during the 4 weekends limited to 8 days the premises are open per year .

2. **Application**

- 2.1. Background Clubs Ltd has made an application for a premises licence under section 17 of the Licensing Act 2003.
- 2.2. The applicant is seeking authorisation for the following licensable activities and times:

|                                    |   |
|------------------------------------|---|
| <b>Live Music<br/>Outdoors</b>     | <p><b>Standard Hours:</b><br/>Sat 12:00-22:00<br/>Sun 12:00-22:00</p> <p>Live performances may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year</p> |
| <b>Recorded Music<br/>Outdoors</b> | <p><b>Standard Hours:</b><br/>Sat 12:00-22:00<br/>Sun 12:00-22:00</p> <p>Recorded music may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year</p>    |

|   |   |
|---|---|
| <p><b>Performances of Dance Outdoors</b></p>    | <p><b>Standard Hours:</b><br/>Sat 12:00-22:00<br/>Sun 12:00-22:00</p> <p>Performance of dance may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year</p>                              |
| <p><b>Anything of a similar description</b></p> | <p><b>Standard Hours:</b><br/>Sat 12:00-22:00<br/>Sun 12:00-22:00</p> <p>Performances of anything of a similar description may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year</p> |
| <p><b>Supply of Alcohol On Premises</b></p>     | <p><b>Standard Hours:</b><br/>Sat 12:00-22:00<br/>Sun 12:00-22:00</p> <p>The sale of alcohol will only take place on any day during the 4 weekends limited to 8 days the premises are open per year.</p>  |
| <p><b>The opening hours of the premises</b></p> | <p><b>Standard Hours:</b><br/>Sat 12:00-22:00<br/>Sun 12:00-22:00</p> <p>The premises will only be open during the 4 weekends limited to 8 days the premises are open per year.</p>   |

2.3. The application is attached as Appendix A. The applicant has proposed measures that could be converted to conditions (see paragraph 8.1 below).

3. **Current Status/History**

3.1. The premises are not currently licensed for any activity.

3.2. No temporary event notices have been given for this premises in this calendar year.

4. **Representations: Responsible Authorities**

|      |         |
|------|---------|
| From | Details |
|------|---------|

|   |   |
|---|---|
| Environmental Health Authority (Environmental Protection)                       | No representation received  |
| Environmental Health Authority (Environmental Enforcement) <b>(Appendix B1)</b> | Representation received on the grounds of The Prevention of Public Nuisance |
| Environmental Health Authority (Health & Safety)                                | No representation received  |
| Weights and Measures (Trading Standards)  | No representation received  |
| Planning Authority  | No representation received  |
| Area Child Protection Officer   | No representation received  |
| Fire Authority  | Have confirmed no representation .  |
| Police  | No representation received  |
| Licensing Authority <b>(Appendix B2)</b>  | Representation received on the grounds of The Prevention of Public Nuisance |
| Health Authority  | No representation received  |

5. **Representations: Other Persons**

| <b>From</b>   | <b>Details</b>   |
|---|--|
| 11 Representation received from and on behalf of local residents. <b>(Appencies C1-C11)</b> | Representation received on the grounds of The Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance and The Protection of Children from Harm. |

6. **Guidance Considerations**

- 6.1. The Licensing Authority is required to have regard to any guidance issued by the Secretary of State under the Licensing Act 2003.

7. **Policy Considerations**

- 7.1. Licensing Sub-Committee is required to have regard to the London Borough of Hackney's Statement of Licensing Policy ("the Policy") adopted by the Licensing Authority.
- 7.2. The Policy applies to applications where relevant representations have been made. With regard to this application, policies, LP1 (General Principles), LP2 (Licensing Objectives) and LP6 (External Areas and Outdoor Events) are relevant.

8. **Officer Observations**

- 8.1. If the Sub-Committee is minded to approve the application, the following conditions should be applied the licence:

Supply of Alcohol(On/Both)

1. No supply of alcohol may be made under the premises licence:
  - (a) At a time when there is no designated premises supervisor in respect of the premises licence.
  - (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;  
drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or  
drink as much alcohol as possible (whether within a time limit or otherwise);  
  
provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;  
  
provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;  
  
selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
  5. 5.1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sales or supply of alcohol.  
5.2 The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.  
5.3. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-
    - A. a holographic mark or
    - B. an ultraviolet feature.
  6. The responsible person shall ensure that:
    - a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
      - beer or cider: 1/2 pint;
      - gin, rum, vodka or whisky: 25ml or 35ml; and
      - still wine in a glass: 125ml; and
        - a. these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
        - b. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

### Minimum Drinks Pricing

7. 7.1 A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 7.2 For the purposes of the condition set out in paragraph 7.1 above -
  - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) "permitted price" is the price found by applying the formula -  $P = D + (D \times V)$  Where -
    - (i) P is the permitted price,
    - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol,

and

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

(d) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -

(i) the holder of the premises licence,

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

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

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

(f) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

7.3 Where the permitted price given by Paragraph 8.2(b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub- paragraph rounded up to the nearest penny.

7.4 (1) Sub-paragraph 7.4(2) below applies where the permitted price given by Paragraph 7.2(b) above on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

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

### **Door Supervision**

8. Each individual who is to carry out a security activity at the premises must Be licensed by the Security Industry Authority.

### **Conditions derived from operating schedule**

9. The detailed operational procedures and practices that the licence holder has agreed to carry out when licensable activities are taking place at the premises are set out in the Event Safety Management Plan that is attached to this licence (as Appendix 12). These documents must be kept on the licensed premises and shall be made available immediately upon request for inspection by Police and or Local Authority officers.

10. Should the licence holder make any significant changes to ESMP the Licensing Authority and all the relevant Responsible Authorities shall be notified

via email 14 days prior to the event taking place and the section(s) of the ESMP to be amended shall be forwarded.

11. All security will be given a briefing to ensure they are fully aware of their duties and responsibilities. All security will be SIA registered.

12. There will be security presence on the front door, on all fire exits, across the venue with full venue patrols at regular intervals and radio contact between all security.

13. All artists and guests will be subject without exception to a full pat down research on entry, full search of outer garments and bags, and a wand search to detect metal items.

14. All areas of the venue will be constantly monitored by security personnel and who will be in direct contact with the head of security.

15. An advertised hotline telephone number for the Event Organiser shall be available to local residents during events. A log shall be kept of all telephone complaints and any complaints made shall be investigated as soon as possible and recorded together with action taken.

16. Signs will be prominently displayed at all exit points reminding customers to leave quietly and respect local residents.

17. A Challenge 25 proof of age scheme shall be operated at the event where the only acceptable forms of identification are recognised photographic identification cards, such as driving licence or passport.

18. An incident log shall be kept during the event, and made available on request to an authorised officer of the council or the police, which will record the following:

- a) All crimes reported;
- b) All ejections of patrons;
- c) Any incidents of disorder;
- d) Seizure of drugs or offensive weapons;
- e) Any faults in the CCTV system or searching equipment or scanning equipment;
- f) Any refusal of the sale of alcohol;
- g) Any visit by a relevant authority or emergency service.

19. The event will operate a zero tolerance policy to drugs and comply with Hackney Police Drugs, Weapons and Search policy.

20. Patrons will not be allowed to take drinks, glass or open containers outside of the designated event area at any time.

21. Stewards or SIA registered door supervisors will be responsible for ensuring that any queue for the event is orderly and noise kept to a minimum.

22. A written dispersal policy shall be agreed with the police and licensing authority prior to the event.

23. In the event that a serious assault is committed in the event area (or appears to have been committed) the management will immediately ensure that:

- (a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
- (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

24. The event will operate within the Event Safety Management Plan at all times.

25. Details of all DJs etc. performing to be provided to police a minimum of 10 working days before the event

26. Police will be given a minimum of 3 months notice in advance of each event weekend

**Conditions derived from Responsible authorities representations:**

27. The Licensee shall ensure that all staff are fully trained and made aware of the legal requirement of businesses to comply with their responsibility as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.

28. The Licensee shall ensure that any contract for general and recyclable waste disposal shall be appropriate in size to the amount of waste produced by the business. The Licensee shall maintain an adequate supply of waste receptacles provided by his registered waste carrier (refuse sacks or commercial waste bins) in order to ensure all refuse emanating from the business is always presented for collection by his waste carrier and shall not use any plain black or unidentifiable refuse sacks or any other unidentifiable or unmarked waste receptacles.

29.

A. The Licensee's premises are situated in an area within which refuse may only be left on the public highway at certain times (time bands). If the Licensee's waste carrier cannot or does not comply by collecting the refuse within an hour after the close of any time band imposed by the waste authority, the Licensee must remove the refuse from the public highway and/or keep it within the premises until such time as their waste carrier arrives to collect the refuse.

B. In streets or areas where the London Borough of Hackney imposes a requirement that refuse may only be left on the public highway at certain times the Licensee must ensure he complies with any orders or notices served by the Council AND if the Licensee's waste carrier cannot or does not comply by collecting the refuse within an hour after the close of any time band imposed by such order or notice, the Licensee must remove the refuse from the public



highway and/or keep it within the premises until such time as his/her waste carrier arrives to collect the refuse).

30. The Licensee shall instruct members of staff to make regular checks of the area immediately outside the premises and remove any litter, bottles and glasses emanating from the premises. A final check should be made at close of business.

31. The Licensee shall provide a safe receptacle for cigarette ends to be placed outside for the use of customers, such receptacle being carefully placed so as not to cause an obstruction or trip.

32. The current trade waste agreement/duty of care waste transfer document shall be conspicuously displayed and maintained in the window of the premises where it can be conveniently seen and read by persons standing in the PREMISES (Blackground Club Ltd) . This should remain unobstructed at all times and should clearly identify:

- the name of the registered waste carrier
- the date of commencement of trade waste contract
- the date of expiry of trade waste contract
- the days and times of collection
- the type of waste including the European Waste Code

## 9. **Reasons for Officer Observations**

- 9.1. Conditions 9 to 26 are derived from the applicant's operating schedule. Conditions 27 to 32 have been proposed by Environmental Enforcement authority.

## 10. **Legal Comments**

- 10.1. The Council has a duty as a Licensing Authority under the Licensing Act 2003 to carry out its functions with a view to promoting the following licensing objectives;
- The Prevention of Crime and Disorder
  - Public Safety
  - Prevention of Public Nuisance
  - The Protection of Children from Harm
- 10.2. It should be noted that each of the licensing objectives have equal importance and are the only grounds upon which a relevant representation can be made and for which an application can be refused or terms and conditions attached to a licence.

## 11. **Human Rights Act 1998 Implications**

- 11.1. There are implications to;
- **Article 6** – Right to a fair hearing
  - **Article 14** – Not to discriminate
  - Balancing: **Article 1**- Peaceful enjoyment of their possession (i.e. a licence is defined as being a possession) with **Article 8** – Right of Privacy (i.e. respect private & family life) to achieve a proportionate

decision having regard to the protection of an individuals rights against the interests of the community at large.

12. **Members Decision Making**

12.1. **Option 1**

**That the application be refused**

12.2. **Option 2**

**That the application be approved, together with any conditions or restrictions which Members consider necessary for the promotion of the Licensing objectives.**

13. **Conclusion**

13.1. That Members decide on the application under the Licensing Act 2003.

**Appendices:**

Appendix A: Application for a premises licence and supporting documents

Appendix B: Representations from responsible authorities

Appendix C: Representations from other persons

Appendix D: Location map

**Background documents**

Licensing Act 2003

LBH Statement of Licensing Policy

|  |   |
|--|---|
| <b>Report Author</b>   | Name: Sanaria Hussain<br>Title: Senior Licensing Officer<br>Email: Sanaria.Hussain@hackney.gov.uk<br>Tel: 020 8356 4972 |
| <b>Comments for the Group Director of Finance and Corporate Resources prepared by</b>    | Name<br>Title<br>Email<br>Tel   |
| <b>Comments for the Director of Legal, Democratic and Electoral Services prepared by</b> | Name<br>Title<br>Email<br>Tel   |

**↳ Hackney**  
**LA01**

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

**I/We** Background Clubs Ltd

*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

|  |        |                 |        |
|--|--------|-----------------|--------|
| Postal address of premises or, if none, ordnance survey map reference or description<br>Night Group Presents<br>Bohemia Place (Private Road Outdoor Street Area)<br>Mare Street<br>Hackney |        |                 |        |
| <b>Post town</b>   | London | <b>Postcode</b> | E8 1DU |

|   |    |
|---|----|
| Telephone number at premises (if any)   |    |
| Non-domestic rateable value of premises | £0 |

**Part 2 - Applicant details**

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  please complete section (B)
  - iii as an unincorporated association or  please complete section (B)

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

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

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

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

|   |  |  |
|---|--|--|
| <b>Daytime contact telephone number</b>   |  |  |
| <b>E-mail address (optional)</b>  |  |  |
| <b>Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)</b> |  |  |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

|   |                              |  |                             |                                      |  |
|---|------------------------------|--|-----------------------------|--------------------------------------|--|
| Mr <input type="checkbox"/>   | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/>                      | Ms <input type="checkbox"/> | Other Title<br>(for example,<br>Rev) |  |
| <b>Surname</b>  |                              |  | <b>First names</b>          |                                      |  |
| <b>Date of birth</b>  |                              | I am 18 years old or over <input type="checkbox"/> |                             | Please tick yes                      |  |
| <b>Nationality</b>  |                              |  |                             |                                      |  |
| Current postal address if different from premises address   |                              |  |                             |                                      |  |
| Post town   |                              |  |                             | Postcode                             |  |
| <b>Daytime contact telephone number</b>   |                              |  |                             |                                      |  |
| <b>E-mail address (optional)</b>  |                              |  |                             |                                      |  |
| <b>Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)</b> |                              |  |                             |                                      |  |

**(B) OTHER APPLICANTS**

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

|                              |
|------------------------------|
| Name<br>Background Clubs Ltd |
|------------------------------|

|   |
|---|
| <b>Address</b><br>13 Bohemia Place, London, England, E8 1DU   |
| <b>Registered number (where applicable)</b><br>10388643   |
| <b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b><br>Private Limited Company |
| <b>Telephone number (if any)</b><br>[REDACTED]  |
| <b>E-mail address (optional)</b><br>[REDACTED]  |

**Part 3 Operating Schedule**

When do you want the premises licence to start? DD MM YYYY

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 0 | 1 | 0 | 2 | 2 | 0 | 2 | 4 |
|---|---|---|---|---|---|---|---|

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

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

The premises is a large outdoor space located at Bohemia Place, E8 1DU, a private road servicing 20 railway arches located beneath the overground line just to the east of Hackney Central station. There is access to Bohemia Place from Mare Street to the west and Nursery Road to the east. There are no residential properties directly adjacent to the premises with the Arriva London Hackney bus garage directly to the north and the railway arches and Tesco superstore to the south. The west access is located on the opposite side of a pelican crossing to the pedestrianised Mare Street shopping area and the east access is through a railway arch to Nursery Road, leading to Morning Lane. There are excellent local transport links, particularly within core hours,

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

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

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

- | Provision of regulated entertainment (please read guidance note 2)  | Please tick all that apply          |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |
| <b>Provision of late night refreshment</b> (if ticking yes, fill in box I)                                  | <input type="checkbox"/>            |
| <b>Supply of alcohol</b> (if ticking yes, fill in box J)  | <input checked="" type="checkbox"/> |

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

**A**

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



**B**

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

**C**

|  |       |        |  |
|--|-------|--------|--|
| <b>Indoor sporting events</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Please give further details</b> (please read guidance note 4)   |
| Day  | Start | Finish |  |
| Mon  |       |        | <b>State any seasonal variations for indoor sporting events</b> (please read guidance note 5)  |
|  |       |        |  |
| Tue  |       |        | <b>Non-standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |
|  |       |        |  |
| Wed  |       |        |  |
|  |       |        |  |
| Thur   |       |        |  |
|  |       |        |  |
| Fri  |       |        |  |
|  |       |        |  |
| Sat  |       |        |  |
|  |       |        |  |
| Sun  |       |        |  |
|  |       |        |  |

**D**

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

**E**

|  |              |               |  |          |                                     |
|--|--------------|---------------|--|----------|-------------------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |              |               | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/>            |
|  |              |               |  | Outdoors | <input checked="" type="checkbox"/> |
|  |              |               |  | Both     | <input type="checkbox"/>            |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | <p><b>Please give further details here</b> (please read guidance note 4)<br/>Live performances may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year.</p> |          |                                     |
| Mon  |              |               |  |          |                                     |
| Tue  |              |               |  |          |                                     |
| Wed  |              |               |  |          |                                     |
|  |              |               | <p><b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)</p>  |          |                                     |
| Thur   |              |               |  |          |                                     |
|  |              |               | <p><b>Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p>                                     |          |                                     |
| Fri  |              |               |  |          |                                     |
| Sat  | 12:00        | 22:00         |  |          |                                     |
| Sun  | 12:00        | 22:00         |  |          |                                     |

**F**

|  |              |               |   |          |                                     |
|--|--------------|---------------|---|----------|-------------------------------------|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |              |               | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  | Indoors  | <input type="checkbox"/>            |
|  |              |               |   | Outdoors | <input checked="" type="checkbox"/> |
|  |              |               |   | Both     | <input type="checkbox"/>            |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | <p><b>Please give further details here</b> (please read guidance note 4)</p> <p>Performance of recorded music may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year.</p> |          |                                     |
| Mon  |              |               |   |          |                                     |
| Tue  |              |               |   |          |                                     |
| Wed  |              |               |   |          |                                     |
| Thur   |              |               | <p><b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)</p>   |          |                                     |
| Fri  |              |               |   |          |                                     |
| Sat  | 12:00        | 22:00         | <p><b>Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p>  |          |                                     |
| Sun  | 12:00        | 22:00         |   |          |                                     |

**G**

|   |       |        |   |          |                                     |
|---|-------|--------|---|----------|-------------------------------------|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/>            |
|   |       |        |   | Outdoors | <input checked="" type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/>            |
| Day   | Start | Finish |   |          |                                     |
| Mon   |       |        | <b>Please give further details here</b> (please read guidance note 4)<br>Performance of dance may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year. |          |                                     |
| Tue   |       |        |   |          |                                     |
| Wed   |       |        | <b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)   |          |                                     |
| Thur  |       |        |   |          |                                     |
| Fri   |       |        | <b>Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)  |          |                                     |
| Sat   | 12:00 | 22:00  |   |          |                                     |
| Sun   | 12:00 | 22:00  |   |          |                                     |

H

|  |       |        |   |          |                                     |
|--|-------|--------|---|----------|-------------------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Please give a description of the type of entertainment you will be providing</b><br>The final line up for the entertainment has not yet been booked, this section has been applied for to ensure that we will be compliant with the licensing act if there is any question as to whether entertainment booked is outside of Performances falling within ( e ), ( f ) or ( g ), but is similar. |          |                                     |
| Day  | Start | Finish | <b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/>            |
| Mon  |       |        |   | Outdoors | <input checked="" type="checkbox"/> |
|  |       |        |   | Both     | <input type="checkbox"/>            |
| Tue  |       |        | <b>Please give further details here</b> (please read guidance note 4)<br>Performances of anything of a similar description to that falling within ( e ), ( f ) or ( g ) may form part of the programmed entertainment on the main stage at any time during the 4 weekends limited to 8 days the premises are open per year.   |          |                                     |
| Wed  |       |        |   |          |                                     |
| Thur   |       |        | <b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)  |          |                                     |
| Fri  |       |        |   |          |                                     |
| Sat  | 12:00 | 22:00  | <b>Non-standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)   |          |                                     |
| Sun  | 12:00 | 22:00  |   |          |                                     |

I

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



**J**

|   |       |        |  |                  |                                     |
|---|-------|--------|--|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)   | On the premises  | <input checked="" type="checkbox"/> |
|   |       |        |  | Off the premises | <input type="checkbox"/>            |
|   |       |        |  | Both             | <input type="checkbox"/>            |
| Day   | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)   |                  |                                     |
| Mon   |       |        |  |                  |                                     |
| Tue   |       |        |  |                  |                                     |
| Wed   |       |        |  |                  |                                     |
| Thur  |       |        |  |                  |                                     |
| Fri   |       |        |  |                  |                                     |
| Sat   | 12:00 | 22:00  |  |                  |                                     |
| Sun   | 12:00 | 22:00  | <b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)<br>The sale of alcohol will only take place on any day during the 4 weekends limited to 8 days the premises are open per year. |                  |                                     |
|   |       |        |  |                  |                                     |

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

|   |            |
|---|------------|
| <b>Name</b><br>Rhys John Rose                               |            |
| <b>Date of birth</b> [REDACTED]                             |            |
| <b>Address</b><br>[REDACTED]<br>[REDACTED]                  |            |
| <b>Postcode</b>   | [REDACTED] |
| <b>Personal licence number (if known)</b><br>[REDACTED]     |            |
| <b>Issuing licensing authority (if known)</b><br>[REDACTED] |            |

**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).**

none

L

| Hours premises are open to the public<br>Standard days and timings (please read guidance note 7) |       |        | State any seasonal variations (please read guidance note 5)   |
|--|-------|--------|---|
| Day  | Start | Finish |   |
| Mon  |       |        | <p><b>Non-standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)</b><br/>The premises will only be open during the 4 weekends limited to 8 days the premises are open per year.</p> |
| Tue  |       |        |   |
| Wed  |       |        |   |
| Thur   |       |        |   |
| Fri  |       |        |   |
| Sat  | 12:00 | 22:00  |   |
| Sun  | 12:00 | 22:00  |   |
|  |       |        |   |
|  |       |        |   |
|  |       |        |   |

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

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

In general our application has been based on our successful weekend street festival event held at the premises on the 9th and 10th September 2023, & on other similar street festivals that have previously been granted within the borough, the suggested conditions below have been made based on prior consultation with the local Met Police team.

As a result of our previous event at the premises we have attached a number of additional supporting documents as appendices, we have been advised by our newly appointed compliance team that where these documents are protected by GDPR agreements with third parties or contain restricted business information that they be marked confidential. We would request that any document with confidential in the file name is treated as restricted distribution for viewing as required by the Hackney Council licensing team and any responsible authorities notified of the application. We would also request that confidential documents do not form part of the licence application viewable by the public, and that in the event of any hearing they are not included in any public agenda or documents pack, being delivered as a confidential supplementary pack for the consideration of the committee. Whilst we appreciate that this may seem restrictive we have a duty of care not to share sensitive information such as names and contact details for our staff and suppliers.

The 12 additional appendices show the control documents used at our previous successful event, appendices 10 and 11 may be of particular interest to the Noise Team and appendix 12 is the final draft of the ESMP which would be updated for each new event weekend.

The licence applied for is to allow us to operate a maximum of 8 days per year divided into 4 weekends of 2 days on Saturday and Sunday. We have proposed 3 months notice to the police in advance of each event weekend. (condition 19 below)

In addition to the conditions discussed we recognise that there is a responsibility to produce a good event safety management plan that is proportionate to any proposed event. With this in mind we also propose the following general conditions:

1. The detailed operational procedures and practices that the licence holder has agreed to carry out when licensable activities are taking place at the premises are set out in the Event Safety Management Plan that is attached to this licence (as Appendix 12). These documents must be kept on the licensed premises and shall be made available immediately upon request for inspection by Police and or Local Authority officers.
2. If the licence holder wishes to make any significant changes to ESMP the Licensing Authority and all the relevant Responsible Authorities shall be notified via e-mail 14 days prior to the event taking place and the section(s) of the ESMP to be amended shall be forwarded.

**b) The prevention of crime and disorder**

3. All security will be given a briefing to ensure they are fully aware of their duties and responsibilities. All security will be SIA registered
4. There will be security presence on the front door, on all fire exits, across the venue with full venue patrols at regular intervals and radio contact between all security.
5. All artists and guests will be subject without exception to a full pat down search on entry, full search of outer garments and bags, and a wand search to detect metal items.
6. All areas of the venue will be constantly monitored by security personnel and who will be in direct contact with head of security.
7. An advertised hotline telephone number for the Event Organiser shall be available to local residents during events. A log shall be kept of all telephone complaints and any complaints made shall be investigated as soon as possible and recorded together with

action taken.

8. Signs will be prominently displayed at all exit points reminding customers to leave quietly and respect local residents.

9. A Challenge 25 proof of age scheme shall be operated at the event where the only acceptable forms of identification are recognised photographic identification cards, such as driving licence or passport.

10. An incident log shall be kept during the event, and made available on request to an authorised officer of the council or the police, which will record the following:

- a) All crimes reported;
- b) All ejections of patrons;
- c) Any incidents of disorder;
- d) Seizure of drugs or offensive weapons;
- e) Any faults in the CCTV system or searching equipment or scanning equipment;
- f) Any refusal of the sale of alcohol;
- g) Any visit by a relevant authority or emergency service.

11. The event will operate a zero tolerance policy to drugs and comply with Hackney Police Drugs, Weapons and Search policy.

12. An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.

13. Patrons will not be allowed to take drinks, glass or open containers outside of the designated event area at any time.

14. Stewards or SIA registered door supervisors will be responsible for ensuring that any queue for the event is orderly and noise kept to a minimum.

15. A written dispersal policy shall be agreed with the police and licensing authority prior to the event.

16. In the event that a serious assault is committed in the event area (or appears to have been committed) the management will immediately ensure that:

- (a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
- (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

17. The event will operate within the Event Safety Management Plan at all times.

18. Details of all DJs etc. performing to be provided to police a minimum of 10 working days before the event

19. Police will be given a minimum of 3 months notice in advance of each event weekend

### **c) Public safety**

### **d) The prevention of public nuisance**

**e) The protection of children from harm**

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).


**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS**

**APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

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

**Part 4 – Signatures** (please read guidance note 11)

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

|                    |  |
|--------------------|--|
| <b>Declaration</b> | <ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>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 right to work checking service which confirmed their right to work (please see note 15)</li> </ul> |
| Signature          |   |
| Date               | 26/10/23   |
| Capacity           | Rhys John Rose D.P.S   |

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

|           |   |
|-----------|---|
| Signature |   |
| Date      |   |
| Capacity  | . |

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

### Notes for Guidance

- 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.
- 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:

- a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- 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.
- 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.
- 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.
- 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:
  - 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.
  - 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.
  - 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:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;



- 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;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - 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 the right to work in the UK and are not subject to a condition preventing them from doing work relating to the

carrying on of a licensing 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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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 an EEA 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:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the EEA family member – e.g.

- a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the EEA 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.

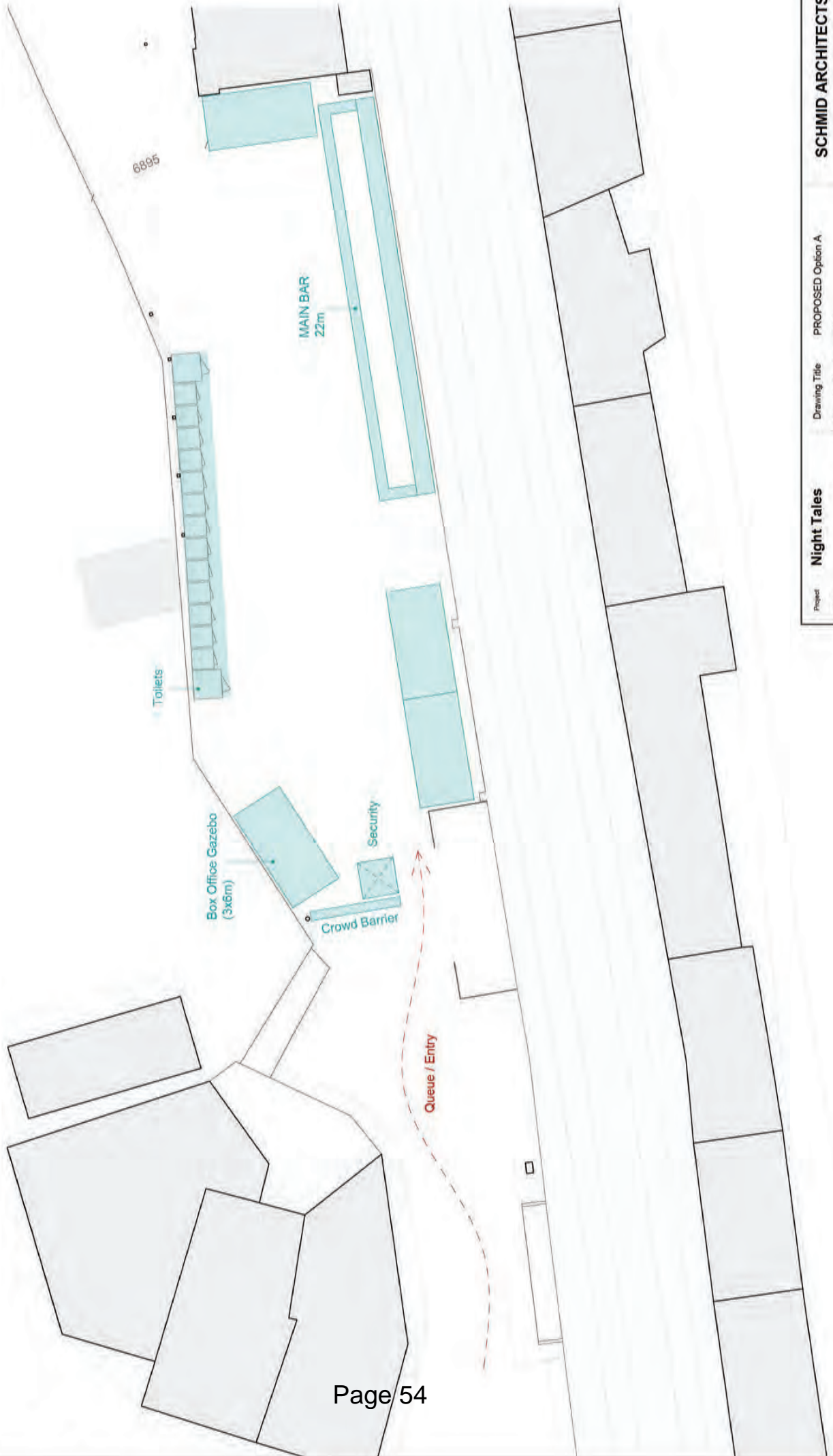
To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth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

SECTION 1

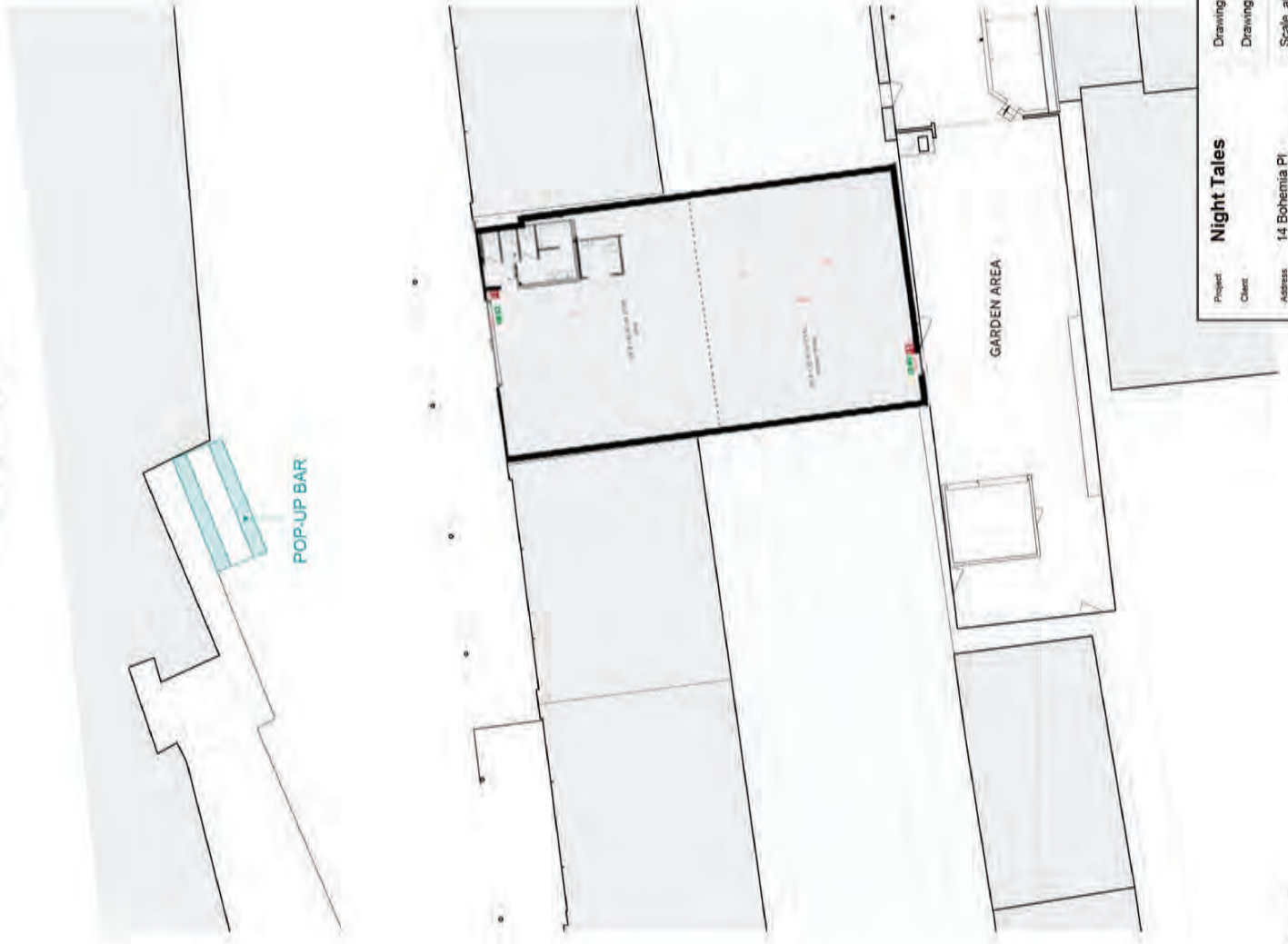


|                     |                                |                       |                   |
|---------------------|--------------------------------|-----------------------|-------------------|
| <b>Project</b>      | <b>Night Tales</b>             | <b>Drawing Title</b>  | PROPOSED Option A |
| <b>Client</b>       |                                | <b>Drawing Number</b> | A1.1              |
| <b>Address</b>      | 14 Bohemia Pl<br>London E8 1DU | <b>Scale at A1</b>    | 1:100             |
| <b>Project code</b> | 033                            | <b>Rev.</b>           | draft             |
|                     |                                | <b>Date</b>           | 23/05/2023        |

**SCHMID ARCHITECTS**  
266 High Road  
N154AJ London  
074 934 38193  
contact@schmidarchitects.co.uk

NOTE:  
Drawing not suitable for planning application, building control or construction purposes.  
Do not scale off drawing.

# SECTION 2



|   |                                       |   |                                  |
|---|---------------------------------------|---|----------------------------------|
| <b>Project:</b><br>Client:  | <b>Night Tales</b>                    | <b>Drawing Title:</b><br>Drawing Number | <b>PROPOSED Option A</b><br>A1.2 |
| <b>Address:</b><br>Project code   | 14 Bohemia Pt<br>London E8 1DU<br>033 | <b>Scale at A1:</b><br>Rev. A           | <b>1:100</b><br>Date 30/05/2023  |
| <b>SCHMID ARCHITECTS</b><br>266 High Road<br>N154AJ London<br>074 934 38193<br>contact@schmidarchitects.co.uk |                                       |   |                                  |

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SECTION 3



|   |                   |
|---|-------------------|
| <b>SCHMID ARCHITECTS</b>  |                   |
| 266 High Road<br>N154AJ London<br>074 934 38193<br>contact@schmidarchitects.co.uk |                   |
| <b>Night Tales</b>  | Project Title     |
| 14 Bohemia Pl<br>London E8 1DU  | Drawing Title     |
| Project code 033  | Drawing Number    |
|   | PROPOSED Option A |
|   | A1.3              |
|   | Scale at A1       |
|   | 1:100             |
|   | Rev. A            |
|   | Date              |
|   | 30/05/2023        |

NOTE:  
Drawing not suitable for planning application, building control or construction purposes.  
Do not scale off drawing.





- VIP access area
- General admission area
- Back of House
- Medical Treatment area

|                          |                                |   |                   |
|--------------------------|--------------------------------|---|-------------------|
| <b>SCHMID ARCHITECTS</b> |                                | 266 High Road<br>N154AJ London<br>074 934 38193<br>contact@schmidarchitects.co.uk |                   |
| <b>Project</b>           | <b>Night Tales</b>             | <b>Drawing Title</b>  | PROPOSED Option A |
| <b>Client</b>            | 14 Bohemia Pl<br>London E8 1DU | <b>Drawing Number</b>   | A.1.0             |
| <b>Address</b>           | Project code: 033              | <b>Scale at A3</b>  | 1:500             |
| <b>Project code</b>      |                                | <b>Rev.</b>   | draft             |
|                          |                                | <b>Date</b>   | 23/05/2023        |

NOTE:  
Drawing not suitable for planning application, building control or construction purposes.  
Do not scale off drawing.



# Health and Safety Policy

## Contents

- 1 Purpose..... 3
- 2 Scope..... 3
- 3 Responsibilities ..... 3
  - 3.1 Employer’s duties ..... 3
  - 3.2 Employees’ responsibilities ..... 4
- 4 Consultation ..... 4
- 5 Safety information and insurance ..... 5
- 6 Fire safety ..... 5
- 7 First aid and procedure in the event of an accident ..... 6
- 8 Hazard and accident reporting ..... 6
- 9 Users of display screen equipment ..... 7
- 10 Personal safety and security ..... 7
- 11 Personal protective equipment (PPE) ..... 8
- 12 Electrical safety ..... 8
- 13 Housekeeping..... 8
- 14 Smoking, including electronic cigarettes..... 8
- 15 Alcohol, drugs and substance abuse ..... 9
- 16 Pregnant women and those of child-bearing age ..... 9
- 17 Medical conditions..... 9
- 18 Young workers..... 9
- 19 Manual handling ..... 10
- 20 COSHH Regulations..... 10
- 21 Medical checks and health surveillance ..... 10
- 22 Stress at work..... 10

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|    |                                      |    |
|----|--------------------------------------|----|
| 23 | Related policies and documents ..... | 10 |
| 24 | Further information .....            | 11 |
| 25 | Policy owner .....                   | 11 |
| 26 | Policy review date .....             | 11 |

### 1 Purpose

- 1.1 We recognise and accept our responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of our employees and of other persons who may be affected by our activities. The management of health and safety is an integral part of our business and is given the highest priority.
- 1.2 The aims of this policy are to:
- ensure the prevention of personal injury, damage to health and damage to property and equipment
  - ensure the prevention of and protection from foreseeable work hazards for everyone, including customers, vendors, suppliers, visitors to our premises and members of the public in so far as they come into contact with us or our products/services
  - ensure that all equipment is safe and that we provide personal protective equipment (PPE) where appropriate and necessary
  - provide appropriate training and information about any particular hazards or dangerous substances related to individual roles
  - display clear and prominent safety notices throughout the workplace.
- 1.3 This policy is not contractual, but aims to set out how we normally deal with such issues.

### 2 Scope

- 2.1 This policy can only work with the full co-operation and understanding of all our employees and workers and therefore applies to everyone.
- 2.2 Any neglect of health and safety requirements will be regarded as a serious disciplinary matter. Where an action or neglect is so dangerous as to constitute gross misconduct, the employee concerned will be liable to summary dismissal and even prosecution.

### 3 Responsibilities

#### 3.1 Employer's duties

- 3.1.1 We will:
- provide and maintain safe and health working conditions which meet the standards laid down by legislation
  - provide training, instructions and information to employees which enable employees to carry out their work safely and without risk to health
  - make available appropriate control measures, safety equipment and protective equipment and giving instruction in their use.
  - provide suitable and adequate first aid facilities
  - adopt a proactive approach towards the prevention of health and safety risks
  - maintain equipment in good working order and ensuring that statutory inspections are carried out

- maintain records of accidents and dangerous occurrences as required by law and investigate the causes of these
- ensure that managers and directors are aware of their roles and responsibilities in health and safety matters and that they lead by example in terms of compliance with all health and safety procedures
- ensure that each new employee is given induction training which covers the precautions and procedures appropriate to their specific job and familiarises them with this policy and any safety rules and procedures and equipment
- advise all workers, agency workers and contractors of the health and safety rules on commencement
- consult with employees on an individual basis or through our health and safety committee and inform them of any changes to working practices, amendments to health and safety procedures or changes in legislation.

### 3.2 Employees' responsibilities

3.2.1 All employees have a duty by law to co-operate with us to achieve the aims of this policy by:

- ensuring they are aware of all their responsibilities regarding health and safety
- following safe working practices and not removing or altering any safety devices on equipment
- ensuring that they are fully trained in the use of all equipment that is relevant to their job
- recording all accidents or injuries or "near misses" that occur in the workplace, in the Accident Book, and seeking first aid treatment where appropriate; also reporting any accidents or injuries to them which occur at any location to the appropriate authority on those premises, as well as to our **Cade Green – Operations Manager**
- informing their manager of any serious or imminent danger and reporting any shortcomings that they see in our safety arrangements
- seeking guidance from their manager if they are in any doubt concerning any health and safety issue
- following our general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy
- informing any visitors with whom they are meeting of any health and safety risks and precautions they must take.

## 4 Consultation

4.1 Effective safety performance will only be achieved by enthusiasm and interest at all levels within our business. We will consult with staff on an individual basis, by informing them of any changes to working practices, amendments to our safety procedures or changes in legislation. In addition, all employees and workers are encouraged to raise any issues regarding health and safety with their manager or with **Cade Green – Operations Manager**.

## 5 Safety information and insurance

- 5.1 The Health and Safety at Work poster is displayed **Staff Notice Board & Health & Safety folder** All employees and workers are provided with a copy of our health and safety policy and rules on joining our business.; these are also displayed **< Staff Notice Board & Health & Safety folder** All workers, agency workers and contractors should also be advised of these and be required to comply with them.
- 5.2 We will provide and display relevant safety warning signs throughout our premises to highlight any hazards and control measures.
- 5.3 Any significant hazards and risks identified will be assessed and the findings recorded in writing. Copies of our risk assessments and COSHH assessment are kept **< Health & Safety folder>** and will be supplied to individuals as appropriate. Copies of COSHH data sheets are kept **< Health & Safety folder** Our risk assessments will be regularly reviewed to check whether any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice. Additional individual assessments of risk will be undertaken for pregnant employees, young workers and any disabled employees or workers and updated when necessary. Where employees work from their home, an individual risk assessment will be carried out for their home working activities by their manager.
- 5.4 Our fire regulations and evacuation procedures are displayed **<Fire safety folder & at all call points & fire exits within the venue>**. All employees and workers are instructed to read these carefully and to know what to do in the event of a fire. Details of our fire wardens will be circulated to all employees and also displayed in prominent positions throughout our premises for the benefit of all workers and visitors.
- 5.5 The names and contact details of our first aiders are listed **< Staff Notice Board & Health & Safety folder>**.
- 5.6 A copy of our current employers' liability insurance is displayed **< Staff Notice Board & Health & Safety folder** Copies of certificates and of our insurance details will be kept for 40 years.

## 6 Fire safety

- 6.1 We have a legal duty to ensure that adequate precautions are taken against fire.
- 6.2 Fire risk assessments will identify the fire hazards on and around our premises and we will put in place any control measures needed to reduce fire risks to as low as reasonable practicable.
- 6.3 Fire wardens will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire wardens will be circulated to all employees and also displayed in prominent positions throughout our premises for the benefit of all workers and visitors.
- 6.4 Evacuation drills will be held on a regular basis. and recorded in the fire logbook. Any remedial action required to improve the effectiveness of evacuation drills will be carried out where practicable. All inspections, maintenance and safety checks will also be recorded in the fire logbook.

- 6.5 This includes keeping escape routes free from obstruction, regular fire drills, appropriate and regular servicing of fire alarms and extinguishers, fire resistant furniture and fittings, fire notices.
- 6.6 The procedures in the event of a fire or emergency evacuation are issued separately as part of our induction procedure. These include details of any fire wardens. All employees and workers are instructed to read these carefully and to know what to do in the event of a fire. Any changes in the evacuation plan or fire risk assessment will be immediately circulated to all relevant employees and workers.
- 6.7 Appropriate fire safety training will be provided as necessary.

## 7 First aid and procedure in the event of an accident

- 7.1 We have <multiple trained first aiders & an appointed person (Vlad Bungianu – General Manager)> and first aid kits available. The name and contact details of our first aiders are listed **Staff Notice Board & Health & Safety folder** The location of first aid kits are <Managers office, Main bar, Havana Bar, Arch 14 bar, Club bar, Reception>.
- 7.2 In the event of an accident or need to use the first aid equipment, a first aider or the appointed person should be advised immediately.
- 7.3 Employees should use their discretion in the event of an accident, using whatever equipment/means to assist the injured person as required.
- 7.4 <"First aiders are"> responsible for recording details of any accidents occurring on our premises in the Accident Book (see below) and for checking there is an adequate supply of first aid equipment. Users are requested to inform the <Appointed Person - Vlad Bungianu – General Manager> if any replacement items are needed.
- 7.5 Employees are requested to inform any first aider or appointed person of any pre-existing medical conditions they have which the first aider, appointed person or emergency services may need to be made aware of in the event of an accident or injury. Such information will be kept in confidence.

## 8 Hazard and accident reporting

- 8.1 All employees and workers must report any potential hazard or unsafe working practice to their manager or < Appointed Person - Vlad Bungianu – General Manager >.
- 8.2 If the hazard or unsafe working practice presents an immediate danger, it should be reported to the most senior person present at the time. This person has the authority to take immediate action to alleviate the danger, including the stopping of any work until further action is taken.
- 8.3 Any damaged or defective equipment should be reported to the appropriate manager immediately.
- 8.4 All accidents must be reported in the Accident Book which is kept <Managers Office – Accident record folder>. No personal information will be kept in this book; once an entry has been made the completed entry will be removed, reviewed, then kept in a separate location away from the Accident Book for future reference.

- 8.5 All reported accidents and incidents will be investigated by the nominated person and the findings passed onto **<Cade Green – Operations Manager>**.

## 9 Users of display screen equipment

- 9.1 Users of display screen equipment are defined under the Display Screen Equipment (DSE) Regulations as those who regularly use a computer or other visual display screen equipment as a significant part of their normal work.
- 9.2 Regular risk assessments will be carried out for those who use display screen equipment (such as desktops, laptops, ipads or tablets) on a regular basis and reasonable measures taken to reduce the risk of repetitive strain injury. An assessment of each workstation will be undertaken, and reviewed whenever new equipment is introduced or a workstation relocated. In addition, training will be provided to the users on the safe use of the equipment.
- 9.3 Users who are experiencing visual difficulties must request an appropriate eye and eyesight test. This test should take account of the nature of the work undertaken, including the distance at which the screen is viewed. The test is not a substitute for other regular and more comprehensive tests that may be carried out through an optician.
- 9.4 We will pay for the test and, if special corrective glasses or lenses are prescribed for work with display screens, we will pay for the cost of the appropriate prescription glasses or lenses, provided they are solely to be used for this work. Users who are experiencing visual difficulties before their next test is due must speak with their manager in the first instance. The user is personally responsible for the safe keeping of any glasses or lenses that are supplied.
- 9.5 Employees who use laptops for prolonged periods of time can request a docking station to allow their laptop to be set up at an appropriate height and distance.

## 10 Personal safety and security

- 10.1 The safety of our people is our priority and we will do everything in our power to protect them from assault and to prevent unauthorised entry onto our premises.
- 10.2 All visitors will be required to report to **<Reception or Managers Office>** on entering our premises. All visitors must be informed of the relevant health and safety rules and procedures to be followed whilst on our premises.
- 10.3 Children are only permitted to visit our offices when accompanied by their parents or an adult in charge of them and must be supervised at all times.
- 10.4 Access to any potentially hazardous areas is limited to authorised persons.
- 10.5 When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items.



### **11 Personal protective equipment (PPE)**

- 11.1 Where appropriate, employees will be provided with suitable and appropriate personal protective equipment (PPE). This will be provided free of charge where employees and workers are exposed to risks.
- 11.2 Where PPE is provided, employees must wear this as and when instructed to do so and keep it clean and tidy at all times.

### **12 Electrical safety**

- 12.1 All electrical equipment will be maintained to ensure it is safe for its intended use and does not present additional risks.
- 12.2 All portable electrical appliances will be inspected and tested by a trained and competent person as required.
- 12.3 No one is permitted to carry out maintenance on electrical equipment or plugs without prior training and permission.

### **13 Housekeeping**

- 13.1 High standards of housekeeping are essential to ensure personal safety as well as good working conditions and presentation. Particular attention should be paid to the following points.
- Regular cleaning of equipment and the removal of waste from the local work area.
  - Cleaning floors and placing refuse in the bins provided, ensuring that these are emptied frequently.
  - Removing any obstructions to passageways and doors.
  - Returning tools to their designated location.
  - The facilities in the kitchen are there for the use of all employees. It is the responsibility of every employee to keep the kitchen area as clean as possible. Particular attention should be paid to spillages on the floor, which must be cleaned up immediately to avoid accidents.

### **14 Smoking, including electronic cigarettes**

- 14.1 Smoking is not permitted anywhere on our premises (other than in designated areas) or in any of our vehicles or when using a private car if a client/customer or a fellow employee is present as a passenger.
- 14.2 Smokers must smoke within the designated areas outside the buildings.
- 14.3 Smokers who are driving one of our vehicles must stop in a proper place (ie a designated car park, layby, etc) and get out of the vehicle to smoke. They are not allowed to smoke in the vehicle. Having the window open to smoke is in contravention of the law.

- 14.4 We also ban the smoking of electronic cigarettes (e-cigarettes) within our premises or vehicles and these therefore should only be used as outlined above. Electronic cigarettes may not be charged in the workplace.

### 15 Alcohol, drugs and substance abuse

- 15.1 Alcohol, unlawful drugs or any substances such as “legal highs” are not allowed on our premises. Any employee who is found with any unlawful drugs or substances or whose ability to work is impaired due to their use may be suspended and subject to disciplinary action that could lead to their dismissal.
- 15.2 Any employee who has an addiction should speak in confidence initially to their manager who will assess the situation and provide relevant guidance and referral to professional assistance.

- 15.3 For further information, see our drugs, alcohol and substance abuse policy, a copy of which is <[Dropbox – HR policies](#)>

### 16 Pregnant women and those of child-bearing age

- 16.1 When we are informed that an employee is pregnant or breast-feeding, a specific risk assessment will be undertaken by their manager.
- 16.2 All necessary steps will be taken to reduce any risk to the employee or her unborn child.

### 17 Medical conditions

- 17.1 If you have a medical condition, illness, or injury, which is having an impact on you or others at work, please let us know so that we may consider whether it is appropriate to carry out a risk assessment and put any reasonably appropriate measures in place. Medical conditions may be physical or mental. Examples include, but are not limited to, dyslexia, MS, cancer, the menopause or symptoms of a medical process such as gender reassignment etc.
- 17.2 Employees are encouraged to discuss any health concerns with their line manager, including any medical treatment being received which could impact them or others at work.

### 18 Young workers

- 18.1 Specific risk assessments will be carried out before employing a young person (any person who has not attained the age of 18), and also for any work experience placements. These will consider the inexperience, lack of awareness or risks and immaturity of young persons; the fitting-out and layout of the workplace and workstations; the nature, degree and duration of exposure to physical, biological and chemical agents; the form, range and use of work equipment and the way it is used; the organisation of processes and activities; the required training as regards health and safety and other specified risks.
- 18.2 In addition, we will provide the parent and/or school/college with comprehensible and relevant information on any risks to health and safety identified by the assessment and the preventative and protective measures taken.

### 19 Manual handling

19.1 All reasonable effort is made to limit the need for manual handling. However, where necessary, any employee who is at risk from manual handling activities will be provided with information and training on safe handling to prevent potential injuries.

### 20 COSHH Regulations

20.1 We will undertake the relevant risk assessments for any substances that are hazardous to health and put in place any appropriate control measures.

20.2 In line with the COSHH Regulations, and to minimise risks, the least hazardous type of substance will be purchased and used. Cleaning materials, such as bleach and methylated spirits, will always be kept in their original containers with the caps secured and in a suitable storage area.

20.3 Copies of COSHH data sheets and assessments are kept < **Health & Safety folder in Managers office**>.

### 21 Medical checks and health surveillance

21.1 If any medical tests are necessary prior to commencement of employment this will be set out in the offer documentation.

21.2 It is a term and condition in all employment contracts that employees should undergo a medical examination at any time should we have concerns about their health or safety and feel this to be necessary.

### 22 Stress at work

22.1 We will do all we can to reduce work-related stress and to offer support to any employees who may be affected by this.

22.2 We view stress as an adverse reaction to excessive pressure and not a disease or weakness. An employee who feels that the demands of their job are causing them pressure or stress, either temporarily or permanently, should discuss this with their manager who will recommend appropriate guidance and assistance.

22.3 We also appreciate that on occasions, situations may arise outside of work which can result in additional pressure on the individual. We will aim to react appropriately to any circumstances we are made aware of.

### 23 Related policies and documents

- Absence due to illness or injury policy
- Disciplinary policy
- Drugs, alcohol and substance abuse policy
- Whistleblowing policy

The above list is not exhaustive.

### **24 Further information**

Any queries or comments about this policy should be addressed to your line manager in the first instance.

### **25 Policy owner**

This policy is owned and maintained by the HR & Recruitment Manager.

### **26 Policy review date**

Date last reviewed: November 2022

# Bohemia Place

## EMERGENCY FIRE EVACUATION PLAN

### Bohemia Place, Mare Street, E8 1DU

#### ON HEARING FIRE ALARM

*(Repeated message and siren on loud hailer)*

Leave by the **nearest** exit

Do not delay your escape by collecting belongings

Do **not** use lifts

Go to the assembly point – The pedestrianised section of Mare Street through the West Exit or the Church grounds via Nursery Road to the east

THE EVACUATION CONTROLLER IS the DUTY MANAGER or the HEAD of SECURITY

Do not re-enter the premises until instructed to do so by the Evacuation Controller

#### ON DISCOVERING A FIRE

Immediately raise the alarm

Alert anyone nearby

Operate the nearest break glass call point

Leave the premises by the **nearest** exit

Do not attempt to fight the fire unless you have been trained to do so

Report location of the fire to the first radio holder you see on your way out

Do not re-enter the premises until instructed to do so by The Evacuation Controller

When calling the emergency services state clearly you require the "FIRE" service and that the fire is at:

**Bohemia Place, Mare Street, E8 1DU**

## EVACUATION PROCEDURE

### Summoning Assistance.

On activation of any fire alarm or manual notification the Evacuation Controller (EC) will give the radio call **“MR SANDS IS IN THE BUILDING”** repeated three times slowly and clearly, from this point on all radio holders should maintain radio silence and await further instruction from the EC or Duty Manager (DM). Once the Mr Sands radio call has been made the DM should check the Location of the fire with the EC, the DM will attend the location and if safe to do so investigate the indicated location to determine if there is a fire. If the Duty Manager fails to identify a false alarm within 3 minutes or radio contact is lost between the DM & EC the EC should initiate a full evacuation. If a fire is discovered or it is not possible to safely confirm that there is no fire the DM or EC will call for a full evacuation on the two way radio system.

During the 3 minute investigation period all radio holders should ensure that all other staff are aware of the Mr Sands incident and are preparing for a full evacuation.

A full evacuation will be initiated by the radio call **“FULL EVACUATION, FULL EVACUATION, FULL EVACUATION”** this call should be calm and clear, repeated at 10 second intervals by the EC to allow time for feedback from radio holders inside the premises.

When a full evacuation is called all activities will cease, house lights should be switched on throughout & all entertainment be stopped, all in house staff should begin to assist in the clearance of the site by taking up their role as Fire Marshals. All of the businesses located in the railway arches within Bohemia Place will activate their alarm systems by MCP and follow their evacuation procedures.

There will be multiple manned security stations along Bohemia Place where additional Fire Fighting Equipment will be available to ensure that FFE is available within 30m travel. Each OSP point will have a push button alarm sounder to assist in raising the alarm. Event staff will also have a loud hailer to raise the alarm once instructed by the EC, each loud hailer will have a laminate of the emergency announcement attached to it so that the operator can simply read from the A4 prompt card the following message **“LADIES AND GENTLEMEN MAY WE HAVE YOUR ATTENTION PLEASE. THIS IS AN IMPORTANT PUBLIC SAFETY ANNOUNCEMENT. IT IS NECESSARY TO TEMPORARILY EVACUATE THIS AREA. WOULD YOU PLEASE MOVE (in direction indicated by EC) AS DIRECTED BY SECURITY AND STEWARDS. PLEASE REMAIN CALM AND DO NOT RUN. THE EVENT/AREA WILL RESUME AS SOON AS POSSIBLE”** it will also have an instruction to follow the message with a 5 second siren blast and to repeat the message until instructed to stop by the EC. Each loud hailer operator will also be instructed to make large arm gestures in the direction of the fastest exit route from their position.

Once the decision has been made to call a full evacuation or the 3 minute investigation time has expired it will be the responsibility of the EC or DM to contact the fire brigade. 999 should be called & the fire service requested,

**Confirmation should indicate that the Fire Service should attend**  
**Bohemia Place, Mare Street, E8 1DU**

**The Role of Designated Persons**

At Bohemia Place the designated persons will be comprised of any staff who are working directly for Night Group. All staff will receive fire awareness and evacuation training on their first day at work, they will then form part of the Fire Marshals team in conjunction with the sia security team.

**Role of Evacuation Controller**

The Evacuation Controller (EC) will be a senior member of the management Team (The Duty Manager or Head of Event Security) with sufficient knowledge of the premises to advise the fire service on best access routes to the incident and of any significant hazards in the building.

The EC will be the main contact point for the attending fire service.

The EC will receive and note reports of areas evacuated from designated persons; people remaining in the premises or building (for whatever reason); location, evacuation route and any assistance required for any disabled occupants; any injuries or any other relevant information to be conveyed to the fire service.

When a full evacuation is underway and/or the fire brigade have been called the EC will put on a high visibility tabard, The EC will go to the front gate on Mare Street. On the arrival of the fire service EC will make contact with the officer in charge to relay any relevant information.

**Role of Fire Marshals**

Fire Marshals will be all members of Night Group staff and any sia front of house team. Their role is to guide occupants to the assembly point and to keep fire brigade access routes clear. They will also relay relevant information to the EC as necessary.

In the event of a fire alarm they will put on high visibility tabards and take up predetermined marshalling duties.

**Communications**

Designated Persons & Fire Marshals must relay any relevant information passed to them to the EC. All two way radio holders must maintain radio silence to allow the EC/DM to coordinate the evacuation, they should however listen to the radio carefully for instructions and may respond if addressed directly by the EC or DM. During an evacuation radio requests may be made to locations from either the EC or DM when looking for information, e.g. "any radio holder in Unit 11 please respond". When responding to a radio call remember to stay calm and speak slowly & clearly.

The exception to the radio silence rule is that any radio holder can contact the EC in the event of them having important new information about the fire/evacuation situation. An example of this is that a radio holder attempting to exit the premises finds a fire in a fire exit route, in this instance they should double back and attempt to prevent anyone else using the route, ensuring that they are moving away from danger throughout. Only

after they have reached a place of safety should they call in the information. The radio holder should attempt to remain calm, speak slowly and clearly identifying the location and delivering the information as concisely as possible during a break in the repeated full evacuation message, for example “EC, THERE IS A FIRE IN UNIT 11 BY THE REAR FIRE EXIT, THIS ROUTE IS UNSAFE, COPY MESSAGE?”. The radio holder should continue to make their way to an alternative escape route, directing others away from the danger where possible.

## **FIRE MARSHAL TASK LIST**

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area. To ensure the following are in place:
  - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
  - Fire doors are kept shut or are held open by automatically released or easily removable devices.
  - Fire extinguishers are in place with tamper proof seal intact
  - Fire extinguishers have been serviced within the last 12 months.
  - New members of staff are given fire safety information as part of their induction.
  
2. **Non-Routine Activities:** In the event of a fire alarm:
  - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
  - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
  - Report that their area is clear, or not, to the Evacuation Controller.
  - Assist in guiding visitors and event attendees to the meeting points detailed below, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.

Notes.

- a) All Fire Marshals must receive fire training at the start of their first shift.
- b) Fire Marshals will put on high viz tabards in an evacuation situation.

### **Fire Alarm Failure - Contingency Plans**

Occupants of any building/premises must always be made aware of fire in the building/premises. If a fault on the fire alarm system prevents this, a **contingency plan** must be put in place. This is the responsibility of the event management. Options that will be considered by the team are initiating a fire watch with temporary fire alarms/loud hailers, closing affected part of the building/premises or as a last resort closing the whole building/premises. All contingency plans will be subject to dynamic risk assessment by the senior event managers who form the Emergency Liaison Team.



**Training.**

All staff must be given a basic fire safety induction on their first day of work at Night Group Presents. this training is outlined in the “Managers Fire Training Brief”, this training should be recorded in the training record for each person trained by the manager who gave the training.

A fire evacuation drill should be carried out at least once every six months.

**Evacuation Meeting Points**

The following map shows the location of the primary and secondary meeting points and the evacuation routes around the premises.



**Bomb Threat Meeting points**

In the event that the evacuation is as a result of a bomb threat all attendees and staff should be directed to the primary meeting points, located on Mare Street to the west and in the church grounds to the east. Once all staff and attendees are clear of site Designated Persons should continue to monitor their two radios for updates, It may be necessary to give instructions to move to the secondary meeting points or further if requested by attending emergency services.

The recommended safe distances for meeting points in response to bomb threats are as follows:

100 metres (minimum) – All attendees and staff clear of the first meeting points, anyone not past these points is likely to still be at risk.

Letter/Briefcase 200 metres (minimum) – All attendees and staff clear of the second meeting points, anyone not past these points is likely to still be at risk.

Suitcase/Car 500 metres (minimum) – All attendees and staff to follow the instructions of any attending emergency response teams (police LFB etc), in general keep people moving away from the area north towards Clapton pond unless instructed otherwise.

In the event of a bomb threat evacuation all Fire Marshals and SIA security will have to work together to keep attendees moving away until they reach the safe distance. Many of them will try to stop once they think that they are safe, you'll need to get them moving again and keep them moving until they are all past the recommended safe distance.

### **Emergency signage and wayfinding**

Photoluminescent running man signs will be affixed to the south wall (along the business arches) at regular intervals, they will be above head height and will direct people to the nearest of the two final exits to the East and West.

In addition to this day to day provision Night Group will provide additional wayfinding for any event where we are expecting higher attendance. We will assess whether there is a further requirement for larger banner sized signs to make the site safer. This assessment will determine if these signs require illumination / emergency illumination based on whether operating times are finishing after daylight hours. A non exhaustive example list of the signs to be considered is as follows:

- Entrance
- Emergency Exit
- Fire Fighting equipment points
- Medical Points
- Information
- Water points
- Waste points
- Welfare
- WC's
- Area/Venue identifiers with a list of facilities below

### **Site Familiarisation**

The following Site plans show the locations of Fire Fighting Equipment (FFE) within Bohemia Place, there will always be a member of sia security and a pair of fire extinguishers located by each of the main entry/exits from Bohemia Place onto Mare Street to the west and through the railway arch to Nursery Rd on the east. Loud Hailers





with a large laminated announcement guide will be located at the manned security points to assist in communicating an evacuation to attendees.



In addition to this provision each of the businesses located in the railway arches on the south side of the site has FFE as required by their individual fire risk assessments. Any third party suppliers will also be required to provide appropriate FFE for their activities. This will be determined by the RAMS submitted for each trader/supplier as part of the booking process.

**Types of Fire Extinguishers**

In general we will only provide pairs of extinguishers at the points above, these will be either 6kg Water or Foam and 2 kg CO2.

| Main types of portable extinguishers, their uses and colour coding  |  |  |   |
|---|--|--|---|
| <p><b>WATER</b><br/>For wood, paper, textile and solid material fires</p>                        | <p><b>POWDER</b><br/>For liquid and electrical fires</p>  | <p><b>FOAM</b><br/>For use on liquid fires</p>  | <p><b>CARBON DIOXIDE (CO<sub>2</sub>)</b><br/>For liquid and electrical fires</p>  |
| <p><b>DO NOT USE</b> on liquid, electrical or metal fires</p>   | <p><b>DO NOT USE</b> on metal fires</p>  | <p><b>DO NOT USE</b> on electrical or metal fires</p>  | <p><b>DO NOT USE</b> on metal fires</p>   |
| <p>The contents of an extinguisher is indicated by a zone of colour on the red body.<br/>Halon extinguishers are not shown since no new Halon production is permitted in the UK</p> |  |  |   |

The table above shows a guide for the common types of extinguisher you will find on site and their uses, however you should only use extinguishers if you have been trained to do so. If one fully discharged extinguisher does not put a fire out then the priority is your safety and that of other people, concentrate on getting people evacuated rather than running for a second extinguisher.

There may be other types of extinguisher such as wet chemical for deep fat fryers and fire blankets on site as required by the risk assessment of each trader and venue on site.

### **Using Fire extinguishers**

People with no training are not expected to attempt to extinguish a fire, however if you find an fire early enough and have fast close access to an extinguisher rapid action can save lives and prevent an increased risk from a large fire.

### **When to use**

In general you should only attempt to fight a fire with an extinguisher if it is still smaller than a waste paper basket or bucket OR if it is preventing you from evacuating safely.

### **Choosing an extinguisher**

When using a fire extinguisher it is important to be able to identify the cause of the fire and use the correct extinguisher. For example using a water or foam extinguisher on an electrical fire puts you at risk of electric shock and possible explosive short circuit and using a water extinguisher on a fat fryer or chip pan fire will cause a huge fireball.

### **Setting up**

Once you have the correct extinguisher you should break the safety seal and pull out the locking pin. Take the hose or cone for CO<sub>2</sub> and aim it at the base of the fire. When using CO<sub>2</sub> extinguishers you should not handle the cone or connecting pipe as it will become cold enough to freeze burn you during the discharge, use release valve handle and extinguisher body to aim the cone, or the cone handle on larger CO<sub>2</sub> extinguishers.

### **Extinguishing the fire**

After you have completed the steps above you should squeeze the double handle at the top of the extinguisher, the contents of the extinguisher should begin to empty onto the fire. Best practice advice for using a fire extinguisher is:

**Always fully discharge the extinguisher – never stop to look how you're doing half way through.**

**Keep the spray aimed at the lowest part of the fire until it is fully discharged, do not wave the spray around, work slowly from the bottom upwards as the fire is extinguished.**

**Do not attempt to use a second extinguisher unless it is safe to do so, a small fire can grow to fully engulf a room in under three minutes.**

### **Capacities Calculations**

This section outlines the off plan safe capacity of the site based on the guidance outlined in the document "Fire safety risk assessment: open-air events and venues, 2007".

### **Calculation of maximum safe occupancy by final exit width**

Bohemia Place has two main entry and exit points located directly opposite at the east and west end of the street. The calculations below are based on the assessment of the proposed events being a "Normal" risk event which requires the escape time to be > 5

< 10 Minutes, as there is no seated accommodation the escape route capacities have been calculated at a flow rate of 109 people/metre/minute.

The target time for evacuation has been set at 8 minutes, broken down into 3 minutes for the ELT to respond then 5 minutes to evacuate the site. By manipulating the formula provided in the guidance from:

Total exit width = number of people / (flow rate x escape time)

To: Number of people = flow rate x escape time x exit width

Calculations for the two final exits are as follows:

Exit 1 – West end of Bohemia Place to Mare Street, narrowest point is between the fixed gates at 5.3m.

Number of people = flow rate (109) x escape time (5) x exit width (5.3) = 2888 people.

Exit 2 – East end of Bohemia Place to Nursery Road, narrowest point is between the fixed gates at 4.3m.

Number of people = flow rate (109) x escape time (5) x exit width (4.3) = 2343 people.

As outlined in the guidance the larger exit should be discounted from the calculations giving a **safe occupancy by exit width of 2343 people**.

It is also sensible to calculate the occupancy of the site by occupant density.

The area of the street when empty is approximately 1750m<sup>2</sup>, from experience based on previous events/markets held on site we expect the occupation density to be .5m<sup>2</sup> per person. This gives a street occupancy of 3500pp, however this does not take into consideration any temporary structures or facilities that may be installed as part of an event and regardless of the potential occupancy capacity this should be reduced to limit the capacity to the lowest outcome of the occupancy v exit width.

After installation of temporary structures and infrastructure it is calculated that the attendee floor space will be reduced to approximately 1400m<sup>2</sup>, based on our occupancy density of .5m<sup>2</sup> per person this gives a maximum occupancy figure by area of 2800 people. We know that the safe exit width occupancy is 2343 people so as a result we limit the on site capacity to this.

In order for the safe capacity of 2343 to remain relevant there must be a clear emergency route width of 4.3m from one end of the site to the other between all additional infrastructure and temporary structures.

All new capacity and exit calculations will be presented to LFB for approval before any operational change to capacity is made.

## **Crowd control and Entry arrangements**

This section details the entry arrangements and crowd control for queuing and any action to be taken in an evacuation situation.

Any area to be used as an entry point is to be staffed by a minimum of 2 security at all times in order to have sufficient staff to clear the area of queueing customers and crowd control barriers in an evacuation and will be staffed with extra as required to quickly and efficiently process any access queue. The queuing system will be made up of sections of tensa barrier and lo-ped barrier. The security team are instructed to release the tensa barrier and move the posts in the event of a potential emergency evacuation. They are also instructed to move any queuing guests to the muster points identified above.

Any area to be controlled by barriers will be set up to take into consideration the access needs of other businesses and will not block their access or escape routes.

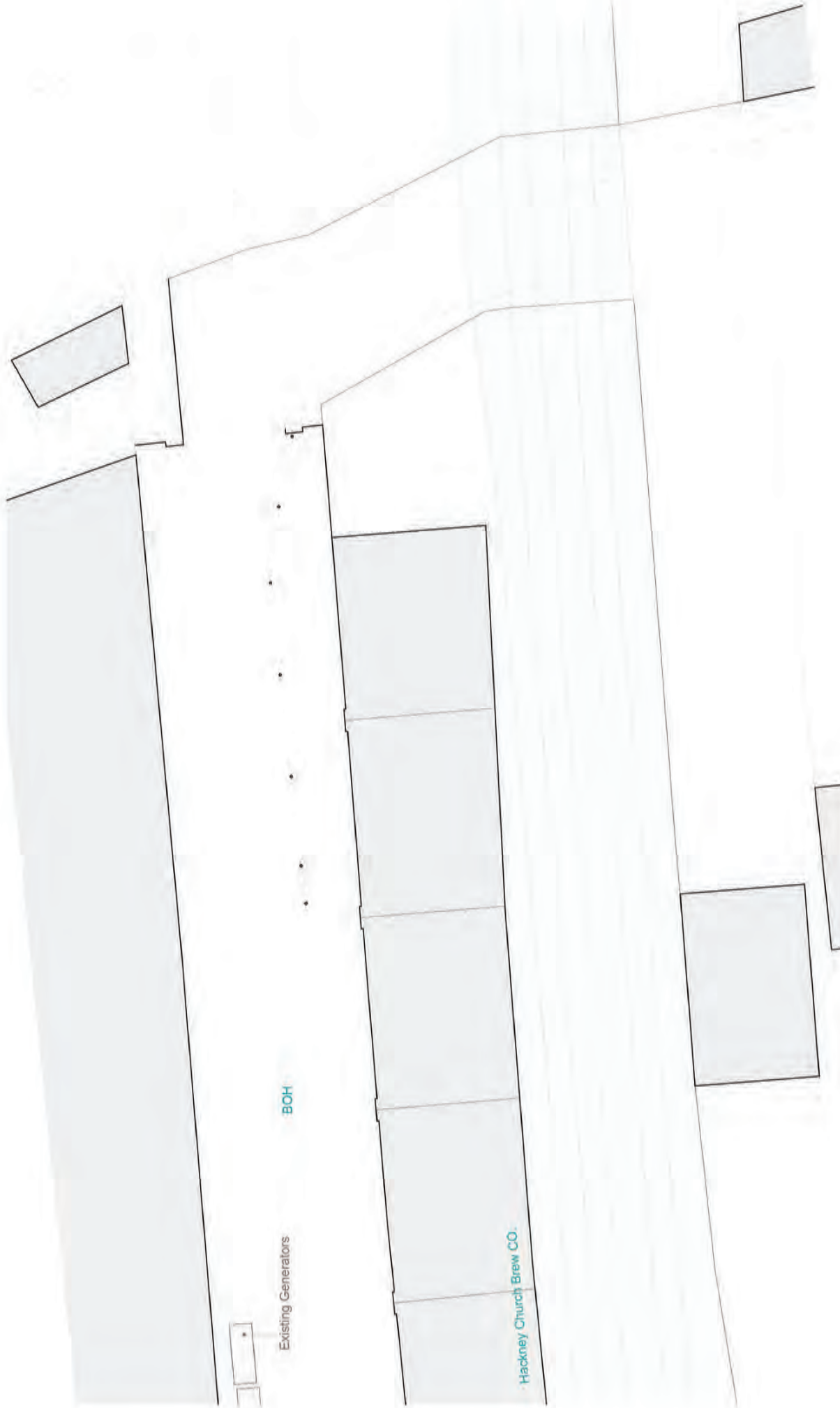
Any high security barriers or fencing will be set up to ensure that the minimum escape routes width of 4.3m is adhered to, this will also apply to all temporary structures on site.

A simple access statement for the site is as follows:

Access to the site will be arranged to ensure good crowd control at any chosen entry point, a combination of lo ped barriers and tensa barrier will be deployed as required to ensure the best crowd control possible. There will be sufficient security at the access points to ensure that any crowd control devices can be removed and any queue cleared in the event of an emergency evacuation.

Set up of each entry system will be by ongoing dynamic risk assessment of the requirements of the event and is likely to change throughout the event, assessments will be made by the Event Manager and the head of SIA door security team.

Our security team will make the primary decision on access set up and ongoing dynamic risk assessment will be the responsibility of the emergency liaison team.



|                                 |                                       |   |                                  |
|---------------------------------|---------------------------------------|---|----------------------------------|
| <b>Project:</b><br>Client:      | <b>Night Tales</b>                    | <b>Drawing Title:</b><br>Drawing Number | <b>PROPOSED Option A</b><br>A1.4 |
| <b>Address:</b><br>Project code | 14 Bohemia Pl<br>London E8 1DU<br>033 | <b>Scale at A1:</b><br>Rev.             | <b>Date:</b><br>23/05/2023       |

**SCHMID ARCHITECTS**  
266 High Road  
N154AJ London  
074 934 38193  
contact@schmidarchitects.co.uk

NOTE:  
Drawing not suitable for planning application, building control or construction purposes.  
Do not scale off drawing.

# Bohemia Place - Managers Fire Training Brief

(to be used in conjunction with evacuation plan)

- Go over the fire evac procedure and meeting point details explaining the role of evac controller and the importance of the fire signing in sheet.
- Show the trainee around the site, clearly showing fire exit doors, manual call points and extinguishers.
- It is important that each new employee is told that all final exit fire doors must be unlocked at the start to each trading session.
- Cover **M.O.P.** the priorities in a fire evac situation, look after **MYSELF**, **OTHERS** and then **POSSESSIONS**. Always make sure you are safe, never put yourself into a situation that is more dangerous than the one you are in now, never walk towards smoke or fire, only use extinguishers if you have been trained and remember **M.O.P.**
- Upon hearing the Fire Alarm you prepare to take up designated marshal duties
- Upon hearing the Evacuation call "**FULL EVACUATION**" you should begin evacuation immediately.
- Put on a Hi-Viz vest located in each area of work, this will instantly give you more authority in the eyes of patrons.
- Exit the space via the nearest fire escape, guiding patrons as you go.
- Do not delay your escape by collecting belongings.
- Listen to any instructions given to you by the security team, radio holders or your manager.
- Make your way to the meeting point as quickly as possible.  
Remain calm, when exiting the site assume the role of Fire Marshal & direct customers in a calm but firm manner, you know the site better than them and can show them the quickest route out. "This is an evacuation, this way to the nearest exit" is a useful phrase. You should repeat this message to patrons three times, if they refuse to exit with you move on to the next patrons on your route out, remember the location and number of any patrons who refuse to leave so that you can inform the Evacuation Controller once clear of the premises. Do not use the word fire.

If you discover a fire:

- **Do not panic – All radio holders switch to channel ?? (emergency channel)**
- **Operate the nearest manual call point & inform the nearest radio holder/member of the security team.**
- **Only tackle the fire if you are sure you are able to and have received training, ensuring you are not in any way at risk.**

Go over Fire Marshal tasks, there are High Viz Vests for staff to put on to assist in clearing the site.

## FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area. To ensure the following are in place:
  - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
  - Fire doors are kept shut or are held open by automatically released or easily removable devices.
  - Fire extinguishers are in place with tamper proof seal intact
  - Fire extinguishers have been serviced within the last 12 months.
  - New members of staff are given fire safety information as part of their induction.
2. **Non-Routine Activities:** In the event of a fire alarm:
  - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
  - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
  - Report that their area is clear, or not, to the Evacuation Controller.
  - Assist in guiding visitors and event attendees to the meeting points located to the north on Mare St and in the Church Grounds, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.
- Any Questions?











About <sup>P 4-5</sup>

*Our Ethos* <sup>P 6-7</sup>

Culture & Diversity <sup>P 8-9</sup>

Page 85

*Research & Development* <sup>P 10-11</sup>

Food & Drink <sup>P 12-13</sup>

Public Relations & Marketing <sup>P 14-15</sup>

*Our Venues* <sup>P 16-23</sup>

WE TRANSFORM SITES INTO  
 NEW LONDON HOTSPOTS,  
 CREATE PLACES

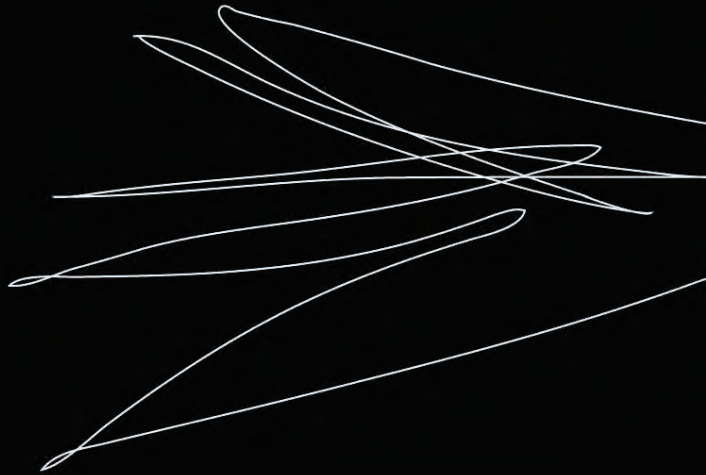


THAT ARE  
 CURRENT AND ENVIRONMENTS WHERE  
 PEOPLE CAN HAVE FUN TOGETHER.

Night Group is an independently owned collective that specialises in delivering pioneering venues in London. Our venues are firmly established in the local music communities. We're best known for showcasing national and international talent in London.

Night Group focuses on delivering culturally relevant events with a focus on spotlighting local artists alongside those with international acclaim, building a loyal and supportive audience across all of our sites.

We provide employment for over 200 full time employees and freelancers from across operational and creative industries.



DRIVEN BY  *collaboration.* IT'S NOT

JUST THE MUSIC THAT MAKES US



UNIQUE – WE'RE *striving* FOR



*positive experiences* IN NIGHTTIME

Page 07

CULTURE. WE WANT PEOPLE



FROM ALL *places* AND *backgrounds* TO

ASSEMBLE AND ENJOY MUSIC

*together* IN A FUN, CREATIVE,



ACCESSIBLE ENVIRONMENT.



# WE TAKE PRIDE

*in delivering  
spaces that are  
culturally*

Page 88

Night Group promotes and implements a zero tolerance towards discrimination of any type.

We provide employment opportunities for BAME members and pride ourselves on offering a diverse music policy. We stand with the LGBTQI+ community through event opportunities, 1/3 of our team are women, with an average workforce age of 25.

We've delivered and arranged a variety of charity and fundraiser events, hosting the Faggamuffin stage at Hackney Carnival celebrating the QTPOC and their allies in East London.

We've also worked with Netil Radio (Charity), Pxsy Palace Bloc Party (Carnival), Let's Have a Kiki (Pride), WHIP (charity). We run floats at Notting Hill Carnival and support the Red Bull Sound System. We also host the annual AMAUK (American UK Music Festival).

*significant  
and safe for*

# PEOPLE OF ALL

*backgrounds,*

*genders,*

# RACES &

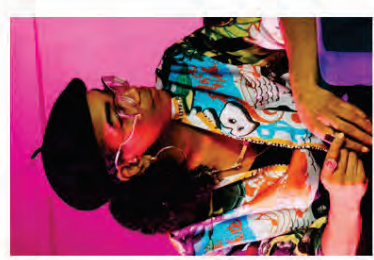
*orientation.*





With over 13,000 sq. ft. our sites are used for a broad mix of cultural/education events that provide a platform for local communities to discuss and nurture their passions.

We host free screenings, live music events, talks and seminars and regular film/ photo shoots for aspiring creatives including CDR, Patterns and Origins, each with a focus on art, and young talent to support future music in the borough.



# OUR SPACES ARE USED EVERY DAY FOR CULTURAL ACTIVITY.

Night Group collaborates with a hand picked selection of some of London's most influential breweries, spirit brands and quality food operators which has grown into an impressive list of businesses we work with.

# PATTY & BUN

*Pizza Pilgrims*

# NANNY BILL'S

*Walter & Monty*

# PALM GREENS

*Jose Pizarro*

# RAPS

*The Rum Kitchen*

# GIZ N GREEN...

Page 90

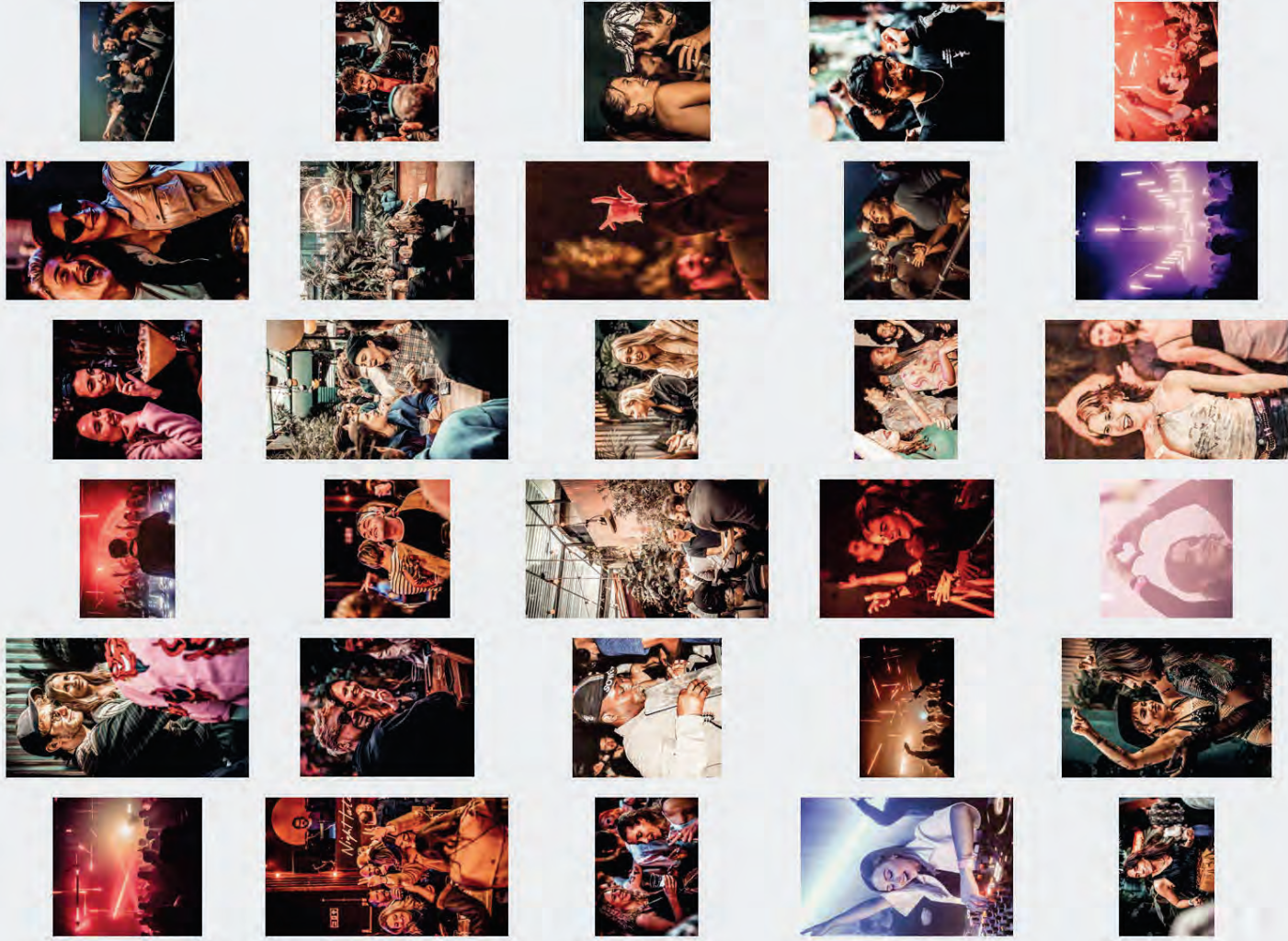


Our in-house team of marketing experts creates current and innovative campaigns for every project to ensure each site is firmly on the map as a new destination in London, with primary focus on engaging locals from the borough. With avid experience across the lifestyle, food, drink, travel and experience sectors; we have working relationships with media and influencers globally.

# Real



Our venues are a platform for thousands of talented artists and music lovers from all over the world.





The Terrace



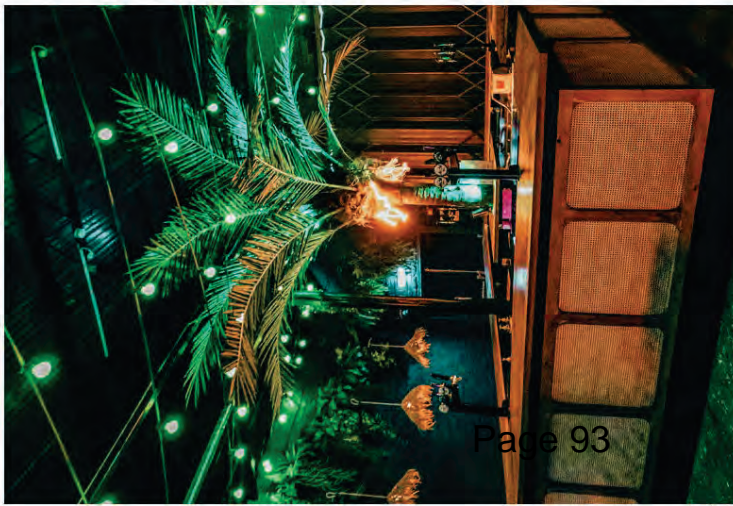
The Street



The Club



# NIGHT



# TALES

Night Tales is a 1000 capacity late night music venue and multi-functional events space comprising three railway arches in the heart of Hackney.

Night Tales is an unrivalled melting pot, attracting thousands of revellers every week who come to soak up the sun in East London's largest outdoor terrace, enjoying music, food, drink and combined. The space has also pioneered major London activations for Spotify, Nike, Google, Facebook and more.

# NT'S

# LOFT



The Terrace



The Terrace Bar

NT's is an impressive, open plan New York loft style warehouse bar with gritty urban views. The bar boasts a spectacular view over East and Central London. During the day the bar serves well-sourced, fresh plant-based salads and snacks courtesy of Palm Greens. At night, the bar comes live, attracting up to 1,000 people per night. The music program focuses on supporting community led events, weekly live jazz and the coolest local DJ's.

Patterns is a live Jazz evening that takes place every Wednesday and Thursday evening. We support local grass roots talent, focusing on up and coming vocalists (Singers, rappers, poets) and supporting local musicians (pianists, Drummers / Percussion, Bass players and more).



The Loft

# WILLOWS

Willows is Central London's new cocktail bar. The roof of John Lewis's flagship store on Oxford Street has been transformed into the ultimate cocktail bar filled with great music, cocktails, and delicious food from up and coming food brand Raps by rapper Tinie Tempah.

The rooftop is a breath-taking green hideout up in the sky and the perfect sanctuary to escape the hustle and bustle of the city.

Page 95

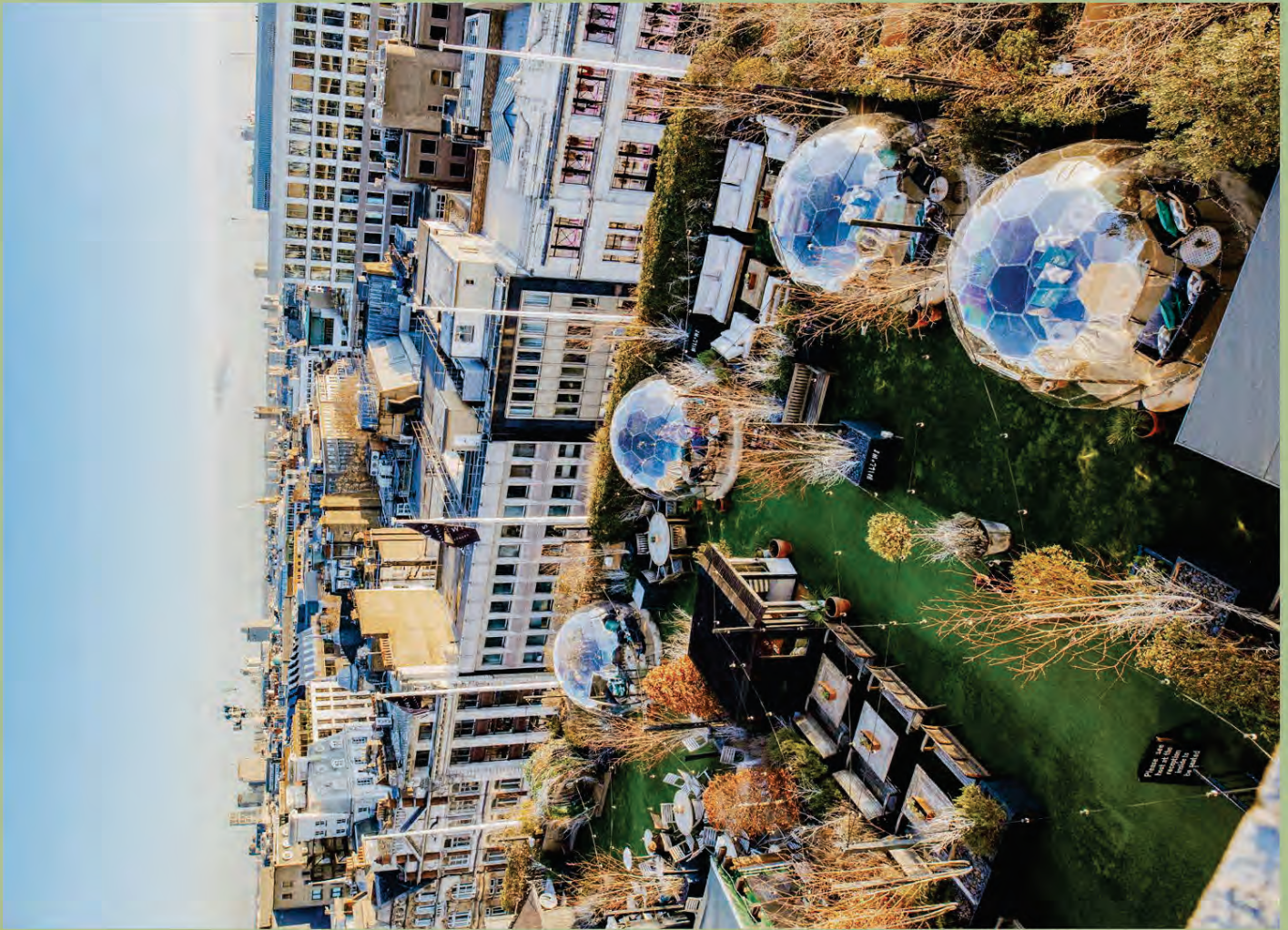


Rooftop Lounge

# ON THE ROOF



Rooftop Hut



nightgroup.com

*Jamie Role*  
jamie@nightgroup.com





# Event Safety Management Plan

**Night Group Presents**

**Bohemia Place**

**Hackney Central**

**London**

**E8 1DU**

**Confidential – Restricted Sharing**

By receiving this document you accept that you are entering into a confidentiality agreement as the “Receiving Party” with the owner of the document, Background Clubs Ltd, the “Disclosing Party”. Except as expressly provided in this Agreement, the Party receiving Confidential Information (“Receiving Party”) shall not use the Confidential Information in any manner or disclose the Confidential Information to any third party without prior written consent of the Party making the disclosure (“Disclosing Party”). The confidentiality agreement extends beyond this document and covers all additional supplementary documents associated with this project, including but not limited to; referenced appendices, supplier and contractor compliance documents, email communications, and personal or business contact information.

This document and any associated information is only intended for sharing internally within the Background Clubs organisation and with suppliers and contractors who have been appointed to the project. Any information on the project may be shared with Responsible Authorities as required for compliance or as requested.

DRAFT 1.1 (Issue Date: 05/09/2023) further draft issue and amendment details found below

Written by R Rose ( [REDACTED] )

Assistance with site plans and any details regarding the licensing application have been provided by Cade Green – Operations Manager, Night Group.

Information on the operational hours and project outline provided by Jamie Rule – Director Night Group.

### Contacts list and Details

| Initials | Contact Name                    | Role   | Contact Email  |
|----------|---------------------------------|--|--|
| JR       | Jamie Rule                      | Director Night Group   | [REDACTED]   |
| CG       | Clare Goodchild                 | Director We Organise<br>Chaos Production co<br>& Event Manager | [REDACTED]   |
| RR       | Rhys Rose                       | Project Consultant,<br>D.P.S., Safety & Fire<br>Safety         | [REDACTED]   |
| PR       | Phil Renna                      | Ops Mgr Night Group  | [REDACTED]   |
| GH       | Gareth Hince                    | Noise Management<br>Consultant                                 | [REDACTED]   |
| TC       | Troy Clark                      | Director of sia<br>Security provider                           | [REDACTED]   |
| SM       | Sam Matthews                    | Architect  | [REDACTED]   |
| TW       | Tom Wilkinson                   | Director We Organise<br>Chaos Production co<br>& Site Manager  | [REDACTED]   |
| JG       | James Gunson                    | Power Management   | [REDACTED]   |
| AJ       | Alex Jewkes                     | Aries Medical<br>provider                                      | [REDACTED]   |
| JH       | Joe Haycocks                    | RSH Audio sound<br>supplier                                    | [REDACTED]   |
| NB       | Niall Brophy<br>Charlotte Bevan | One Circle Events<br>Bars Supplier                             | [REDACTED]   |
| JR       | Jack Robinson                   | Traders Manager  | [REDACTED]   |
| HH       | Holly Hollister                 | WOC - Event<br>Coordinator                                     | [REDACTED]   |
| RJ       | Rob Jennings                    | WOC – Event Control  | [REDACTED]   |
| AGT      | Adam Gilbert                    | Site Equip Sanitation  | [REDACTED]   |
| DT       | David Tuitt                     | Hackney Council<br>Licensing Team<br>Manager                   | <a href="mailto:david.tuitt@hackney.gov.uk">david.tuitt@hackney.gov.uk</a>                       |
| HCL      | Hackney Council<br>Licensing    | Hackney Council<br>Licensing Dept                              | <a href="mailto:Licensing@hackney.gov.uk">Licensing@hackney.gov.uk</a>                           |
| HEH      |                                 | Hackney Council<br>Environmental<br>Health                     | <a href="mailto:pollutionsupport@hackney.gov.uk">pollutionsupport@hackney.gov.uk</a>             |
| AG       | Amanda Griggs                   | Met Police Licensing<br>officer Hackney                        | <a href="mailto:Amanda.griggs@met.police.uk">Amanda.griggs@met.police.uk</a>                     |
| MP       | Met Police<br>Licensing generic | Police licensing Email   | <a href="mailto:HackneyLicensingUnit-GN@met.police.uk">HackneyLicensingUnit-GN@met.police.uk</a> |

**Distribution Record**

| Version | Date     | Distribution list  | Update Notes  |
|---------|----------|--|---|
| 0.0     | 16/05/23 | NT staff, Hackney Council Licensing Team and all Responsible Authorities | First Draft to accompany licence application                          |
| 1.0     | 01/09/23 | CG & TC for review   | Amended throughout to reflect granted licence and updated event plans |
| 1.1     | 05/09/23 | CG, JR, AG, HEH  | Final draft for final review  |
|         |          |  |   |
|         |          |  |   |
|         |          |  |   |
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## Table of Contents

|  |    |
|--|----|
| Introduction .....   | 7  |
| Overview .....   | 7  |
| Background .....   | 7  |
| Customer Profile .....   | 8  |
| The Premises .....   | 9  |
| 1 Health and Safety, Planning, Management & Risk Assessments ..... | 10 |
| In House Staff H&S .....   | 10 |
| Third Party H&S .....  | 10 |
| Public H&S.....  | 11 |
| 2 Site Design .....  | 12 |
| 3 Contingency & Emergency Planning .....                           | 13 |
| Reporting an incident .....  | 13 |
| ACTIONS.....   | 13 |
| Evacuation Procedure .....   | 14 |
| 4 Medical Provision .....  | 15 |
| Medical Facilities On Site.....                                    | 15 |
| 5 Communication .....  | 18 |
| Event Management Structure .....                                   | 18 |
| Roles & Responsibilities.....                                      | 18 |
| Contact Details .....  | 22 |
| Communication.....   | 22 |
| 6 Transport Management.....  | 22 |
| Customer details, arrival and departure expectations .....         | 22 |
| Location .....   | 22 |
| Local transport links .....  | 23 |
| Travel Plan.....   | 25 |
| 7 Working at Height .....  | 26 |
| 8 Temporary Demountable Structures .....                           | 26 |
| In House structures .....  | 27 |
| Third party structures.....  | 27 |
| 9 Fire Safety .....  | 28 |

|  |    |
|--|----|
| 10 Electrical and Lighting.....                                  | 29 |
| 11 Barriers & Fencing .....                                      | 29 |
| 12 Crowd Management.....   | 30 |
| 13 Special Effects .....   | 30 |
| 14 Waste Management.....   | 31 |
| 15 Noise Management .....  | 31 |
| 16 Sanitary Facilities.....                                      | 32 |
| 17 Information & Welfare .....                                   | 34 |
| 18 Food, Drink & Water provision .....                           | 34 |
| Internal & External/ Third Party Food Suppliers.....             | 35 |
| 19 Safeguarding Vulnerable Persons, Children & Young People..... | 35 |
| 20 Dealing with Crime & Disorder, & Working with the Police..... | 36 |
| 21 Worker Welfare.....   | 39 |
| Equality, diversity and inclusion policy .....                   | 39 |
| 22 Coping with the Weather .....                                 | 41 |
| 23 Accessibility.....  | 42 |
| 24 Keeping Workers and Audiences Safe During a Pandemic .....    | 42 |
| 25 Counter Terrorism.....  | 42 |

## Introduction

This document is the live draft of the Event Safety Management Plan for Night Group presents at Bohemia Place on Saturday 9<sup>th</sup> & Sunday 10<sup>th</sup> September 2023. The plan has been drafted in accordance with a combination of professional experience, HSE guidelines and industry standards and has been updated to reflect the input from expert contractors who have been appointed to deliver specific roles.

The purpose of the document is to detail the planning and operational procedures of the event taking place at the premises. In doing so it enables the management to run a safe and well organised event. As part of this process it identifies & details the risks associated with the location and event types and outlines the systems & operational procedures put in place to reduce those risks. This live document includes the management structure and also the procedures in place to respond to incidents that could arise. The ESMP is considered a “Live” document and changes to systems and procedures that have been improved over time, through experience or changes in legislation will be implemented with all new versions sent to all parties as agreed in the conditions of the granted premises licence.

This document is to be circulated to all senior event personnel and all relevant members of the local authority, police, fire service and ambulance services as requested. It also serves to collate agreements between local authorities, stakeholders and the premises management to allow quick reference.

## Overview

### Background

The Night Group Presents project plans to deliver an exciting new two day street festival in the heart of Hackney in Bohemia Place, an ideally located private road. The event will be held over one weekend on Saturday 9<sup>th</sup> & Sunday 10<sup>th</sup> September 2023 and will operate from 14:00h to 22:00h on Saturday and 12:00h to 20:00h Sunday. Both days will be ticketed and the proposed attendee capacity will be 2200 people, the site will be secured with additional security fencing and SIA door supervisors as described later in this plan. The core operations and event management team will be made up from the existing highly experienced Night Group team with additional specialist roles appointed to third party contractors as required. Night Group have engaged the highly experienced production company We Organise Chaos to oversee the final planning, construction phases and delivery of the event.

Night Group also currently operate the fully licensed venue Night Tales which is based in railway arches on Bohemia Place, the existing fixed infrastructure of Night Tales has been incorporated into the festival design to enhance the customer experience.

Over the last 15 years Jamie has delivered thousands of events of all shapes and sizes from festivals to pop up bars & limited time projects to fully licensed premises. In addition to Night Tales, Night Group also operates the licenced premises NT's Loft at Netil House & Willows on the roof of John Lewis Oxford Street.

At present Night Group provides regular employment for over 200 full-time employees and freelancers from across operational and creative industries. Night Group promotes and implements a zero tolerance policy towards discrimination of any type.

We provide employment opportunities for BAME members and pride ourselves on offering a diverse music policy. We stand with the LGBTQI+ community through event opportunities, 1/3 of our team are women, with an average workforce age of 25.

We've delivered and arranged a variety of charity and fundraiser events, hosting the Faggamuffin stage at Hackney Carnival celebrating the QTPOC and their allies in East London.

We've also worked with Netil Radio (Charity), Pxssy Palace Bloc Party (Carnival), Let's Have a Kiki (Pride), WHIP (charity). We run floats at Notting Hill Carnival and support the Red Bull Sound System. We also host the annual AMAUK (American UK Music Festival).

More information about Night Group can be found in the document:

Appendix 4 – Night Group Info Pack

This document supports the granted time limited premises licence PREM/2023/0040 by identifying best practice procedures to safely manage and control the event, taking into account the conditions on the licence agreed with the responsible authorities to control these activities as deemed necessary.

This document has been carefully updated and improved taking into consideration any new guidance received after consultation with core local stakeholders from the Hackney Borough. We have engaged regularly and directly with The Met Police, and The Hackney Council Licensing, Transport, Environmental Health and Public Safety Teams, London Fire Brigade & any other relevant Authorities or Stakeholders through the licensing process. We recognise the importance of working with these key contributors to the continual development of this document & will communicate openly and work with them. It is intended as a living document which will evolve with the needs of the site and development of the festival plans.

The versions and distribution of updates are listed at the start of the document.

### **Customer Profile**

Saturday 9<sup>th</sup> September – Night Group Presents 10 Years of Night Tales.

Based on audience attendance data for over 250000 attendees, collected by Night Group at over 300 events across all three Night Group Premises we can provide the following demographic information:

Average age range 25 to 44 years old.

Female to Male split ratio of 55.4% Women, 44.6% Men.



The audience is predicted, based on our experience of running many previous similar events, to be relaxed and non-aggressive. The nature of some of festivals is such that the audience will be drinking and there will need to be measures taken to reduce use of illegal substances. The socially mature nature of the audience and the location of the premises suggests that the crime risk is low. The demographics above will be used to assist in calculating relevant provisions throughout this document. A strict age policy of over 18 years will be in place for this day of the festival.

### Sunday 10<sup>th</sup> September – Hackney Reggae Festival

The audience profile is expected to be 50 / 50 male-female split with a broad mix of ages coming either in groups, as couples or family groups with a presence of children of all ages.

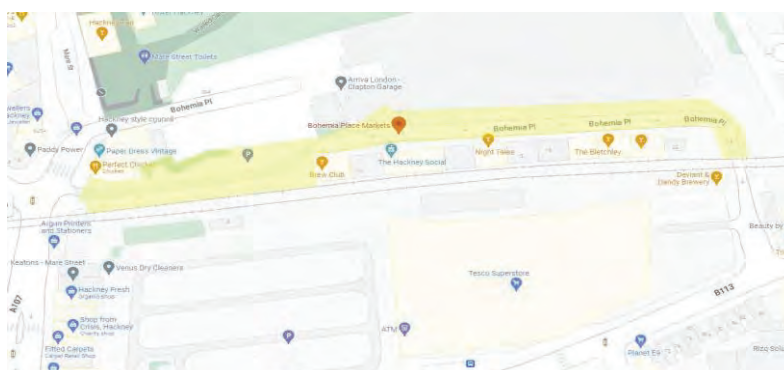
Based on experience from previously running this event on Bohemia Place, we do not expect this audience to be particularly difficult to manage or likely to engage in large-scale disorder, destruction of property, or crime.

The event's age policy is as followed:

- Children of all ages are permitted.
- All children and young persons up to and including the age of 17 must be accompanied by an adult over the age of 26.
- This must be the parent, legal guardian or nominated guardian of the young person.
- An adult over the age of 26 can accompany a maximum of 4 young persons.

### The Premises

The premises is located at Bohemia Place, E8 1DU, a private road servicing 20 railway arches located beneath the overground line just to the east of Hackney Central station. There is access to Bohemia Place from Mare Street to the west and Nursery Road to the east. There are no residential properties directly adjacent to the premises with the Arriva London Hackney bus garage directly to the north and the railway arches and Tesco superstore to the south. The west access is located on the opposite side of a pelican crossing to the pedestrianised Mare Street shopping area and the east access is through a railway arch to Nursery Road, leading to Morning Lane. There are excellent local transport links, particularly within core hours, this is covered in more detail in the transport section.



# 1 Health and Safety, Planning, Management & Risk Assessments

The site-specific event risk assessment documents will be produced by each of the specialist suppliers for their area along with activity specific method statements. These documents are submitted to the production company We Organise Chaos who then forward them to the Event Safety Officer for review prior to the event. This process means that the risks in each area are being assessed by the most competent persons, as appointed, and that the Event Safety Officer is a second assessment point for both the submitted documents and the activities on site.

In addition to this the company Health and Safety Policy for The Night Group and the Health and Safety Induction documents are attached as appendices:

Appendix 5 - Health and Safety Policy - Night Group

Appendix 6 - Health and Safety Induction - Night Group

This ESMP document addresses the main major risks and forms part of the overall health and safety strategy by identifying and reducing risk wherever possible through forward planning and implementation of best practice procedures.

Some basic rules regarding H&S will apply on site at all times.

## In House Staff H&S

Staff will be given a site induction walk around and training on emergency evacuation procedures on their first day of work, including Fire Fighting Equipment locations, Manual Call Point Locations, Evacuation routes, Their role in an evacuation, Muster Points etc as detailed in the fire safety section later in this document. This training will be recorded and held in the site office / event control.

Staff will not be asked to carry out tasks that they have not received training for and there will be copies of the risk assessments for any task that requires a RA in the staff folder.

Further in depth training sessions in W.A.V.E. / Ask For Angela and First Aid are also provided and certificated regularly for key Night Group managers and staff.

## Third Party H&S

All third-party organisations will be given a copy of this document for their reference, along with the instruction that none of the systems or procedures may be changed without prior consultation in writing to the Night Group Operations Manager and with approval from the Director responsible for H&S Compliance.

Any additional activities and services taking place or being delivered that fall outside the scope of this ESMP should be independently risk assessed by the third parties carrying out the activity. Copies of RAMS (risk assessments and method statements) resulting from this

process should be emailed to We Organise Chaos before the event for approval and record keeping.

## **Public H&S**

As part of the standard opening and closing procedure a checklist will be in place that is signed off by the Event Manager before and after each days trade, this will include a full site walk around looking for general H&S issues, examples of checklist points are:

- Toilets all working / cleaned / emptied
- sufficient consumables on site for expected usage
- Water supply working
- Rigging and electrical looks ok (no hanging cables, safety chained correctly, no damaged flex)
- All fire routes clear and all doors with fire hardware on emergency exit routes opening well and working correctly
- Waste management area tidy
- All non event/ essential equipment locked away
- Medical and Welfare correctly set up
- Box Office, Queuing, searching and ID scan set up correctly with internet working
- All staff and security signed in & on site in position ready to open
- Site cleaned and clear ready to open
- Wayfinding signage in place

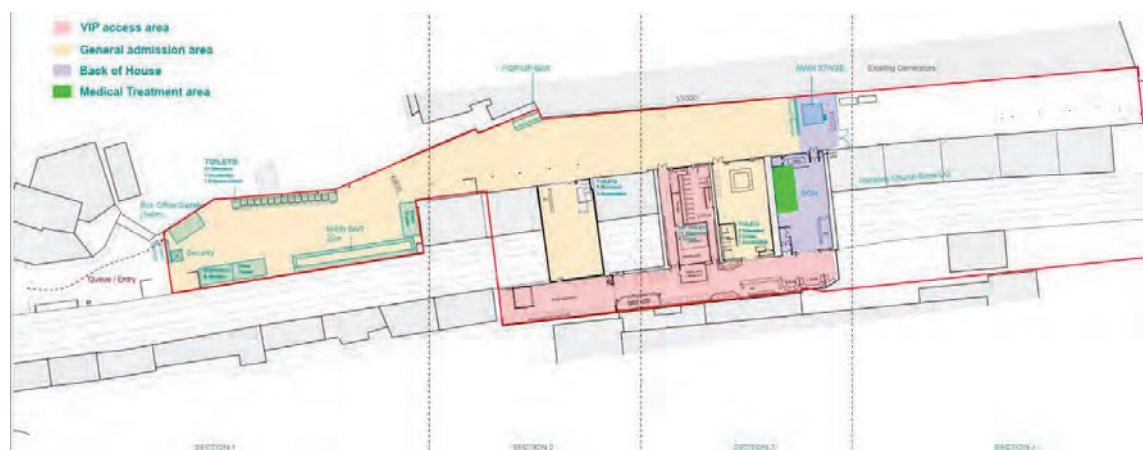
The end of day procedures and checklist will be similar in reverse and should include all areas clear of customers, street cleaned and clear, all incident reports logged and filed. It will be the responsibility of the Event Manager to check that each of these checklists is complete.

The completion of checks will be entered into the event log by event control.

## 2 Site Design

A detailed site plan has been developed and updated in line with the outcomes from this document & the Licensing application process. This has allowed us to design in all the features required for safe use of the space as a pop up festival site. We have designed in adequate sanitary facilities, Fire safety and welfare points, and good emergency exit routes capable of providing safe evacuation capacity beyond the expected occupancy.

Full site plan example as submitted with the licence application



The most up to date premises plans for each day can be seen in the documents:

“NT23 site plan v3.0 – NT.pdf” for Saturday

“NT23 site plan v3.0 – HRF.pdf” for Sunday

The current issue of both of these documents is v3.0 – 03/09/23, any subsequent versions will supersede these documents. No licensable activity will take place outside of the original redline area applied for in the plans submitted with the licence application and all changes from the redline plans are minor adjustments to improve to premises layout.

Areas of importance and location details included in the plans are highlighted below:

Medical Treatment room/area

Welfare & Information point

Additional WC Facilities

The location and type of any pressurised gas in use or stored on site, e.g. dispense gas for Bars /Stockroom/ cellar/ Gas Storage inside bar store, propane gas in use in heaters/ traders stalls & storage locations – this will be updated by the Event Manager for each day.

Anything else highlighted as required in the ESMP

### 3 Contingency & Emergency Planning

In the event of a serious incident the following plan will come into effect. An emergency is defined as a situation beyond the normal expected operating parameters of the event; this does not include minor medical or security incidents that would occur as a normal part of running an event. They could for example require a partial or complete evacuation of the site. The first action response to an emergency situation, finalised as part of the licensing consultation process is that the Event Manager, Security Manager and the Event Safety Officer will form an Emergency Liaison Team (ELT) which determines the status of the incident in the following way:

**CONDITION GREEN** – No major problems – staff should remain alert and vigilant

**CONDITION AMBER/ORANGE** – Staff to be aware that there is a situation developing that could require emergency action. Therefore essential radio traffic only and staff to stand by for possible raising of status to Condition Red

**CONDITION RED** – Staff to implement the emergency action plan and to carry out instructions issued to them by an appropriate member of Event or Security Management. All staff on site should remain calm and follow the instructions of their line manager. Wherever a verbal instruction is given by a more senior member of staff this should be carried out replacing any previous instruction

#### Reporting an incident

On seeing or hearing of an incident that could constitute an emergency any member of staff in the vicinity should report the incident to the Security Team via two way radio, clearly stating the location and incident type, requesting confirmation that the Security Team have received the message and that they are able to respond and proceed to the incident to evaluate the situation and report back on the severity and nature of the situation. Whilst this process is carried out the attending member of staff should make the best effort to simply be the eyes and ears of the Security Team in the situation, report clearly what is happening and avoid any individual personal involvement which could place them in danger. Before any individual member of staff (be that security, medical, steward or any other) takes any action they must have been told by their direct Line Manager, the Event Manager or the Security Manager that they can act on what they have reported.

#### ACTIONS

##### CONDITION AMBER

If the situation is an emergency the following procedure should be used as a guide.

- Security Manager will broadcast the following message on ALL channels:  
**“ATTENTION ALL RADIO USERS – OUR CONDITION IS AMBER” (repeat)**
- Security Manager will standby to contact Welfare, additional Security, First Aid, Police or Fire Service as appropriate.

- The Senior S.I.A. Security / Event Management attending the scene will take control of the area and deploy security and stewards as necessary, unless they have instructions from the Event Manager, Security Manager or the Welfare/Medical Officer contradicting this.
- Security & Event Management (ELT) will decide what action to take.
  - Create a Rendezvous point (RV) for the ELT, by default this is outside Unit 11 – Hackney Social (the central point of the Event) members of the team may be sent to assess the situation on the ground.
  - Determine an action/ area evacuation plan or prepare for a full site evacuation.
  - Confirm if there is a need to call emergency services and if the ambulance or Fire tender is needed that the route is clear to bring them to situation.
  - Instruct nearby activities to stop and wait for further instructions.
  - If necessary the relevant 2 way radio channel/s will be used by the Security Manager / ELT to inform all radio holders of the appropriate action.
- The Events team will standby to make emergency announcements on loud hailers as required.
- Security and stewards and Events team supervisors will monitor radio for any additional situations arising.

### CONDITION RED

If the situation is a serious emergency the following procedure should be used as a guide.

It is likely that a condition red will only be called after a condition amber, if this is not the case and the condition red is called without first reaching amber the amber steps above should be followed, moving into the steps below.

- Security Manager will broadcast the following message on all channels:  
**“ATTENTION ALL RADIO USERS – OUR CONDITION IS RED” (repeat)**
- All Security and all members of the management structure to stand by for ELT decisions and instructions, be prepared for partial or full evacuation.
- Security Manager will relay incident information and instructions to all channels, specifically whether it is a localised incident or a full site evacuation.

### STANDING DOWN FROM CONDITION AMBER OR RED

- Security Manager will broadcast the following message on all channels:  
**“ATTENTION ALL RADIO USERS – OUR CONDITION HAS REVERTED TO GREEN” (repeat)**

### Evacuation Procedure

- The evacuation procedure has been drafted using guidance taken from the fire safety risk assessment open air events and venues and has been viewed as part of the licence consultation by the Police, London Fire Brigade and the Hackney responsible

authorities. It is attached as “Appendix 7 - Bohemia Place Emergency Evacuation Plan NGP”

- The procedure covers communications and responsibilities during an evacuation, shows emergency routes and muster points for a standard evacuation through to a major bomb threat.

## 4 Medical Provision

We will provide medical provision in line with the Event Safety Guide, and any other relevant guidance or legislation highlighted by our medical services provider.

We have appointed an experienced Medical services provider, Aries Medical to carry out a medical risk assessment of the event, and taking into consideration guidance from the provisions of:

- Purple Guide
- WHO Public health for mass gatherings: Key Considerations – 2015.

Details of the resulting event medical plan can be found in the additional document:  
Night Tales 2023 Event Medical Plan

Aries Medical are supplying two qualified first responders in conjunction with an on-site HCPC registered paramedic. The medical equipment provided will enable the medical professionals to work within their scope of practice. This includes:

2 automated external defibrillators  
1 12-lead ECG monitor and manual defibrillators  
1 set of medical gases including 2 oxygen CD cylinders and 1 entonox  
2 response bags for both medical and trauma emergencies.  
Additional Minor injury consumables.

Aries Medical will provide additional cover & manage the recommended staff outlined in their risk assessment, they are a fully insured medical service provider.

### Medical Facilities On Site

We will ensure that the medical provider has a suitable place in which to treat patients which is:

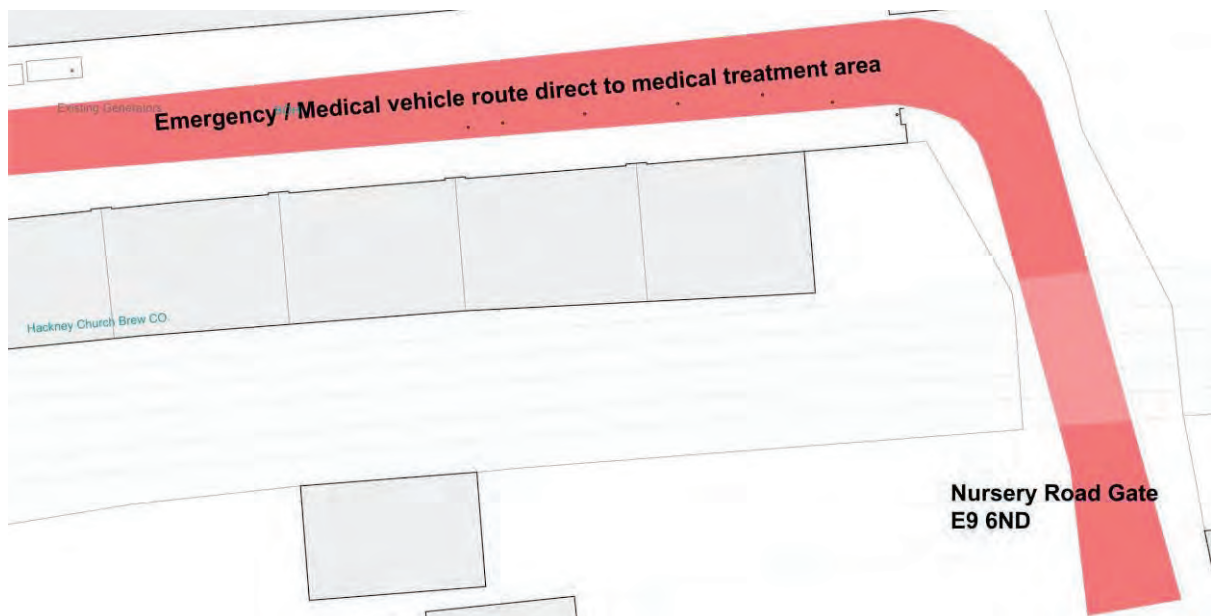
- clean
- safe
- accessible
- fit-for-purpose

This area will be based in arch 11 on Saturday the 9<sup>th</sup> and arch 15 on Sunday 10<sup>th</sup> as part of the Medical & Welfare area.

We will provide:

- sufficient space with partitioned areas for treating patients in privacy
- a suitable covered area for patients to wait
- easy access for wheelchairs and stretchers
- easy access for vehicles (particularly ambulances)
- good lighting
- running water
- heating (and cooling in summer)
- power for medical equipment
- a cleanable floor
- separate dedicated toilets for staff and patients
- clear signage

This arrangement also allows for a clear emergency/medical vehicle access route from the Nursery Road gate, if emergency medical assistance is called to the treatment area it should be directed to **Nursery Road E9 6ND**. This is shown on the plan below.



In addition to this there will be a first aid kit located at every emergency point and behind every bar.

Night Group has a number of Night Tales regular staff trained in 1 day Emergency First Aid for Appointed Persons, certifications are available on request.

The event Medical team will complete a treatment record for each individual treated which will be held in the medical treatment room until it is collected at the end of each day and filed centrally in the Site office / Event Control.

Each record of treatment should contain the following:

Name

Address



Gender

Age

Presenting Complaint

Diagnosis

Treatment Given

Onward Destination

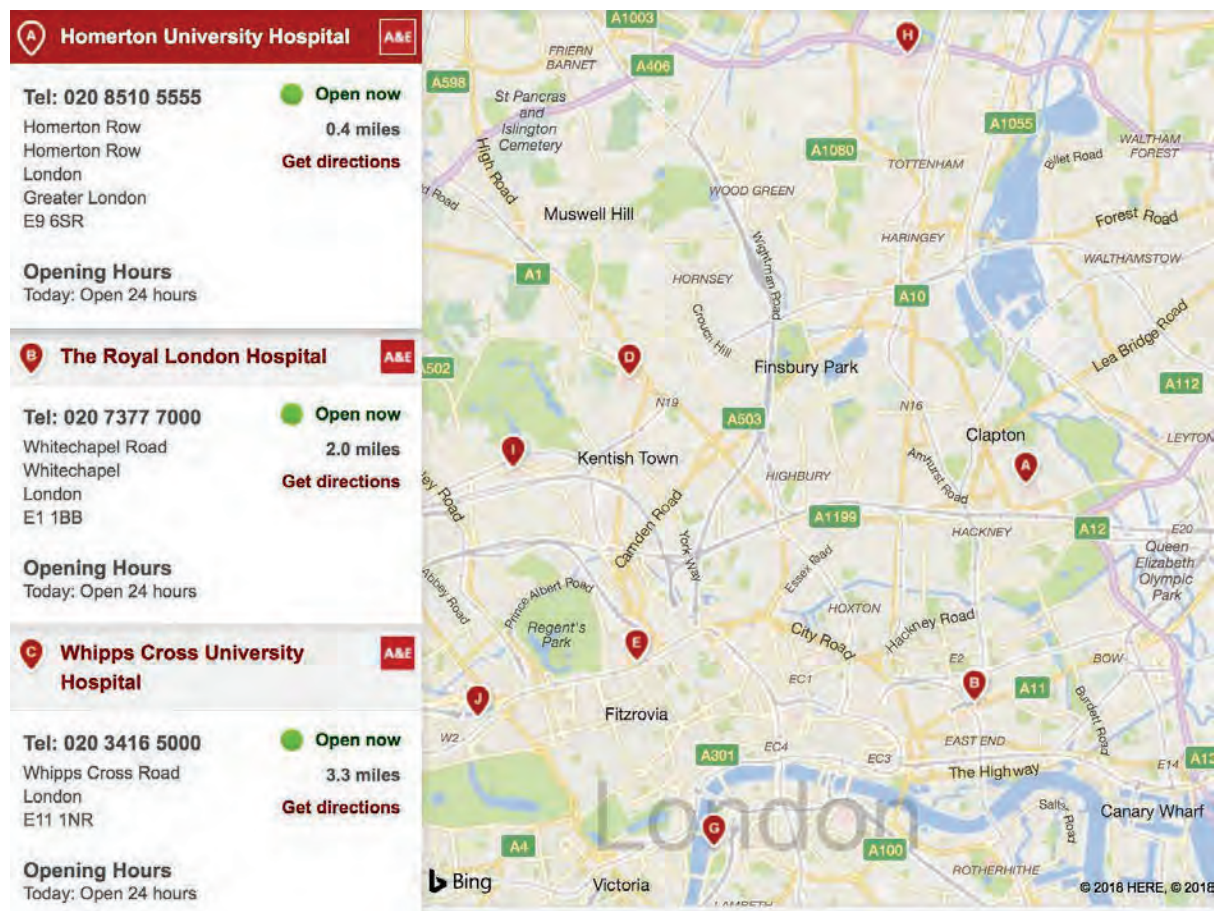
Emergency Contact details of patient/next of kin

Patient Signature

If the treatment given requires an ambulance or hospitalisation it is to be reported immediately to the Security Manager and entered into the Event Control log, the Security Manager will send a runner to the medical treatment area to collect the treatment log for the incident so that they have all the relevant information to hand in case of further enquiries.

If a patient is handed over to the ambulance service the Medical team should ask which hospital they are to be taken to and record this information in the treatment record.

The closest local hospitals are shown in the image below:

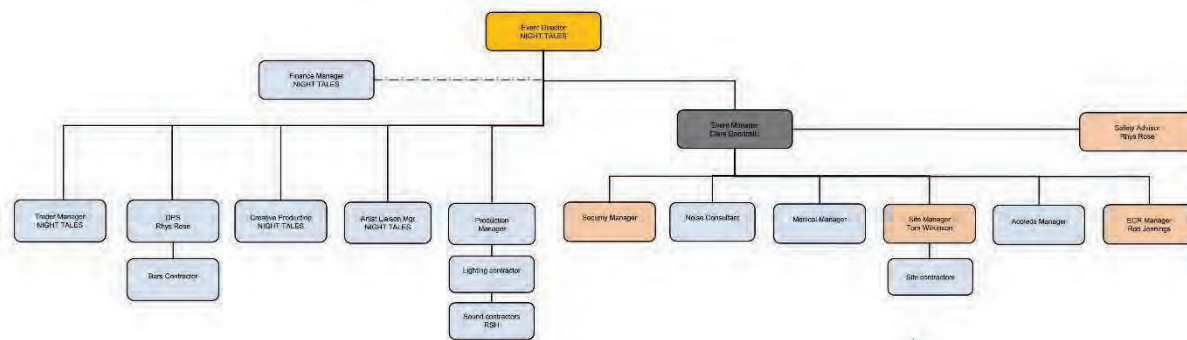


## 5 Communication

The event has a clear chain of command and communications both under normal operations and in emergency situations.

The communications tree is shown in the event management structure diagram below.

### Event Management Structure



This diagram shows the standard operating structure of a full capacity event session under normal conditions. In the event of an emergency the Security Manager, Event Manager and the Event Safety Officer will form an Emergency Liaison Team (ELT). Details of the responsibilities and actions of the ELT are detailed in section 3 Contingency & Emergency Planning.

Normal operational issues will be directed to the appropriate manager directly however wider site issues will be directed up the chain of command to the Event Manager, Security Manager or Event Safety Officer.

There will be regular meetings of the ELT & senior managers scheduled across each trading day. At the start and end of each day this meeting will comprise of the The Event Manager, Event Safety Officer, Security Manager, Site Manager, Production Manager and all Site Team Managers.

During each event session there will also be scheduled a midpoint ELT & management meeting, this meeting will be attended by The Event Manager, Event Safety Officer, Security Manager, Site Manager & The Production Manager with any pertinent info relayed down to teams on the ground through the appropriate management section.

### Roles & Responsibilities

As part of the final planning of the event the following responsibilities have been defined for each of the roles in the management structure.

#### Event Director

Ultimate responsibility for the event

Ticketing and box office  
Event strategy  
Look and feel – brand, marketing  
Liaison with venue stakeholders – landlords, other local businesses, partners  
Customer comms – info@ emails  
PR and crisis comms  
Website management  
On-site media management (photo + video teams)

### **Finance Manager**

Overall financial management of event budget, expenses & income  
Commercial agreements - bars, concessions, ancillary revenue  
Sign off on all financial agreements  
Responsibility for payments  
Financial reporting

### **Event Manager**

Community engagement  
Budget management – site and operations  
Silver decision maker and overall event management  
Noise management  
Accreditation and gates  
Instructing and supervising all operational contractors including Security, Medical  
Accessibility  
To act as ELT lead and ultimate decision-maker for the event during normal operations  
ECR management  
Lead on coordination of on the ground resources in response to an emergency  
For facilitating emergency procedures via coordination of on the ground resources  
ESMP contributions

### **Safety Advisor (Event Safety Officer)**

Form part of Emergency Liaison Team as senior decision maker for major incidents  
Agency and stakeholder liaison (including blue lights, SAG & licensing)  
Advising on the health and safety delivery of all aspects of the production and operations of the festivals  
Coordinating, carrying out and recording safety inspections and audits, following up and monitoring as required  
Coordinating and carrying out safety briefings  
Ensuring that all contractors are working to site safety rules and procedures and that all paperwork is in place before site is opened  
Advising the Event Manager on issues relating to the health and safety of contractors, employees, volunteers or the public  
Ensuring that any incident or accident is appropriately reported, logged and investigated

Monitoring of crowd density and behaviour with a view to public safety  
Coordinating safety when carrying out emergency procedures  
Ensuring that all safety operations and control mechanisms are implemented as outlined in the RA and all relevant Event Plans  
Monitoring and reporting on weather  
Carrying out all risk assessments –including dynamic ones  
Proactively monitor fire safety arrangements  
Provide an initial operational response to on- site fires

### **Security Manager**

Form part of Emergency Liaison Team as senior decision maker for major incidents  
Carry out the role of Evacuation Controller during any evacuation  
Ensure all security staff are on site, logged in (full name, time and SIA badge no with expiry), and are dressed & equipped appropriately  
Ensure all security are fully briefed, have received emergency evac training & this is logged  
Manage deployment of security team to ensure the plan is followed, static positions, patrols, incidents & logging etc  
Ensure that the security team carry out & record pre agreed monitoring duties, e.g. capacity monitoring, toilet checks, welfare walks  
Oversee Main Entry, queue, searching & accreditation areas feeding back any potential issues to ECR  
Ensure the security team feedback any issues such as crowd density promptly and pass this information to ECR for assessment

### **Site Manager**

Comms – wifi, radios, VOIP  
ESMP contributions  
Ground protection and groundworks  
Power  
Site Design and Mapping  
Site Infrastructure (tents, cabins, containers, furniture, toilets, fencing and barrier, scaff, etc)  
Site budget  
Vehicles & plant  
Waste  
Water (fresh, grey and open water testing)  
All advance planning on behalf of site production team  
The coordinating of the site teams on-site to ensure that the agreed site plan and production schedule is adhered to  
Supporting the operational teams with site resources as required to maintain safety  
Instructing, informing and supervising all contractors regarding safe working practices  
For facilitating emergency procedures via coordination of on the ground resources

### **Event Control Manager**

Manage central event communications  
Incident Logging and response

### **Medical Manager**

Plan the provision of medical, ambulance and first aid services  
Provide appropriate management and operational control infrastructure  
Responsible for all aspects of on-site medical support.  
To liaise with relevant agencies

### **Noise Consultant**

Monitoring and Enforcement of Noise Management Policy  
Installation of Remote Noise Monitoring Stations

### **Accreditation Manager**

Manage all accreditation equipment and staff at main entry

### **Trader Manager**

Fill Traders pitches  
Collate relevant information from traders, safety, insurance, food hygiene, etc  
Place and manage traders whilst event is live

### **Designated Premises Supervisor (D.P.S.)**

Licence compliance and DPS

### **Creative Production Manager**

Agree the theme and feel of the event with the Event Director  
Source appropriate venue dressing  
Oversee production of signs etc to tie into the creative vision  
Deliver the creative production of the event

### **Artist Liaison Manager**

Artist advance  
Artist transport and accommodation  
Hospitality riders  
Artist Liaison team management  
Artist Liaison budget  
Artist infrastructure and dressing room management  
Artist accreditation

### **Production Manager**

Technical Management of all stages  
PA, Lighting, Backline, and AV Procurement and Management  
Managing Technical Production Staff and contractors

## Contact Details

The whole Management team will exchange mobile telephone contact details with all management and also key contractors, stakeholders and emergency services numbers at the pre trading ELT & senior managers briefing.

## Communication

All main communication whilst the event is live will take place via 2 way radio. All staff will be trained in the use of a radio. All key management and staff will have radios as well as all security and stewarding staff.

The communications will be divided into channels to reduce traffic to manageable levels. There will be an Event Control channel that will be kept clear at all times for emergencies and important traffic only. No Event Staff will contact security or First Aid direct they will report to the Event Control / Security Manager who will relay the message. This will be monitored by the Event Control / Security Manager and used as the main way to summon security or first aid by all personnel. This is to ensure effective resource management and allow prioritising of incidents.

| CHANNEL | FUNCTION  |
|---------|---|
| 1       | Security Manager, Event Manager, Event Safety Officer |
| 2       | Security, Stewards & Medical                          |
| 3       | Site Channel (WC,s, Water, Power, Waste)              |
| 4       | Production, stage mangers, artist liaison             |
| 5       | Bars teams  |
| 6       | Spare, move to this channel for long conversations    |
| 7       |   |
| 8       |   |

In addition to the 2 way radio system, key management staff will have mobile phones. The Security Manager will have a contact number for emergency use and Event Control will also have a complaints contact phone.

## 6 Transport Management

The major points of consideration for transport management are identified and addressed below.

### Customer details, arrival and departure expectations

As outlined earlier in the document the usual customer base experienced at previous events has been made up of the full diverse spectrum of attendees from in and around London.

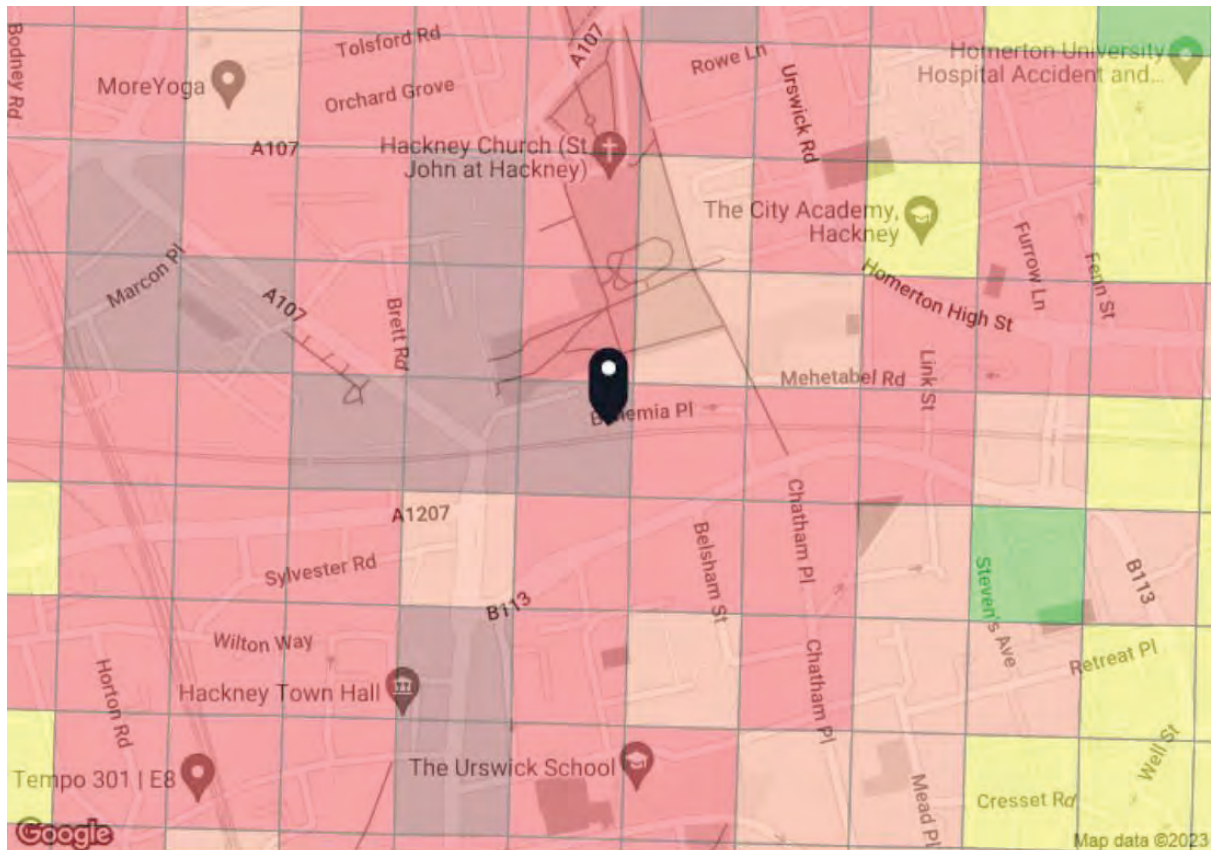
### Location

The Night Group Presents site is ideally located in the heart of Hackney Central in Bohemia Place, a private road that serves an existing range of businesses operating from the railway

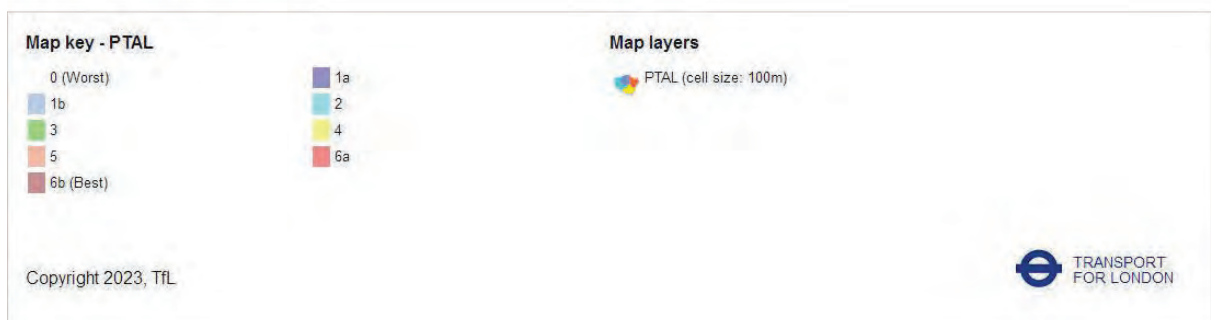
arches that form the boundary along it's southern side. It is bounded along the northern perimeter by the Arriva London Clapton bus garage structure and it's boundary walls. The road has excellent access, joining Well Street to the west with Morning Lane to the east.

### Local transport links

The site has excellent local transport links to the TFL network and has a Public Transport Accessibility Level rating of 6b which is the highest rating available.



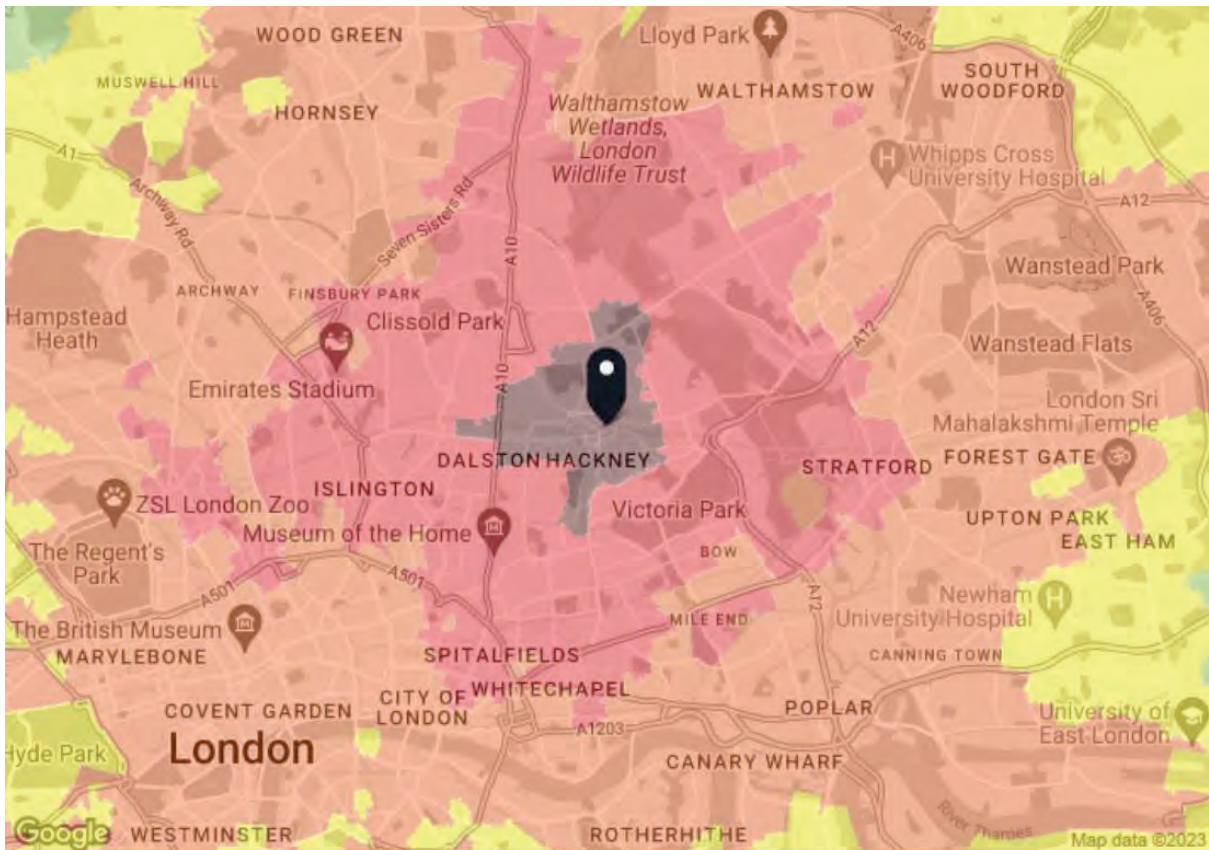
**PTAL output for Base Year**  
**6b**  
 Easting: 535076, Northing: 184953



It is located 2 mins walk from Hackney Central Station & 7 mins walk from Hackney Downs Station, both on the Overground network with additional National Rail train services from Hackney Downs. In addition to this it is located within 7 mins walk of 12 bus stops that serve over 20 travel directions.







**TIM output for Base Year**

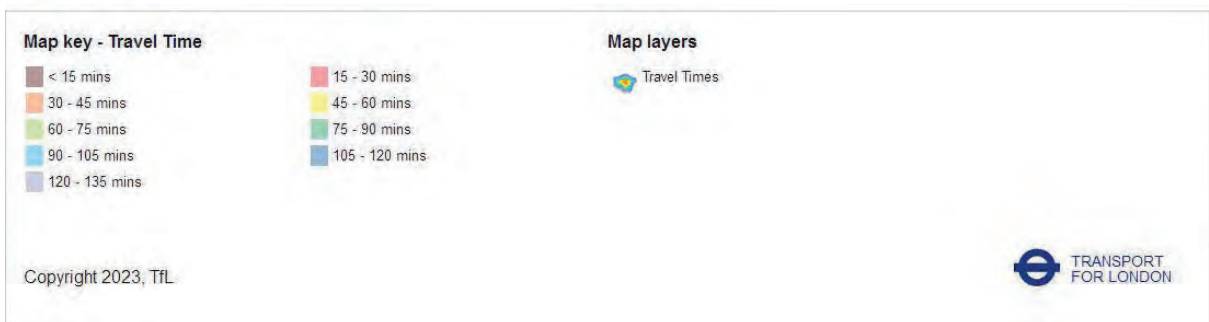
Scenario: Base Year Mode: All public transport modes, Time of day: PM peak, Direction: From location

E8 1DU

Bohemia Pl, Mare St, London E8 1DU, UK

Easting: 535076, Northing: 184953

Code: NT087P05A



**Travel Plan**

Based on the information above it has been determined that there is no requirement for a specific set of travel instructions to be produced to assist and manage attendees journeys.

Instead of a specific travel plan we will simply correctly advertise the location and direct people to the TFL journey planner.

We will also clearly state that there is no parking available on site and recommend public transport.

There will also be a contact email for customers with assisted mobility needs to ask further questions and gain assistance specific to their needs.

## **7 Working at Height**

Simple guidance for Night Group staff working at height is provided below, wherever possible the need for working at height will be designed out of processes.

Working at height is the biggest single cause of workplace fatalities each year with 40-50% of the total each year.

There may be a need to carry out some tasks at a height. To do this only use the stepladders provided by Night Group.

- Use the safest access equipment for the job, (not the most convenient) - do not stand on equipment that is not made for this purpose such as chairs or tables.
- Ladders and stepladders must be located on a firm level base and only used for short duration light duty
- Always check the condition of the equipment before using- if you find any defects, stop and inform your line manager
- Consider weather conditions - if it is windy please stop and discuss with your line manager
- If in doubt - speak to the Event Safety Officer

Third party suppliers with a requirement to work at height will be required to submit RAMS as part of their booking process and will need sign off from the Event Safety Officer before and after the works are carried out.

## **8 Temporary Demountable Structures**

Night Group will be responsible for the set up, pack down and maintenance of a number of simple Temporary Demountable Structures as part of the event plan. In the main these structures will be Gazebos and Service counters alongside occasional other items, these are referred to as In House in this section.

It is also recognised that third party site users, e.g. Lighting, Sound & stage suppliers, stall holders, food vendors and promotions teams, will need to set up and use their own equipment, and that this activity will also need to be overseen & signed off by the Event Safety Officer for correct installation and use. All parties wishing to use third party structures should have presented RAMS to the senior management team at We Organise Chaos prior to the event as part of the booking process.

The Event Manager will ensure that the structures in use are appropriate and sufficient and that they are laid out as per the site plan. It will be the responsibility of We Organise Chaos to

pass down any RAMS for third party structures to allow the Event Safety Officer working the event to check their set up before opening and monitor these structures across the event.

The Event Safety Officer will be responsible for checking each regular structure and signing it off against it's rams. Large or unusual third party structures requiring a specialist installer, particularly where complex RAMS will be required for sign off, must be agreed in advance by Night Groups senior management.

All Night Group Staff should be monitoring any structures in their area throughout the event. If any temporary demountable structure fails it should be reported immediately to the Event Control. If it is possible to safely fix the failure it should be done as quickly as possible. In the event of a catastrophic failure the structure should be cleared of people, cordoned off and demounted as quickly as safety allows.

### **In House structures**

All staff responsible for setting up and taking down the Event should be fully trained in the correct procedures for each temporary demountable structure before they start work.

It will be the responsibility of the We Organise Chaos site team to set all temporary demountable structures up in the correct manner as detailed in instructions and/or RAMS from the supplier.

### **Third party structures**

Temporary structures will be installed by structural contractors. These will be signed off as complete by the Event Safety Officer.

All temporary structures (where appropriate) will be constructed in line with the contractor's method statement, risk assessment and IStructE guidance on temporary demountable structures.

All structures will be suitable for the imposed loads they are being used for.

On the H&S walk around with the Event Manager & Event Safety Officer the objects will be visually inspected with the manager from the contractor and signed off as being appropriate.

All display equipment will be ground supported on a suitable base, with white tape placed around the base section.

For structures covered under the guidance for Temporary Demountable Structures (IStructE), adherence to this guidance will be expected from all suppliers.

CDM 2015 Key Duty Holders:

Principal Designer (PD) = Event Organiser = Background Clubs Ltd

Responsible for ensuring relevant information is prepared and provided to the event management team, liaising with the Principal Contactor (PC), to help in the planning,

management, monitoring and coordination of temporary structures, including on- site sign off paperwork and ensuring the provision of suitable welfare facilities are provided at all times.

#### Principal Contractor (PC) = Production Company = We Organise Chaos

Responsible for planning, managing, monitoring and coordinating all phases of the build and use of temporary structures on site, and for organising co-operation between contractors and coordinating their work.

Ensuring suitable site inductions are provided, reasonable steps are taken to prevent unauthorised access, workers are consulted and engaged in securing their health and safety and that welfare facilities are in place.

Temporary structure sign off will be conducted as individual structures are completed.

## **9 Fire Safety**

Event Fire safety and Management are covered more thoroughly in a separate document “Appendix 7 - Bohemia Place Emergency Evacuation Plan NGP” which has been prepared by a competent person from the plans submitted as part of the licence application, this has been presented to the London Fire Brigade for approval as part of the licensing application consultancy.

The emergency evacuation plan is supported by the document “Appendix 8 - Managers Fire Training Brief & Log – Bohemia Place NGP”

As the first draft of this eep document was prepared “off plan” it will be an essential requirement that it is fully revised once construction is completed using the final real world measurements to recalculate maximum capacities and exit flow widths, using the lesser of each for each area to determine safe occupancy. All calculations will be based on the guidance in the HSE Approved Document B (fire safety) volume 2: Buildings other than dwellings, 2019 edition incorporating 2020 and 2022 amendments & the FRSA Open air events and venues guidance. At each stage of review London Fire Brigade will be presented with the updated documents and findings for approval.

We are happy to make the following statements as an outline taken from the guidance above:

All areas of the site will be equipped with the appropriate firefighting equipment to BS5306.

Where appropriate a fire detection and notification system shall be installed in enclosed areas to BS 5839-1:2017 and BS 5839-6:2019+A1:2020.

A full fire risk assessment will be completed by a qualified third party company prior to the event.

The following policies and procedures will be implemented:

- All management and staff will receive training in fire safety and evacuation procedures on their first day of work and this training will be recorded in the fire safety folder.
- Before opening and throughout the operation of any event the following procedures will take place:
- Firefighting equipment inspections.
- Fire escape route inspections ensuring all gates, doors, and walkways are clear and unobstructed.

## **10 Electrical and Lighting**

We have ensured that careful consideration will be given to the planning and delivery of lighting and power supply on site with a competent third party contractors who is familiar with the site from past events used to design, install and remove the supplies.

As part of the event set up additional temporary power management will be overseen by James Gunson of Energy Management a competent company/electrician who will be designing and managing the power in accordance with BS7909 Temporary Electrical Systems.

All cabling will be designed to run around the perimeter of the site to minimise trip hazards wherever possible, any cabling run at ground level in public access areas will be protected by cable covers or ducting.

Any cabling run at height will be supported by catenary cable and if crossing vehicle routes will be 5.8m above the ground and labelled.

The street has permanently installed festoon lighting, powered from mains electrical supplies, this will be used to light the premises in the evening.

Specialist event / effect lighting will be supplied and installed by competent third party suppliers, each stage of the process will be managed by RAMS submitted as part of the booking and will be checked off by the Event Safety Officer.

## **11 Barriers & Fencing**

There will be four types of barriers and fencing used at the site, Heras fence and Lo-Ped to enclose and manage queuing / entry areas and public access routes such as perimeter fencing, and Mojo or London barriers to protect any identified crush / performance areas.

As the crowd control requirements of the event will change over the course of each session there is no single set up that suits every occasion, a simple access statement for the site is as follows:

Access to the site will be arranged to ensure good crowd control at any chosen entry point, a combination of lo ped barriers and Heras fence will be deployed as required to ensure the best crowd control possible. There will be sufficient security at the access point to ensure that

any crowd control devices can be removed and any queue cleared in the event of an emergency evacuation.

Set up of each entry system will be by ongoing dynamic risk assessment of the requirements of each event session and is likely to change throughout each event, assessments will be made by the Event management and the head of SIA door security team.

Any fenced performance areas will be monitored by sufficient security to ensure that the barriers are effective and with sufficient capacity to prevent crowd crushing.

## **12 Crowd Management**

We will have a good crowd management system in place to both monitor and prevent overcrowding. Good communication between the security team and Security Manager will be used to ensure that there are sufficient security moved to any particularly busy area to ensure good crowd management. The site map will show main flow patterns around the site as well as showing the security control points.

The following procedures will be put in place during normal operations:

- Manual and/or electronic systems will be used to monitor and record the number of people on site during event use.
- Wayfinding signage indicating entrances and exits will be in place.
- When designing site plans considerations have been made to ensure that no one individual area is considerably more attractive to attendees.
- Roaming security will feed back crowd levels to control.
- A dispersal plan will be produced and implemented to control the end of events.

In addition to this both event days will be advertised as advance tickets only with clear instructions that there will be no tickets available on the door. Attendees will be advised in all publicity not to travel to the event if they have not bought a ticket online. This will assist us in preventing unwanted build up of walk in attendees, any event day that has sold out will be widely publicised and the tickets sales will be stopped online.

## **13 Special Effects**

Any additional special effects brought in by third parties will be required to provide RAMS as part of their booking process for review by the Event Manager with agreement by the company Director responsible for H&S prior to any event. The effect supplier must be able to provide evidence of compliance with these RAMS before use.

In instances where strobe or rapidly changing lighting is in use notices will be displayed at the event entry point and on doors into specific areas & space/s warning of this.

## 14 Waste Management

Bins and waste removal will be managed by Hackney Council.

Wherever possible we will be aiming for a zero landfill waste target, sorting and separating recycling on site.

Waste storage will be in a fenced off compound on site, this is located in the bins enclosure to the east end of Bohemia Place.

Cleaners will work throughout each event to ensure the site is clean and tidy, they will also regularly empty the bins located around the site. Bins will be distributed in appropriate locations around the site once it is set up to ensure they are in appropriate clearly visible locations.

Night Group staff will be responsible for ensuring that the back of house areas and public dustbins are maintained.

As requested by the security team at the entries the cleaners will clean and clear the public highway in the vicinity of the premises.

## 15 Noise Management

There were no additional noise & nuisance conditions added to the premises licence by the Hackney Environmental Health team, as a result of this we have decided to appoint Electric Star as noise management consultants to prepare a noise management plan and carry out monitoring for the first day that we are operating on Saturday 9<sup>th</sup> September. Electric Star will work with RSH Audio to carry out soundchecks prior to opening, aiming to pre set levels that should not cause nuisance. Electric Star have also identified multiple monitoring points around the site using a combination of client feedback from Background Clubs and receptors identified using sound modelling software. Throughout the first day of trade Electric Star and RSH Audio will work together to find the most acceptable sound levels, responding quickly to any local complaints.

The details of this noise management plan, the guidance it is based on and the methodology can be found in “Appendix 10 – Noise management plan”

Post event Electric Star will produce a summary report of their findings. For the Sunday event session we will ensure that we are well inside the levels set on Saturday by turning the whole system down for the day. This can be found at “Appendix 11 – NT Noise Management report post event”

All loudspeaker sound reproduction systems on site will be the responsibility of Background Clubs Ltd and no other systems will be permitted, the festival event system will be provided by a reputable third-party supplier, RSH Audio who provide the Krankbrother Hackney Street Party System. We have trusted them to decide on the best arrangement and number of

speakers to provide good sound at the event whilst taking into consideration the nearest noise receptors.

Throughout each day we will carry out sound monitoring at the nearest noise receptors, the frequency and parameters for the measurements are to be taken from our noise management plan, with the professional limits imposed by Electric Star on Saturday not exceeded on Sunday.

- The systems will all have modern loudspeaker management systems that are code locked with limits set based on the recommendations of Electric Star.
- The amplifiers & LMS will be locked away so that performers cannot interfere with them.
- There will always be a member of the staff from the sound system supplier on duty who is responsible for the sound who reports directly to the Event Manager, never to a third-party.

In addition to this the following design & operations provisions will be in place.

- Door security staff will always be positioned at the main entrance to encourage customers to queue, enter and leave the site quietly.
- Notices will be displayed encouraging customers to respect our neighbours and leave quietly.
- All staff will be aware of the possibility of disturbance and will conduct their duties with this in mind.
- Delivery of goods will usually occur after 0800hrs and before 1100hrs.

In addition to the procedures outlined above we have produced a community engagement plan which details further measures we are taking to inform local residents and encourage direct communication with the event management, providing a direct route for any potentially affected parties. We have a dedicated Community Liaison Manager who will be working throughout the event to answer emails and man a contact telephone number. They will have instant access to Event Control to pass on information and work towards resolving any issues as they arise, all calls will be logged and monitored for trends, and shared with the wider team to ensure effective action is taken. We have delivered a letter drop to local residences and businesses with information about the event and how to contact us.

## **16 Sanitary Facilities**

Due to the temporary nature of the event planned the sanitary provision has been informed by the Event Safety Guide.

In calculating the required sanitary provisions on site we have assumed the ratio of 50% female and 50% male based on recommended ratios from the purple guide for an event with no history to use as a guide.



The assessment is also based on a split of available tickets into 2000 general admission and 200 V.I.P.

Each day of the event has a gate opening time of more than 6 hours with more alcohol and food served.

Based on the tables below we will ensure that the following sanitary provision is available on site using a combination of the facilities already available in the arches and hired in event toilets.

V.I.P. / staff toilet provision is calculated as follows using the guidance from table 1 in the sanitary provisions section of the purple guide and the capacity calculation is based on internal plumbed facilities comprising 12 wc's 4 urinals and 4 handbasins:

|  | Female Toilets | Male Toilets | Urinals   |
|--|----------------|--------------|-----------|
| <b>For events with a gate opening time of 6 hours or more with alcohol and food served in quantity</b> | 1 per 75       | 1 per 400    | 1 per 100 |
| <b>Capacity calculation</b>  | 11x75=825      | 1x400=400    | 4x100=400 |

The attendee numbers for the V.I.P. will be 100 female and 100 male, with these numbers removed from the sanitary capacity there will still be facilities to cover an additional 725 females and 300 males. This area will be accessible to the estimated 150 staff and performers and should still provide a fast use service in line with V.I.P. expectations.

The remaining provisions on site must be adequate to cover 2000 general admission attendees, split 50% female, 50% male. We can use table 2 from section 18 of the purple guide to determine the number of additional self-contained porta loo units required for adequate provision. The cover required is for 1000 female, 1000 male + 1000 male urinals.

|  | Female Toilets | Male Toilets | Urinals   |
|--|----------------|--------------|-----------|
| <b>For events with a gate opening time of 6 hours or more with alcohol and food served in quantity</b> | 1 per 60       | 1 per 320    | 1 per 100 |

## Capacity calculation

17x60=1020    4x320=1280    10x100=1000

To complete the adequate provision of facilities we can see that we will need to hire in 21 portaloos and 3 x 4 person urinal units. The portaloos block will be emptied and serviced before the second day opens to the public.

There will also be DDA provision of 1 cubicle per WC area, there are 2 DDA cubicles located in the permanent plumbed facilities on site and a third will be hired in for the portaloos toilet block. Any mobility impaired customer who makes themselves known to the event management team will be upgraded to VIP access to allow them to use the two DDA units in the VIP area.

## 17 Information & Welfare

There will be a dedicated welfare space based in a gazebo by the main entrance, the welfare space will consist of a quiet area with warm blankets and sofas along with soft drinks, snacks, Welfare staff and volunteers to chat to. The volunteers will be monitored by the welfare & security teams. The Welfare space will also deal with basic information & questions and will have a simple cheat sheet to give answers to questions such as where are sanitary facilities, options for getting home, lost property enquiries, general wayfinding directions etc.

Dependent on the specific event requirements there may also be a dedicated welfare officer whose role is to move through the public spaces looking out for the welfare of everyone on site, engaging with people and reporting unusual situations back to the security team where required.

The level of this provision will be based on the guidance in the purple guide and the outcome of consultancy with responsible authorities as part of the SAG process.

## 18 Food, Drink & Water provision

There are several licensed food and drink businesses operating from the railway arches within the site, they will all provide free drinking water on request. The site has a premises licence to allow legal operation of any additional bars. All bar outlets will provide free drinking water from a potable mains tap and will have clear signage stating "Free Drinking water available at the bar".

All sales of alcohol will be covered by the licence granted or pre-existing licences, challenge 25 will be in operation on the bars.

All Night Group & event staff will receive in house training that will provide them with the skills and information required to carry out their duties. This is covered separately in The Night Group staff induction training.

This training is reinforced by opening and closing duties checklists for each area that staff members must complete and present to their line manager or the Events Manager for sign off.

Any third party bar service providers will be required to provide evidence of staff training and details of any personal licence holders. The D.P.S. will liaise with any third parties to ensure that they can provide this information and will also provide them with relevant information on licensing compliance within the site.

### **Internal & External/ Third Party Food Suppliers**

All food suppliers will be expected to have a food hygiene rating of at least level three and will be expected to provide proof of this. They will be required to show their registration and permission to trade from their local council and will need to demonstrate adequate gas safety systems and that they have the correct amount of fire fighting equipment and first aid treatment kits for their staff.

Each Trader will be required to complete a checklist prior to trading and this information will be collected and collated by Jack Robinson & the Bohemia Place Markets team who will then share it with the Event Management team.

## **19 Safeguarding Vulnerable Persons, Children & Young People**

We recognise the importance of safeguarding children, young people and vulnerable adults, and are committed to delivering a safe event environment. We expect the Saturday to be attended by our usual demographic of 25 to 44 years old with a small number of people falling outside these age groups. There is a strict no under 18's policy for entry to the Saturday session which will be enforced by security at the door and by checks on the bars.

Challenge 25 will be in place at point of sale on all bars.

For the Sunday session where we expect more families with children we will take the following steps:

No under 18's will be permitted in the event on Saturday, For the Hackney Reggae Festival The event's age policy is as followed:

Children of all ages are permitted.

All children and young persons up to and including the age of 17 must be accompanied by an adult over the age of 26.

This must be the parent, legal guardian or nominated guardian of the young person.

An adult over the age of 26 can accompany a maximum of 4 young persons.

Welfare team will be on duty to look after vulnerable persons.

We have a procedure for lost and found people in place.

## **20 Dealing with Crime & Disorder, & Working with the Police**

It is expected that there will be a daytime mature music festival type crowd attendance to the event with no under 18's on Saturday and a more family vibe for the reggae festival on Sunday, as such the security provision will be delivered with the whole team in high viz jackets at all times to make them easily identifiable to members of the public.

SIA provision discussed with the local Met Police Team have suggested a security provision ratio of 1:100 attendees, Skylark have confirmed with a final plan for each day with a minimum of 25 operatives each day, exceeding this ratio. There will be a minimum of 2 static SIA as entry control for each entry and exit point for the festival plus static and roaming internally.

A security site plan has been prepared showing the locations of static positions and detailing the numbers of roaming and response units.

Venue-Map – Skylark Dot Plan v.1.2.pdf

Night Group are a member of the Snow/cctv control room radio service, local Pubwatch. Any guidance and information raised through these channels will be taken into consideration.

After regular consultancy with the met police licensing team the following crime and disorder conditions were attached to the licence:

8. Each individual who is to carry out a security activity at the premises must be licensed by the Security Industry Authority.

11. All security will be given a briefing to ensure they are fully aware of their duties and responsibilities. All security will be SIA registered.

12. There will be security presence on the front door, on all fire exits, across the venue with full venue patrols at regular intervals and radio contact between all security.

13. All artists and guests will be subject without exception to a full pat down research on entry, full search of outer garments and bags, and a wand search to detect metal items.

- There will be a 100% search policy on entry comprising the following:
  - Arch metal detectors assisted with wands
  - Physical pat-down & bag searching
  - Digital & visual ID check

14. All areas of the venue will be constantly monitored by security personnel and who will be in direct contact with head of security.

18. An incident log shall be kept during the event, and made available on request to an authorised officer of the council or the police, which will record the following:

- a) All crimes reported;
- b) All ejections of patrons;
- c) Any incidents of disorder;
- d) Seizure of drugs or offensive weapons;
- e) Any faults in the CCTV system or searching equipment or scanning equipment;
- f) Any refusal of the sale of alcohol;
- g) Any visit by a relevant authority or emergency service.

Skylark have been made aware of these conditions and have prepared their security management plan to ensure compliance.

2 body cams will be used by the security manager and security supervisor to capture further video footage of incident response to support the CCTV around the site.

Our approach to managing crime and disorder is to have our security supplier, Skylark Security, provide a detailed security management document which takes the form of the Night Tales Security Operations Manual that the security team are to follow for the new premises.

The Night Tales Security Operations Manual document covers the following topics:

- Terms of Entry
- Refusal of entry
- Age Policy
- Customer Code of Conduct
- Drugs Policy
- Violence at the Entrance
- Ejection Policy
- Mass Violence
- Management of Outside
- Smoking

To support this document the following record sheets and forms are used:

- Radio Log Sheet
- Incident Report
- Venue Capacity
- Venue Attendance Log
- Seizure of Drugs or weapons
- Lost Property
- Fire Safety and Toilet Check
- Evidence Seizure Log

All of these documents can be found in the attached folder “Appendix 9 – Security Folder Night Tales Presents”

In addition to this a brief sheet will be produced and issued to all SIA operatives giving bullet point reminders of:

- Permitted operating hours.
- Security uniform, grooming and etiquette
- Incident Reporting
- Lost property process
- Entry policy/control, checks and authorising, Capacity
- Internal Patrol and Checks Routine
- Medical Procedure
- Emergency Exits
- FFE locations
- Fire actions
- Evacuation plan
- Ejection
- Suspicious Item
- Risk Assessment and Health & Safety – Hazards
- Roles and Responsibilities
- Standards Monitoring
- Age Policy
- Customer Code of Conduct
- Drugs Policy
- Violence at the Entrance
- Ejection Policy
- Mass Violence
- Management of Outside
- Smoking
- Radio Log Sheet
- Venue Capacity
- Venue Attendance Log
- Seizure of Drugs or weapons
- Toilet Check
- Evidence Seizure Log

We will also have a written Dispersal policy and Procedure.

We also ensure that all staff and contractors are signed in on an attendance sheet that is held by security at the main entry. All staff are either employed directly by Background Clubs Ltd, where we carry out right to work checks and register them for PAYE taxes etc, or will be provided by legitimate companies and staffing agencies.

Any SIA security will be required to sign into the bound security log book and enter their SIA number, it is the responsibility of the Security Manager on duty to check that all security are signed in and operatives cards are in date.

Our ultimate aim is to run our operation in such a manner that no day to day policing is required, with Police attendance only called for if there is a need for an arrest or legitimately major incident such as a bomb threat, with sufficient procedures and security cover to allow us to manage the majority of situations and incidents without police assistance.

## 21 Worker Welfare

As a forward thinking modern company Night Group Ltd is committed to ensuring the welfare of all workers at our premises and events. We have designed space into the site plans to allow for a quiet break space for staff with secure facilities for their personal effects,

As part of the training provided in the staff induction staff are given basic training in dealing with customer complaints and diffusing the situation with an upset customer, instructing them to hand the situation over to their line manager if they feel uncomfortable. The training clearly states that it is not a problem to say no to a task that they do not feel they are capable of or have not been trained to do. The training covers reporting grievances to the management and also offers a direct email address to HR if they feel they cannot report it directly in person.

We strive to be a truly inclusive, diverse and equal company by actively following the statements made in our policy below:

### Equality, diversity and inclusion policy

**Background Clubs Ltd** is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

age  
disability  
gender reassignment  
marriage and civil partnership  
pregnancy and maternity  
race (including colour, nationality, and ethnic or national origin)  
religion or belief  
sex  
sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

pay and benefits  
terms and conditions of employment  
dealing with grievances and discipline  
dismissal  
redundancy  
leave for parents  
requests for flexible working  
selection for employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others



in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

## **22 Coping with the Weather**

In general most activities will take place outdoors in Bohemia Place, coping with the weather is expected to primarily be addition of temporary rain cover for customers if required. There are a large number of Gazebos used on site, the Event Manager will be made aware of their wind loads and training will be given for correct installation to secure the event set up against wind. This will be picked up in more detail in the RAMS provided by structure suppliers.

## 23 Accessibility

As standard the site is planned to have level access accounted for throughout the site with level access to all entry and exits.

Good provision has been made for accessible WC facilities within the new site plan and these will be well signposted internally. Accessible WC's will be locked with RADAR hardware and will be solely for the use of those who need them, they will not be open to the general public.

There will be a contact email on the website to allow attendees to directly contact the Management team to discuss their access needs. Advice will be available on request as to the suitability of each event for assistance dogs.

## 24 Keeping Workers and Audiences Safe During a Pandemic

In the event of there being a requirement to follow Government guidelines in response to a pandemic in the future we would follow all guidance given.

## 25 Counter Terrorism

For the full guidance from NaCTSO on counter terrorism advise for venues please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/619411/170614\\_crowded-places-guidance\\_v1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/619411/170614_crowded-places-guidance_v1.pdf)

Any incident that requires an immediate police response – dial 999. Reporting suspicious activity that does not require an immediate response, contact the Anti- Terrorist Hotline – 0800 789 321.

\*Below Guidance is extracted from NaCTSO Counter Terrorism Protective Security Advice.

To reduce the likelihood of being a target the event we will ensure that the following strategies are introduced;

### Vehicle Access

The vehicle access from the road is flagged as a risk and as such there will be no access during the event period with the exception of attending emergency services.

### Security

A visible security presence will be onsite within the event.

Proactive searching of areas within the space by Night Group event staff. Close liaison with venue, who in turn are in consultation with the Police.

Local police and Police licensing have been made aware of the event.

## **Awareness**

All staff working onsite will be briefed to alert management to suspicious persons or suspicious packages.

All staff briefed on the Run, Hide, Tell protocols. (See following pages).

Management will ensure that they are aware of what is normal and is part of the set within the space.

## **House Keeping**

The use of clear bags for waste disposal is a further alternative as it provides an easier opportunity for staff to conduct an initial examination for suspicious items.

Keep public and communal areas – exits, entrances, reception areas, stairs, halls, lavatories, washrooms – clean and tidy, as well as service corridors and yards.

Keep the furniture in such areas to a minimum – ensuring that there is little opportunity to hide devices, including under chairs and sofas.

Lock unoccupied offices, rooms and store cupboards.

Ensure that everything has a place and that things are returned to that place.

Keep external areas as clean and tidy as possible.

## **Searches**

Key personnel will be provided with sectors of the space to search in the event of a raise in the threat level or an issue onsite.

Ensure the searchers know what to do if they discover a suspicious item. Action will depend on the nature of the device and the location, but the general “golden rules” are:

- Do not touch suspicious items
- Move everyone away to a safe distance
- Prevent others from approaching
- Communicate safely to staff, visitors and the public
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
- Notify the police

- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

All staff to be briefed on the below guidance relating to spotting a person who may be undertaking hostile reconnaissance;

### **What to look for.**

- significant interest being taken in the outside of your premises including parking areas, delivery gates, doors, entrances and queues.
- groups or individuals taking significant interest in the location of CCTV cameras and controlled areas
- people taking pictures – filming – making notes – sketching of the security measures in and around your premises. Tourists should not necessarily be taken as such and should be treated sensitively, but with caution
- overt/covert photography, video cameras, possession of photographs, maps, blueprints etc, of critical infrastructures, electricity transformers, gas pipelines, telephone cables etc
- possession of maps, global positioning systems, (GPS), photographic equipment, (cameras, zoom lenses, camcorders). GPS will assist in the positioning and correct guidance of weapons such as mortars and Rocket Propelled Grenades (RPGs). This should be considered a possibility up to one kilometre from any target
- vehicles parked outside buildings of other facilities, with one or more people remaining in the vehicle, for longer than would be considered usual
- parking, standing or loitering in the same area on numerous occasions with no apparent reasonable explanation
- prolonged static surveillance using operatives disguised as demonstrators, street sweepers, etc or stopping and pretending to have car trouble to test response time for emergency services, car recovery companies, (AA, RAC etc) or local staff
- simple observation such as staring or quickly looking away
- activity inconsistent with the nature of the building
- noted pattern or series of false alarms indicating possible testing of security systems and observation of response behaviour and procedures, (bomb threats, leaving hoax devices or packages)
- the same vehicle and different individuals or the same individuals in a different vehicle returning to a location(s)
- the same or similar individuals returning to carry out the same activity to establish the optimum time to conduct the operation
- unusual activity by contractor's vehicles
- recent damage to perimeter security, breaches in fence lines or walls or the concealment in hides of mortar base plates or assault equipment, i.e. ropes, ladders,

food etc. Regular perimeter patrols should be instigated months in advance of a high profile event to ensure this is not happening

- attempts to disguise identity – motorcycle helmets, hoodies etc, or multiple sets of clothing to change appearance
- constant use of different paths, and/or access routes across a site. ‘Learning the route’ or foot surveillance involving a number of people who seem individual but are working together
- multiple identification documents – suspicious, counterfeit, altered documents etc
- non co-operation with police or security personnel
- those engaged in reconnaissance will often attempt to enter premises to assess the internal layout and in doing so will alter their appearance and provide cover stories
- in the past reconnaissance operatives have drawn attention to themselves by asking peculiar and in depth questions of employees or others more familiar with the environment

**All staff to be briefed on the following**

In the event of an attack take these four actions:

Stay Safe

**Under immediate GUN FIRE** – Take cover initially, but leave the area as soon as possible if safe to do so

**Nearby GUN FIRE** - Leave the area immediately, if possible and it is safe to do so. Leave your belongings behind.

Do not congregate at evacuation points.

| COVER FROM GUN FIRE               | COVER FROM VIEW          |
|-----------------------------------|--------------------------|
| Substantial brickwork or concrete | Internal partition walls |
| Engine blocks of motor vehicles   | Car doors                |
| Base of large live trees          | Wooden fences            |
| Earth banks/hills/mounds          | Curtains                 |

**REMEMBER** - out of sight does not necessarily mean out of danger, especially if you are not in ‘cover from gun fire.’

**IF YOU CAN'T ESCAPE** - consider locking yourself and others in a room or cupboard. Barricade the door then stay away from it.

If possible choose a room where escape or further movement is possible. Silence any sources of noise, such as mobile phones, that may give away your presence.

See

The more information that you can pass to police the better but NEVER risk your own safety or that of others to gain it. Consider using CCTV and other remote methods where possible to reduce the risk. If it is safe to do so, think about the following:

Is it a firearms / weapons incident? What else are they carrying?

Moving in any particular direction? Are they communicating with others?

Tell

Exact location of the incident. Number and description of gunmen

Type of firearm -long-barrelled or handgun. Number of casualties / people in the area.

**LOCAL AUTHORITIES** - contact them immediately by giving them the information shown under 'See'.

Use all the **channels of communication** available to you to inform staff, visitors, neighbouring premises, etc of the danger.



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## SOUND MANAGEMENT PLAN

### NIGHT GROUP PRESENTS

BOHEMIA PLACE  
LONDON. E8 1DU

SA 9 - SU 10 SEP 2023

Draft 01      Subject to client review and approval  
Client:        Jamie Rule. Night Group  
Report by:    Gareth Hance. Electric Star Live  
Report No:    NGP23SMP01  
Date:         25 Aug 2023

**Document control<sup>1</sup>**

|                   |   |
|-------------------|---|
| Project           | Night Group Presents  |
| Document          | Sound Management Plan (aka Noise Management Plan)           |
| Author            | Gareth Hance. Electric Star Live                            |
| Review            | Jamie Rule, Night Group. Clare Goodchild, We Organise Chaos |
| Contributors      | Rhys Rose, Project Consultant. Joe Haycocks, RSH Audio      |
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**Revision**

|      |            |
|------|------------|
| Date | Amendments |
|------|------------|

**Definition**

|                  |   |
|------------------|---|
| HC               | Hackney Council   |
| NGP23            | Night Group Presents  |
| ESL              | Electric Star Live  |
| dB               | Decibel. A relative unit of measurement to express a sound level                        |
| MNL              | Specific Music Noise Level of regulated entertainment in dB at Noise Sensitive Receptor |
| Leq              | Equivalent sound level. A logarithmic average of sound level over a specified period    |
| L90              | Background sound level, noise level exceeded for 90% of the measurement period          |
| EMOP / EOP / EMP | Event Management and Operational Plan / Event Operating Plan / Event Management Plan    |
| SMP / NMP        | Sound Management Plan (aka Noise Management Plan)                                       |
| NSR              | Noise Sensitive Receptor  |
| PSS              | Primary Sound Source  |
| SSS              | Secondary Sound Source  |
| SLM              | Sound Level Meter used for Sound Measurements   |
| FOH              | Front of House is the sound control position at any stage                               |
| HSG195           | The Event Safety Guide. HSE publication 195 (aka The Purple Guide)                      |
| Pop Code         | Noise Council Code of Practice on Environmental Noise Control at Concerts               |
| LA03             | Licensing Act 2003  |
| DPA              | Data Protection Act   |

<sup>1</sup> Disclaimer: Please ensure you are working from the latest copy of this documents and associated plans. Every reasonable effort has been made to ensure that all information contained in this document is accurate at the time of publication & circulated to relevant recipients as required. Owing to the dynamic nature of live events, certain elements may be subject to change at short notice.

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Please think before you print. This is a dynamic document.



# Contents

|      |                            |    |
|------|----------------------------|----|
| 1    | Summary .....              | 4  |
| 1.1  | Event .....                | 5  |
| 1.2  | Stakeholders.....          | 5  |
| 1.3  | References .....           | 5  |
| 2    | Sources .....              | 6  |
| 2.1  | Primary Sources .....      | 6  |
| 2.2  | Secondary Sources .....    | 6  |
| 2.3  | Prediction .....           | 6  |
| 3    | Location.....              | 7  |
| 3.1  | Environs.....              | 7  |
| 3.2  | Receptors .....            | 7  |
| 4    | Monitoring.....            | 8  |
| 5    | Community .....            | 9  |
| 5.1  | Helpline .....             | 9  |
| 6    | Control.....               | 10 |
| 6.1  | Organisation .....         | 10 |
| 6.2  | Communication .....        | 10 |
| 6.3  | Strategy.....              | 10 |
| 6.4  | Sound Systems.....         | 11 |
| 6.5  | Build & Break.....         | 12 |
| 6.6  | Plant .....                | 12 |
| 6.7  | Traffic .....              | 12 |
| 6.8  | Bars & vendors .....       | 13 |
| 6.9  | Noise at Work .....        | 13 |
| 6.10 | Public .....               | 13 |
| 7    | Conclusion.....            | 13 |
| 8    | Appendix .....             | 14 |
| A.   | Conditions .....           | 14 |
| B.   | Terminology .....          | 14 |
| C.   | Guidelines.....            | 14 |
| D.   | Measurement procedure..... | 16 |
| E.   | Helpline procedure.....    | 17 |
| F.   | Strategic Noise Map .....  | 18 |
| G.   | Terrain.....               | 18 |
| H.   | Sound system.....          | 18 |
| I.   | Prediction .....           | 19 |
| J.   | Map.....                   | 20 |

**Figures**

|                                      |    |
|--------------------------------------|----|
| Figure 1- Aerial view.....           | 7  |
| Figure 2 - Complaint procedure ..... | 17 |
| Figure 3 –Road Day .....             | 18 |
| Figure 4 –Terrain .....              | 18 |

**Tables**

|                                  |    |
|----------------------------------|----|
| Table 1- Primary Sources .....   | 6  |
| Table 2- Secondary Sources.....  | 6  |
| Table 3- Receptors.....          | 7  |
| Table 4- SLM deployment .....    | 8  |
| Table 5 - Pop Code criteria..... | 15 |
| Table 6 - Venue noise limit..... | 15 |

# 1 Summary

Night Group Presents is a two-day ticketed street party event at Bohemia Place, London. E8 1DU 14:00 – 22:00.

Sat 9 Sep – 10 Years of. A birthday celebration for Night Tales the multi-function music venue in Bohemia Place arches.

Sun 10 Sep – Hackney Reggae Festival brings people together in love, peace, & unity through the power of reggae.

The project is curated & delivered by the Night Group, an independently owned collective that specialises in delivering pioneering & delivering culturally relevant music venues & special events for London's diverse communities.

Electric Star is contracted to draft & implement a proactive Sound Management Plan (SMP). The purpose is to outline the procedures for discharging the regulatory obligations balanced with the demands of delivering an excellent aural experience for the audience. The plan references the Licensing Act 2003, relevant guidelines & shall be developed with the producer, production associates & responsible authorities.

This live document is an Event Safety Management Plan (ESMP) appendix covering operation details, times & plans.

**Aim:** The Best Practical Means framework shall:

- Discharge the obligations for the Prevention of Public Nuisance (LA03), minimising the impact on the community
- Advise on acceptable sound levels for regulatory compliance, the enjoyment & safety of the public & participants
- Measure specific sound levels, adopting the achievable, relevant methodology. Evaluate & review on time
- Promote good public relations with the local community, operating a helpline with prompt, effective action

**Overview:** The site is connected to an established venue with a positive track record for vibrant music events.

**Noise Sensitive Receptors** are listed in section 3.2. The most impacted receptors are on Mare St, Mehetable Rd & Morning Ln with levels circa 75dBA.

**Activity:** The Night Group Presents is an exciting new two-day street festival in the heart of Hackney. The Night Group operates the fully licensed venue Night, based in railway arches at Bohemia Place. This existing fixed infrastructure of Night Tales will be incorporated into the festival design to enhance the customer experience.

The event features a main stage, music, drink, food, & concessions. This vibrant and colourful event allows visitors to experience London's diverse culture first-hand. A list of sound sources is provided on page 6. Timings are detailed in the ESMP. For context, the entertainment starts from 14:00. Regulated entertainment ends by 22:00 without exception. The objective is for a gradual flow of arrivals & egress. The doors shall open with sufficient time before the first act to minimise congestion. The peak site egress occurs in advance of the 23:00 social hours watershed.

**Control:** The Music Noise Levels shall be managed to uphold the licensing objective for the Prevention of Public Nuisance as reasonably practicable.

A day-time Music Noise Level (MNL) control value of 75dB  $L_{Aeq 15'}$  is broadly achievable, with typical uncertainty tolerance. The intended aural effect outside the venue perimeter shall be the event shall be of marginal significance & discernible above the residual noise before the curfew, albeit not at a level that causes an unacceptable disturbance.

Between 23:00 & 07:00, the specific noise level from any site activity, including plant equipment, shall have no observable adverse impact inside dwellings with windows open for ventilation with best practical means.

Competent contractors shall proactively monitor sound offsite for the duration of the Street Party Sat 9 Sept, including sound system checks. We shall monitor sound levels, proactively avoid the likelihood of disturbance & respond to any concerns in a practical, timely manner. Measurements, observations & actions will be logged for reference. The Reggae Festival intends to operate at lower sound pressure levels & shall be adequately regulated by the organiser.

**Community:** All practicable steps will be taken to maintain good public relations. Information shall be published locally in advance, including helpline contacts operating for the duration. A reported noise concern will trigger a prompt response to assess & reduce levels as required with follow-up monitoring & communication where appropriate. The aim will be to avoid complaints by engaging with the community & monitoring regulated entertainment sound levels first. Still, the event team shall handle the matter if a complaint arises.

**Conclusion:** The licensing objective for the Prevention of Public Nuisance can be maintained & adverse noise impact mitigated subject to implementing this robust plan & dynamically assessed on-site controls. Relevant guidelines, legislation & best practical means shall be adopted as appropriate.

We conclude that the level of disturbance can be minimised to an acceptable level on the basis that these noise control measures are successfully implemented.

## 1.1 Event

|                         |   |
|-------------------------|---|
| Title                   | Night Group Presents  |
| Location                | Bohemia Place, London. E8 1DU   |
| Event dates             | Sa 9 - Su 10 Sep 2023   |
| Build & break           | Please refer to the ESMP  |
| Attendance              | Planned capacity 2,000 - Please refer to the ESMP   |
| Demographic             | Gender-diverse. Sat 9 Sep +18 only. Sun 10 Sep – family friendly, no age restriction  |
| Format                  | Regulated entertainment, F&B & concessions  |
| Line-up                 | See <a href="https://www.nighttales.co.uk/10th-birthday">https://www.nighttales.co.uk/10th-birthday</a> + <a href="https://www.nightgroup.com/">https://www.nightgroup.com/</a> |
| Primary sound sources   | Main open-air stage with live & recorded music, dance & similar performance   |
| Secondary sound sources | F&B concessions, retail & general activities  |

### Timings

|                         |  |
|-------------------------|--|
| Regulated Entertainment | 14:00 – 22:00 – See ESMP for details         |
| System/soundchecks      | From 09:00. Limited duration                 |
| Doors open to public    | Please refer to the ESMP. Gradual build-up   |
| Build / Break           | 07:00 - 20:00 (NOAEL <sup>2</sup> pre 08:00) |
| Site operations         | 07:00 - 23:00. (NOAEL 23:00 – 07:00)         |

## 1.2 Stakeholders

|                     |  |
|---------------------|--|
| Licensing Authority | Hackney Council                                  |
| Venue Management    | Night Tales                                      |
| Premises licence    | Background Bars Ltd                              |
| Licensee            | Jamie Rule, Night Group                          |
| Event Management    | Clare Goodchild, We Organise Chaos, Project Lead |
| Project Management  | Rhys Rose, Project Consultant                    |

### Licensee

Background Bars Ltd T/A Night Group (CRN 08201322) shall be the commercial contracting body, project management & the common point of coordination between the event management team, contractors & participants. The Night Group is an independently owned collective that specialises in delivering pioneering venues in London. They have established a strong presence in the local scene and are known for their unique and innovative venues, operating over 13,000 sq. ft offering a broad mix of cultural events, screenings, live music, plus inspirational food & drink. Over the last 15 years, director Jamie Rule has delivered a broad range of events from festivals to pop up bars & limited time projects to fully licensed premises. For more information, see their website at [nightgroup.com](http://nightgroup.com).

### Event Management

We Organise Chaos Ltd (CRN 08935179) are one of the UK's leading music & event production companies with an extensive track record successfully managing large-scale festivals & events. Projects include British Summer Time Hyde Park, All Points East Victoria Park, Parklife & Manchester International Festival.

### Sound consultant

Electric Star Live (CRN 08881618) is an independent company specialising in live event sound control. Principle consultants within the firm are associate members of the Institute of Acoustics, Audio Engineering Society, and The Production Services Association & are personal licence holders. We work with some of the world's greatest artists & events, including Prince, The Eagles, Elton John, Houghton, Bestival, Nocturne Live Blenheim Palace, & UK tours with Michael Bublé, Bryan Adams & Diana Ross. Our customers include AEG Live, Live Nation, Festival Republic & U-Live.

## 1.3 References

The applicable legislation & guidelines include, but are not limited to:

- Licensing Act 2003. Premises License conditions & Licensing authority policy
- Noise Council Code of Practice on environmental noise at Concerts (1995) & normative references
- The Event Safety Guide (HSG195) & The Purple Guide ([www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk))
- Noise from Pubs & Clubs. DEFRA NANR92 (2005)

<sup>2</sup> No Observable Adverse Effect Level (NOAEL). Inaudible inside dwelling with windows closed for ventilation as far as can best practically determined.

## 2 Sources

### 2.1 Primary Sources

Sound Sources is the collective term for regulated entertainment, construction & associated sound emission sources. Primary Sound Source (PSS) concern the main stage with amplified regulated entertainment forming the significant contribution to sound impact at the sensitive receptor. The main stage is likely to be audible in the immediate area but not disruptive. See Prediction in section 4.3 for indicative values. The diverse content has mainstream appeal. On-site monitoring shall control sound emission at source.

| Source   | Aim | System     | Pax    | Times       | Notes   | @10m dBA | dBC |
|----------|-----|------------|--------|-------------|---|----------|-----|
| S1 Stage | E   | Line array | <2,000 | 14:00-22:00 | Open air stage. DJ & Live music with change over breaks | 94       | 106 |

Table 1- Primary Sources

The main stage sound system is designed for live music in challenging spaces. The setup offers the operator accuracy & control over the sound, reducing noise breakout due to its directional dispersion capabilities. Low-frequency (LF) breakout is controlled using a good quality sub-speaker to help steer & shape the LF emission directivity.

### 2.2 Secondary Sources

Secondary Sound Sources (SSS) are incidental entertainment, background music & on-site operations such as waste, plant, or construction. See locations in the appendix. Secondary sources are not Regulated Entertainment & outside the scope of LA03. Considerate initial planning helps to control at source, as outlined in Section 7. SSS are unlikely to significantly increase residual levels or cause disturbance in the immediate area. Any contribution shall be of no observable adverse effect level (NOAEL) between 23:00 and 08:00. See section 6 for the control strategy.

| Location       | Activity                         | Times        | Notes   |
|----------------|----------------------------------|--------------|---|
| Attractions    | Non LA03 regulated activities    | 14:00-22:00  | Other cultural, age specific & leisure activities                             |
| Concessions    | General activity                 | 14:00-22:00  | Limited incidental background music. No observable adverse effect             |
| Gates/Highways | Production traffic & pedestrians | See ESMP     | Traffic during load-in & load-out. Steady public access & egress during event |
| Static plant   | Generators & towerlights         | Continuous   | Silenced equipment. Inaudible off-site  |
| Moving plant   | Telehandlers & forklifts         | N/A          | Not in use  |
| Waste          | Collection & compacting          | Social hours |   |

Table 2- Secondary Sources

Incidental music & site operations are unlikely to be disruptive outside the perimeter & have no observable adverse effect. The acoustic consultant shall dynamically assess in-situ, reporting any likelihood of disturbance.

### 2.3 Prediction

The Music Noise Levels (MNL) shown in the prediction is the specific sound from regulated entertainment without residual contribution. Sound predictions indicate expected levels at a Noise Sensitive Receptor (NSR). Predictions using NoizCalc<sup>3</sup> & accepted methodology are shown on page 18. The Nord2000 calculation is considered worst-case, with all receptors 'down-wind' simultaneously. The sound system is representative & uses a standardised "Electronic Music" spectral profile. Uncertainty is not calculated, however a ±5dB margin is representative of similar projects<sup>4</sup>.

The MNL is likely to be an upper level given the dynamic content & reduced levels during changeovers, i.e., the stage does not operate all the time & the sound level at source reflects audience sizes & content.

The sound sources & levels used in the prediction model are based on representative specifications. The A-weight limit adequately manages bass octave levels close to the venue<sup>5</sup>. Nonetheless, the L<sub>Ceq</sub> MNL shall be monitored in parallel with L<sub>Aeq</sub> for robust control of low-frequency noise.

With the stage operating, the prediction indicates the most impacted locations ≈ 75BA on the eastern & western quadrants on-axis with the stage at Mare St & Mehetable Rd.

Receptor location shall be dynamically assessed in-situ, considering additional factors such as reverberant fields.

A cardioid sub arrangement & parking a large vehicle directly behind the stage may adequately mitigate breakout.

For compliance & control validation, rotational measurements shall be taken every hour on impacted perimeter areas.

<sup>3</sup> NoizCalc application is a version of SoundPlan Essential commissioned by d&b audiotechnik. SoundPlan is a global market leading acoustic modelling software application

<sup>4</sup> Owing to source configuration, meteorology, ground effect & boundaries. See ISO9613-1 for influencing factors.

<sup>5</sup> J. Griffith et al A Study of Low Frequency Sound from Pop Concerts 1993 – NBS study considers music noise at 2Km & does not apply to receptors closer to the venue.

### 3 Location

#### 3.1 Environs

Bohemia Place is a vibrant & dynamic location known for its diverse mix of independent businesses, creative spaces, pop-up markets & cultural events. The area has undergone significant transformation in recent years, becoming a hub for artists, designers, entrepreneurs, and food enthusiasts.

The urban setting consists of high-density, mid-rise dwellings, industrial & commercial premises. The raised trainline provides some topographical attenuation and additional ground absorption or grazing.

The private road services 20 railway arches located beneath the overground line just to the east of Hackney Central station. There is access to Bohemia Pl from Mare St to the west and Nursery R to the east. There are no residential properties directly adjacent to the premises with the Hackney bus garage directly to the north & the railway arches plus Tesco superstore to the south. The west access is located opposite a pelican crossing to the pedestrianised Mare St shopping area and the east access is through a railway arch to Nursery Rd, leading to Morning Ln.

The prevailing direction is typically south-westerly at around 5m/s gusting to 15m/s, albeit highly variable.

The routine soundscape typically comprises transport & construction sources. Noise map estimates published in the Environmental Noise Directive (END) predict residual contribution above 55 dB LAeq 16hr.



Figure 1- Aerial view

#### 3.2 Receptors

Representative Noise Sensitive Receptors (NSR) have been identified from OS Maps as commercial & residential premises that noise emissions could impact.

Initial monitoring during sound checks & opening events will help determine the assessed impact. The noise monitoring procedure is outlined in section 3 & locations are shown on page 20.

| Receptpr                     | Dir | m*  | Use         | Notes                            |
|------------------------------|-----|-----|-------------|----------------------------------|
| R1 Sutton Pl #1              | N   | 165 | Residential | Mid-rise parallel to site        |
| R2 Mehetabel Rd #47          | NE  | 100 | Residential | Semi-reverberent space           |
| R3 Nursery Pl #99            | E   | 100 | Mixed       |                                  |
| R4 Morning Ln #80            | SE  | 100 | Mixed       |                                  |
| R4B Chatham Pl - Textile Bld | SE  | 160 | Mixed       | Sensitive receptor               |
| R5 Trelawney Estate          | S   | 110 | Residential | High & mid-rise parallel to site |
| R6 Mare St #330              | SW  | 150 | Mixed       | Sensitive receptor               |
| R7 Amhurst Rd #1             | W   | 180 | Mixed       |                                  |
| R8 Mare St #345              | NW  | 150 | Mixed       |                                  |

\*Approx distance from centre of site to receptor façade

## 4 Monitoring

Monitoring shall be undertaken for compliance with expected standards & minimise the likelihood of complaint during the Street Party on Sat 9 Sept. The Reggae Festival on Sun 10 Sept shall be managed in-house by the organiser.

Sound levels will be monitored both on & offsite, using calibrated attended & unattended equipment. See Instrumentation below.

A combination of on-site level monitoring, propagation tests & rotational confirmatory offsite measurements will help maintain acceptable sound levels for the event's duration while open to the public.

Propagation measurements during system checks are recommended as an early indicator of apparent levels.

Offsite measurements will initially focus on the nearest & most adversely affected premises; however, the monitoring locations may be revised during the advance planning & dynamically reassessed during the event as required.

Additional sound measurements may be conducted at residents' properties on request where safe to do so & observing safe protocols.

The mix position of the main stage shall be issued with an SLM for easy reference by the sound engineer to help maintain level continuity. Once the FoH level is determined, the noise levels will be monitored, taking proactive & appropriate action as necessary, e.g., preparing for louder songs in a set list, changing wind direction, or receiving a complaint. We shall directly contact Stage Managers & Sound Engineers to make the required adjustments.

The sound report log shall record LAeq, LCEq, location, date, time, duration, levels, operator, sound meter & observations at locations shown on the map in the appendix. See procedure on page 16. The level should be monitored for timely response over 5' & 15'. Where the Leq 5' is likely to result in an Leq 15' value exceeding the controls, the sound contractor should be advised to prepare for a level reduction.

### Instrumentation

The following SLM deployment scheme is proposed & subject to dynamic assessment on-site:

| Class 1           |            | Class 2  |            |
|-------------------|------------|----------|------------|
| Attended          | Unattended | Attended | Unattended |
| Sound consultants | N/A        | Stage 1  | N/A        |

Table 4- SLM deployment

### Notes

Electric Star shall attend during the Street Party on Sat 9 Sept only. The event on Sun 10 Sept is outside this scope.

A maximum MNL of 75dBA / 90dBC Leq 15' is anticipated at the nearest receptors on the perimeter. The control values shall be dynamically assessed in-situ to minimise likelihood on unreasonable disturbance as Best Means Practicable.

The western & eastern quadrants on-axis with the PA shall be assessed for reverberance which may increase the apparent Music Noise Level by reflection. Prevention of Public nuisance shall be upheld by moderating MNL to acceptable levels. Constructive consultation with these occupants is anticipated.

Traffic sources may mask some sound, & unlikely to diminish before the end of the event.

Rotational measurements shall proactively monitor MNL at any impacted receptors, e.g., observing changes in wind direction or reverberant boundaries. If required, an unattended monitor may be deployed.

In mitigation, the content is dynamic, & the event duration is limited 8 hours with a 22:00 close, 2 hours after dusk.

### Reporting

A log containing measurements, actions, complaints & conclusions will be available within 28 days of the request.

## 5 Community

Efforts shall be made to facilitate good relations through positive community engagement. We shall undertake steps to inform & engage the community in advance via traditional & social media communication. Details shall include an overview, timings & contacts.

The management team has extensive experience operating events in challenging locations with good community relations & without excessive disturbance. We shall undertake steps to inform & engage the community in advance via traditional & social media communication. This understanding of how to minimise disturbance, ameliorate & engage in effective communication supports confidence in the robust controls. General details shall include timings & contacts.

### Key points

|              |  |
|--------------|--|
| Layout       | The sound sources are positioned to minimise noise at the nearest dwellings.   |
| Timings      | Limited to a two-day event with a 22:00 curfew. The sound checks will be limited to the shortest possible duration. Noise impact from soundchecks & setup/dismantling is limited to social hours where practical.  |
| Sound system | The design promotes control with highly directional speakers. The sound level & bass will be carefully controlled to ensure they are not excessive. The bass speakers have noise-cancelling technology that focuses the low-frequency energy within the venue.         |
| Limits       | We aim to operate within the permissible sound levels. The licence conditions & associated guidelines are not a target but the upper action limit. Staff will be alerted to a lower threshold so action can be taken before approaching the maximum permissible level. |
| Monitoring   | Sound meters shall record the combined sound emissions from the site. Event management & sound engineers shall be alerted to excessive levels & will follow specific instructions for immediate & appropriate action   |
| Review       | The community helpline will be in operation for the duration to engage with residents, addressing any specific concerns in a timely & effective fashion  |

### 5.1 Helpline

We shall implement a dedicated helpline during show days. In the event of a complaint, the organisers shall take proactive steps to engage with the resident, minimise disruption & implement measures to minimise the likelihood of repetition. See the procedure in Appendix O.

Control shall share the complaint locations with the sound management contractor for investigation where relevant & to enable early identification of any geographical patterns. Visit where helpful, observing safety protocols to help resolve concerns. Event Control shall communicate with the Sound Management contractors by instant text messaging as the primary mechanism to facilitate an adequate response. Alternatively, a mobile phone or 2-way radio where practical.



## 6 Control

### 6.1 Organisation

The organisers acknowledge the importance of robust noise control.

Please refer to the ESMP for specific roles, procedures, command & control structure details.

The organisation framework & communication shall be compatible with the Pop Code and normative references.

An essential selection criterion for the production team is ensuring that individuals hold the experience, respect & authority to command a proficient & responsive sound department.

Drawing on the experience of similar events, there is a clear line of communication between the silver-level management team & those directly in control of the sound, such as engineers & stage managers.

#### Collaboration

The sound management contractor aims to meet with the responsible authorities, key stakeholders, production & technical contractors before doors on the first live event day. Timing to be confirmed in the production schedule. Updated situation reports may be disseminated and reviewed by scheduled meetings, instant messages, and email.

### 6.2 Communication

A sound management representative shall convene with the responsible authorities, key stakeholders, production, and technical contractors as best practical to promote collaborative working. This may include, but not limited to, meetings or other forms of communication. For example, a meeting before doors on the first concert day may be helpful. Updated situation reports may be disseminated and reviewed by scheduled discussions, instant messages, & email.

External communication with responsible authorities and the public shall use telephone, email & in-person contact.

During the live event, Instant Messaging (IM) is the primary channel for internal communication between sound management, control, production & technical contractors., e.g., WhatsApp or SMS. Where practical mobile phone or 2-way radio may be used as an alternative, however, these communication forms are generally incompatible with the responsibilities and workflow of sound management and sound engineering personnel.

### 6.3 Strategy

This plan adopts SMARTER methodology to deliver effective results:

Specific, Measurable, Achievable, Relevant, Timely, Evaluated, Reviewed

Activities that may potentially cause noise disturbance to neighbours shall be identified. Effective procedures shall be developed to control these potential hazards. The implementation shall be reviewed to circumvent common pitfalls & minimise the likelihood of complaint.

For example, the artists' management shall be informed of sound limits in advance, as outlined on page 11.

Factors such as community engagement, programming, locations, timings & systems shall be carefully considered.

The statutory criterion for noise preudial to health or nuisance (e.g., EPA 1990, section 79) have been considered:

|           |  |
|-----------|--|
| Frequency | Adverse cumulative impact is unlikely given the short tenancy & the venue's concert frequency  |
| Duration  | The event is limited to social hours, limiting duration to a few hours   |
| Timing    | All amplified music ends by the agreed times with appropriate sound levels for the day & time  |
| Intensity | A wide dynamic range is typical of the diverse music profile where extended periods of high-intensity music are unlikely. Changeover breaks help to regulate Temporary Threshold Shift. The Controls shall be in place to ensure environmental noise impact is minimised to an acceptable level. |



## 6.4 Sound Systems

The consultant shall liaise with the sound contractor & technical production in advance regarding system design, noise limits & propagation.

### Planning

Generally, the site layout draws on the experience of similar events & prediction calculations. Please refer to the site plan in the Event Management Plan for the precise position & orientation.

The sound systems shall point away from the nearest sensitive receptors where practicable. The potential for the off-axis bass spill has been considered during the planning. The stage layout, programming & timings further minimise the opportunity for a sound clash between on-site activities.

Unexpected adverse effects of acoustic reflection, diffraction, resonance & reverberation are problematic to predict in a large area with a complex mix of temporary sources, temporary structures & variable metrological conditions. However, the noise monitoring procedure should identify such issues & mitigating action shall be taken where practicable.

Before arrival, all PA suppliers, managers, artists/sound engineers will be informed of strict noise control requirements.

Systems will always be under the supervision of a competent sound person. System controllers may be fitted with limiters that may further help control levels. Site levels will always reflect the audience size & dynamics. Audience capacities tend to be lower earlier in the day & transient throughout.

The organisers will endeavour to prohibit portable music equipment that is not part of the licensed entertainment or for the sole purpose of background music at an authorised trader's concession area.

There will be no amplified sound outside the licensed hours of operation.

### Bass

Special consideration will be awarded to the bass frequencies. Low Frequencies (LF) contain the greatest acoustic energy & subject to less geometric & barrier sound attenuation than higher octaves. Specific frequencies may require 'notching' for adequate noise control. A directional sub-array may be deployed to attenuate off-axis radiation by up to -18dB<sup>6</sup>. Pop code advice<sup>7</sup> shall be observed.

### Technical Rider

The Production or Technical Manager shall assess any third-party technical equipment for any possible adverse effect it may have on overall sound levels. Any such equipment, such as backline amplifiers or additional PA speakers, would be regarded in the context of this document & members of the technical team would:

- Prevent the use of any equipment that appears significantly out of line with this plan
- Avoid any external sound engineer operating outside the agreed noise level limits at the Front of House

### Systems

- Good layout & specification
- Advance information before arrival
- Under the control of an engineer
- Maintain appropriate levels
- Local monitoring
- Strict time keeping

<sup>6</sup> SSE / Vanguardia Hatfield test of L'Acoustics K1 and Martin MLA line array

<sup>7</sup> Ref 8. Griffiths, J et al *A study of Low-Frequency Sound from Pop Concerts*, (1993)

## 6.5 Build & Break

During the Build & Break, some construction noise is to be expected. This noise source shall be minimised and confined to the General Hours between 07:00 – 20:00 whenever possible. Noisy activities of observable significance shall not be undertaken before 08:00. Any activity likely to be intrusive & discernible offsite will be scheduled during social hours.

The best practicable means will be employed to keep the build & strike noise as low as reasonably possible. Measures to be considered will be consistent with the recommendations of BS5228 & all activities will be carried out with due care to minimise potential disturbance, e.g.:

- Overnight break activities must be inaudible inside any residential Noise Sensitive Receptors with windows open for ventilation, as can be practically determined
- Careful selection of plant and construction methods
- Use of site enclosures, where practicable & necessary, to provide acoustic screening at the earliest opportunity
- Choice of transport routes & scheduling shall minimise public disruption

Immediately after the live event, the technical equipment is dismantled & loaded into vehicles. Planned activities will avoid noise impact, supervised by the production or site manager. The activities undertaken include lowering equipment from flown positions & repacking into transit cases. Significant effects include noisy metal-on-metal operations restricted to general hours between 08:00 – 20:00. Extensive dismantling work commences the following morning, including dismantling stages & similar temporary structures.

Practical steps to reduce the construction & dismantling noise disturbance will include the following where practicable:

- Louder activities, such as metal-on-metal operations, shall be restricted to the hours between 08:00 – 20:00
- Minimise impact noise: metal on metal operations. Refrain from dropping heavy or metal items, e.g., tubes & decks
- Temporary use of damping/packing materials when lowering equipment or loading vehicles
- Avoid unnecessary noise: Keep conversations to a minimum. Use 2-way radio & refrain from shouting
- Where practical, reduce idling & switch off ignition. Specify vehicles with pink noise reversing alarm where possible.
- Efficient handling: Optimise the handling operation & time taken to complete the task safely. Use bulk transit cases to minimise handling operations. Locate vehicles as near as possible

## 6.6 Plant

Plant equipment can be either static or moving noise sources that require attention. Plant will often operate continuously throughout the site & therefore, may cause disturbance to nearby NSR. The site management team shall consider any plant's type, location & operating hours.

Network power or hybrid supplies shall be deployed where practical.

Plant shall be switched off overnight where practicable. Any essential plant equipment operating during unsocial hours, such as chillers, shall be inaudible within dwellings with windows open for ventilation. Plant fitted with properly lined & sealed acoustic covers shall be closed whenever used.

## 6.7 Traffic

All on-site vehicular traffic, including exits onto the public highways, shall be controlled per the ESMP &/or Traffic Management Plan (TMP). This plan regulates vehicle movements and minimises disruption.

Routes are planned where possible to minimise community impact, unnecessary reversing, hill starts & long periods of vehicle idling. Traffic inherently reduces overnight & likely to be of No Observable Adverse Impact Level (NOAEL). Traffic staff working in residential areas between the hours of 23:00 & 07:00 will be issued with 2-way radio earpieces to minimise radio conversation disturbance.

### Unloading & loading

Loading & unloading operations may have a low adverse effect. Between the hours of 23:00 & 07:00, loading operations shall have no observable adverse effect. The site layout considers proximity to residential dwellings where practicable to optimise geospatial & barrier attenuation. Routine activities such as toilet cleaning, consumable restocking & portable equipment items such as backline & instruments are unlikely to cause a disturbance. Bulky items, such as production deliveries, will be carried out as per the production schedule & have been planned to avoid the likelihood of disturbance.

### Construction

- Overseen by management
- Observe BS5228 recommendations
- General hours 07:00 – 20:00
- No noisy work before 08:00
- Overnight work inaudible inside

### Plant

- Overseen by management
- Consider proximity to NSR
- Observe BS5228 recommendations
- Use maintained / silenced equipment
- Minimise operating times
- Follow manufacturers procedures

## 6.8 Bars & vendors

Management shall subjectively assess noise emission within the acceptable framework for impact, timing & controls.

Amplified music from concessions is shall be kept to acceptable levels by the site manager.

Operational noise, such as deliveries and waste collection, shall adhere to the ESMP and associated documents.

Plant such as chillers shall be suitably located & maintained to minimise noise disturbance overnight.

## 6.9 Noise at Work

The Control of Noise at Work Regulations 2005 (the Noise Regulations) intends to prevent or reduce risks to health and safety from exposure to noise at work as reasonably practicable. The high noise levels over long periods are essential elements of a live entertainment event.

Multiple contractors, self-employed visiting performers & sound engineers are a complex environment. An overall employer is problematic to determine in this context. Everyone in the production chain has a role in managing the risks.

Everyone employed at a live event is generally exposed to the upper noise exposure level levels. All event staff need to be aware of this, take personal responsibility to think about their noise exposure & take reasonable care not to damage their hearing or other people's.

Everyone in this industry should be responsible for understanding the personal risks/control of Noise-Induced Hearing Loss (NIHL). As 'tools-of-the-trade', individuals should ensure they have access to hearing protection of at around 15-20dB (SNR20-25) for general ad-hoc use & 25-35+ (SNR30-35) for high exposure areas.

### Occupational

- People who control sound should recognise their role in a safe workplace
- All on-site contractors should acquire & use appropriate hearing protection
- Avoid prolonged periods in loud areas
- Staff should rotate between quieter areas during shifts when practicable
- Find a quiet space to take breaks

## 6.10 Public

There is no precedent and no locus of law for controlling human activity or crowd noise. However, the gradual build-up, peak & slow-down nature will help to identify environmental noise hotspots & the practicability of managing crowds to minimise disturbance.

All reasonable steps will ensure that customers leave and disperse from the event without causing public nuisance or disorder; staff & notices at exits will remind customers to leave quietly not to disturb residents. The management team will implement a customer behaviour policy. Anti-social behaviour is unlikely given the public demographic; however, rowdy, anti-social or disorderly conduct shall not be tolerated & proportionate action will be taken by security staff.

Unlike workers, no specific legislation sets noise levels for the audience's exposure to noise. However, the guidance strongly recommends that the sound pressure level not exceed 140 dB LC peak & 107 dB LAeq throughout the event (LAeq Event).

Compliance with the LAeq Event guideline is likely given an operational limit on each FoH, the dynamic nature of the programming, quieter periods during changeovers & relatively short concert duration compared to an all-day event. Compliance with LC Peak is likely given the pit barrier providing separation between the loudspeaker & audience.

Where practicable, the audience will not be permitted within 3m of a loudspeaker & no less than 1m under any circumstance. Warnings are typically published in the Terms & Conditions.

## 7 Conclusion

The level of disturbance can be minimised to an acceptable level on the basis that noise control measures are fully implemented. These measures include:

- Uphold the licensing objectives
- The provision of a helpline & information for a close working relationship with the community
- Best Practical Means planning to ensure the activities, layout, & equipment minimise the likelihood of disturbance
- Safe & managed operating levels for the public, staff & performers as best practicable
- Appropriate monitoring & control throughout the event

## 8 Appendix

### A. Conditions

The organiser has indicated there are no licence specific noise conditions (Annex 2). Consequently, the noise emissions shall be controlled to lowest viable levels as Best Means Practicable.

### B. Terminology

This section is meant as a primer to those not familiar with the subject and hopefully will serve to navigate some of the most basic principles & common misunderstandings. Unfortunately, deciBel (dB) values are often used with poor insight. A classic example is the newspaper headline of the “horrifying” music played at 120dB! intended to sensationalise & providing no useful information.

A decibel is simply a way of stating a ratio between to numbers. It does not describe how loud something is without a reference informing what, where, when & how. With the availability of cheap domestic noise meters & smartphone applications, the general public are often sharing confident nonsense with dB values that are misleading & factually inaccurate.

Not all sound is noise. Noise is generally defined as unwanted sound, typically loud, annoying, or disturbing neighbours. Often music noise is particularly disturbing as bass and repetitive beats will disrupt local homes and businesses. Consequently, the noise's character and tone may be more significant than the relative loudness. Most of the jargon used relates to deciBels (dB) and the different methods sound level is assessed:

- dB is a relative unit of sound level measurement
- A change of 3dB is typically considered a “just noticeable” difference in sound level
- An increase or decrease of 10dB is perceived as a doubling or halving of the sound level
- A typical conversation is around 60dBA, a moderately busy bar is around 80dBA and 100dBA for a concert or club

The ear is naturally less sensitive to low bass and high treble sounds than mid-range. To approximate how the ear responds, sound levels are often measured with adjustments or ‘weightings’ to represent the human ear. A-weighting is the most common adjustment when measuring environmental noise and reduces the level of bass and treble measured to mimic our ear's frequency response. Consequently, it is common for sound levels to be expressed as dBA. i.e., dB with A-weighting adjustment. Other weightings include C-weighting, which approximates how the ear responds in a loud environment like a concert. An L<sub>Ceq</sub> criterion is more effective at controlling Low-Frequency Noise (LFN) than A-weighted plus the octave bands centred on 63Hz & 125Hz. Z-weighting, which means unweighted or linear response where no adjustment is applied.

Entertainment sound levels typically fluctuate over time. A Sound Level Meter (SLM) will measure over time and calculate the Equivalent Level (Leq), an overall level similar to an average, representing the sound level while moderating transitory noises such as a door slamming or passing vehicle. The Leq measurement may also be A-weighted and expressed as L<sub>Aeq T</sub>, where T is the minutes. E.g., L<sub>Aeq 15'</sub>. These noise limits aim to protect neighbours from disturbance, so noise limits often refer to a sound level measured 1m from the façade of a neighbour's property. E.g., the MNL should not exceed 65dB L<sub>Aeq 15'</sub> at 1m from the receptor façade.

MNL is the specific noise level of the music from the venue, excluding the residual noise, which is the combination of routine noises in the environment, such as traffic but excluding any specific noise from an event or venue. The true MNL must be calculated as the measured level less the residual. In practice, this is difficult as it is unlikely to turn the event music on and off to compare the relative residual levels only with combined residual and music noise. Consequently, it is necessary to take measurements when the music is inaudible to determine a representative residual level. The residual level is logarithmically subtracted from the measured level to determine the music level. Decibels are logarithmic, so they cannot be subtracted as you would two normal numbers.

Background levels have a specific meaning describing a statistical assessment of the level that was exceeded 90% of the time and is expressed as L<sub>90</sub>. The L<sub>90</sub> approximates the background or ambient sound level when 90% of the loudest sounds are omitted. Licence conditions are often derived from the Noise Council Code of Practice, which defines the background as the L<sub>A90</sub> over the last 4 hours of a proposed event or the entire event if shorter.

A reasonable rule of thumb is the background L<sub>A90</sub> will be 5 – 10dB lower than the residual L<sub>Aeq</sub> during the day. The difference will be 3 – 5 dB or less at night-time when there is less general activity.

### C. Guidelines

There are several relevant legislation and guidelines including, but not limited to:

- Premises License conditions
- Licensing Act 2003
- The Event Safety Guide (HSG195) and The Purple Guide [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)
- Noise Council Code of Practice on environmental noise at concerts (1995)
- Sound advice: Control of noise at work in music and entertainment. HSG 260
- Noise from Pubs & Clubs. DEFRA NANR92 (2005)
- Research into Attitudes to Environmental Noise from Concerts. DEFRA NANR292 (2011)
- BS 5228-1:2009+A2014 - Code of practice for noise and vibration control on construction and open sites
- BS 7445-1: 2003 - Description and measurement of environmental noise. Guide to quantities and procedures

**BS7445-1:2003**

BS7445 part 1 specifies the descriptions and measurements of environmental noise. This standard is a guideline for the necessary procedures and methodologies. Accurate, repeatable & traceable assessment is supported by application.

**BS5228-1:2014**

As the code of practice for noise and vibration control on construction and open sites, BS 5228 refers to the need to protect against noise and vibration of persons living and working in the vicinity and those working on construction and open sites. This Standard provides effective practical procedures for the control of noise & vibration.

**Code of Practice on Environmental Noise Control at Concerts**

Note: This guidance is included to provide background context for the noise control of concerts & outdoor events.

The Code of Practice on Environmental Noise Control at Concerts (1995), also known as the Pop Code (Pop), provides guidelines for managing music noise disturbance. When assessed, the Music Noise Level (MNL) must not exceed the guidelines shown below at 1 metre from the façade of any noise-sensitive premises between 09:00 and 23:00. For events running between 23:00 and 09:00, music should not be audible inside noise-sensitive premises with the window open (PPG approximates 15-20dB attenuation). The Pop accepts no universally accepted guideline for inaudibility but assumes that music just audible outside the noise-sensitive premises is not audible inside.

| Concert days per calendar year | Venue Category               | Guideline   |
|--------------------------------|------------------------------|---|
| 1-3                            | Urban Stadia or Arenas       | The MNL should not exceed 75dB LAeq 15'                                 |
| 1-3                            | Other Urban and Rural Venues | The MNL should not exceed 65dB LAeq 15'                                 |
| 4-12                           | All Venues                   | The MNL should not exceed the background noise level by more than 15dB' |

Table 5 - Pop Code criteria

As a note to the table above, the Pop states; For those venues with more than three events per calendar year expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional disturbance can arise if events occur over three consecutive days without reducing the permitted MNL. The Pop states these limits should continue when arrangements are satisfactory with higher or lower noise levels than the proposed guidelines.

The MNL in an audience close to the mixer position is typically 100dBA, and anything below 95dBA would prove unsatisfactory to an audience. The Pop includes a footnote regarding bass; 'Although no precise guidance is available, the following may be found helpful (ref 8) a level up to 70dB in either the 63Hz or 125 Hz Octave Band is satisfactory; a level of 80dB or more in either of these octave frequency bands causes significant disturbance'. This is often misused as Ref 8 relates to 'A study of Low-Frequency Sound from Pop Concerts, J.E.T. Griffiths, J. Staunton and S Kamath (Proc IOA, Vol 15, Part 7, 1993)' which assessed disturbance beyond 2km and therefore should not be applied to receptors closer than 2km. From experience, the low-frequency sound is adequately controlled by the LAeq limit. Note to Guideline 3.4 states it is the frequency imbalance that causes a disturbance. Consequently, there is less of a problem with low-frequency content near an open-air venue. The Pop code authors maintain that the LFN notes in Ref 8 are not intended as LF criteria for licence conditions.

Edinburgh Napier University researched attitudes to environmental noise from concerts (Defra NANR 292). It suggests the perceived level of entertainment noise is significant in the context of the environs, not a venue category. The report states that 'annoyance' rates for urban venues appear to be linked to MNL rather than category or concert days. The report also suggests that the resident's disturbance is linked to a subjective perception of how loud the noise must be at the source. It concludes a significant percentage of the population will form an opinion of the noise's subjective annoyance irrespective of the actual level. Because of this research, events adopt similar noise criteria to Stadia or Arenas, as provided by the Pop criteria table above. There is good evidence of licensing authorities applying comparatively high levels of 75dB 15' to temporary venues with more than 3 and as many as 40 concert days per year successfully operating with minimal levels of complaint.

| Venue   | Concert days per annum  | License condition                  | Notes  |
|---|---|------------------------------------|--|
| Alexandra Palace Pk, Tower Hamlets  | 30 (3x type A, 4x B, 23 x C)  | A: 75dB, B: 65dB, C: 55dB LAeq 15' | No low-frequency limit   |
| Victoria Park, Tower Hamlets  | Unknown   | 75dB LAeq 15' at 1m from façade    |  |
| Trafalgar Sq., Westminster  | 40 amplified events   | 75 dB LAeq 15' at 1m from façade   | No low-frequency limit   |
| Central Park, East Ham, London  | Unknown   | 75dB LAeq 15' at 1m from façade    |  |
| Lambeth Parks: (Clapham Common, Brockwell Park, Kennington Park, Streatham Cmn, Norwood Park) | Up to 8 major events per venue<br>(Total maximum of 40 major events in Lambeth Parks) | 75dBA and 90dBC Leq 15' free-field | Non-major on a case-by-case basis.<br>Typically, 65dB LAeq 15' |

Table 6 - Venue noise limit

Since the publication of the Pop in 1995, several modifications have been made following changes in the events industry, increased demand for outdoor events and changes to associated guidelines and legislation. Thus, it has been under review for some time, particularly with the number of concerts and corresponding levels. A central criticism is that 10dB difference between Stadia or Arenas compared to Other venues is too large. Consequently, the Pop is being reviewed to address the gap in the LAeq criterion between venue types and concert days.

## D. Measurement procedure

### Environmental assessment

Attended measurements shall be conducted procedurally & compliant with guidance in BS7445-1. Measurements should be representative of normal operations under typical conditions. i.e., measurement is not necessarily representative during changeovers unless conducting a baseline survey while the stage is quiet.

A competent operator should take the measurement using a calibrated BS61672-1 compliant sound level meter fitted with a windshield & mounted on a tripod. The measurement procedure should generally comply with the guidance in BS7445-1. Class 1 meters shall be field calibrated before & after events. All class 1 instruments are subject to an ISO BS61672-3 calibration scheme.

The operator shall dynamically assess the survey-associated risks & take appropriate safeguards. Risks include but are not limited to: Lone working, slips & trips, moving vehicles & personal safety, including relevant infection control protocol.

The Sound Level Meter (SLM) should be placed on the tripod at a height of approximately 1.5m &, where practicable, not within 3.5 meters of any sound-reflecting surface other than the ground. Measurements within 3m of any surface other than ground shall be annotated as having a façade contribution. Where possible, maintain a direct line of sight to the noise source.

The operator should log the LAeq & LCeq and any relevant notes about where the measurement was taken, the time, the predominant noise observed & conditions such as traffic & weather. The advice given in BS7445 regarding meteorological conditions should be complied with where possible primarily, the weather should be dry & wind speed should be less than 5m/s. Any tonal or impulsive characteristics should be noted, quantifying the frequency band or L<sub>peak</sub> values where relevant using part octave band or FFT filters.

Measurement should be paused in the event of interfering noise sources such as non-event-related traffic or plant equipment. The meter should be field calibrated at the start & end of each day with any deviation noted in the log.

Measurements should be logged & kept on file for review purposes. A reasonable margin of error is expected to allow for meteorological conditions & the accuracy of measurements, such as practicable access to locations.

The SLM operator should communicate with the sound engineer or stage manager by messaging app/radio &/or phone, relaying any level adjustments needed. In addition to controlling the overall sound level, frequency adjustments can be made to reduce the sound at specific frequencies, often characterised as a bass beat. Where noise reductions are required, address predominant noise.

### Checklist

1. Check all equipment is ready & in working order:
  - SLM & field calibrator charged & calibrated<sup>8</sup>
  - Radio &/or mobile phone charged
  - Tripod or pole & windshield
  - PPE & logbook
2. Mount SLM on a tripod at 1.2-1.5m height or a pole if appropriate, e.g., upper floors
3. Position SLM no less than 3m distance from any sound-reflecting surface except the ground<sup>9</sup>
4. Measure criterion levels over determined periods dB L<sub>eq,T</sub>, e.g., L<sub>Aeq15'</sub>, L<sub>Ceq15'</sub> plus relevant frequency bands<sup>10</sup>
5. Log all relevant observations, including:
  - Sound Pressure Level using appropriate metrics for the given assessment
  - Tonal or impulsive characteristics. Predominant & secondary sound contribution
  - Weather conditions<sup>11</sup>
  - Boundary / façade contribution
6. Record each measurement for inclusion in a final report
7. Take appropriate action where levels exceed an acceptable range & disturbance is likely

<sup>8</sup> SLM should be BS61672-1 compliant & calibrated with the guidance given in ISO17025. It is recommended that sound calibrators are traceably calibrated at intervals not exceeding 1 year, and SLM at intervals not exceeding 2 years.

<sup>9</sup> Note any façade contribution where a free-field is not practicable

<sup>10</sup> A reasonable margin for uncertainty is to be expected, nominally between ±3dB.

<sup>11</sup> BS7445-1 stipulates dry weather conditions with wind speed below 5 m/s

## E. Helpline procedure

Contacts shall be published locally in advance.

The objective is to resolve any issues to the satisfaction of all parties. The time scale from the first contact to resolution depends on the nature of the complaint; however, all steps will be taken promptly for any given action.

The event management team will deal with any complaints in the first instance. In the event of a complaint, the operator will immediately respond to the complainant to acknowledge contact. Further investigation & response by the appointed noise representative will follow this<sup>12</sup>.

The helpline shall adopt a Data Protection Act (DPA) complaint procedure. The complaints log will be shared with responsible authorities, including personal contact details subject to DPA compliance.

Calls will be directed to a helpline operator:

1. The following information shall be logged:
  - Name, Address & Telephone / Email<sup>13</sup>.
  - Date & time received.
  - Date & times the noise is occurring
  - The location of the noise.
  - Type of noise, e.g., music, plant, etc.
  - Other relevant notes
2. A recurring complaint shall be linked to the initial incident for context & continuity.
3. The operator will attempt to discuss the matter with the complainant to understand the issues better, reassure the complainant that the event will conduct business responsibly, & advise of what steps are being taken.
4. The operator will immediately contact the noise representative.
5. The noise representative will take steps to identify the source of the noise. Measurements may also be taken to quantify the disturbance.
6. The noise representative may conclude that the venue is not responsible for the noise and ask the complainant to refer to the council.
7. Once the noise-producing activity has been identified, the noise representative will discuss the issue with the appropriate manager or engineer for that area.
8. Where simple measures can be implemented to reduce, or eliminate the disturbance, i.e., turn the bass down, the appropriate person will carry out the changes without delay. If the issue or resolution is more complex, the noise representative will refer the matter to the production manager.
9. Once controls have been put in place, all relevant managers will be advised of the change.
10. The noise representative will contact the complainant to advise that action has been taken.

The noise representative will monitor for recurrence to ensure that the control has been effective.

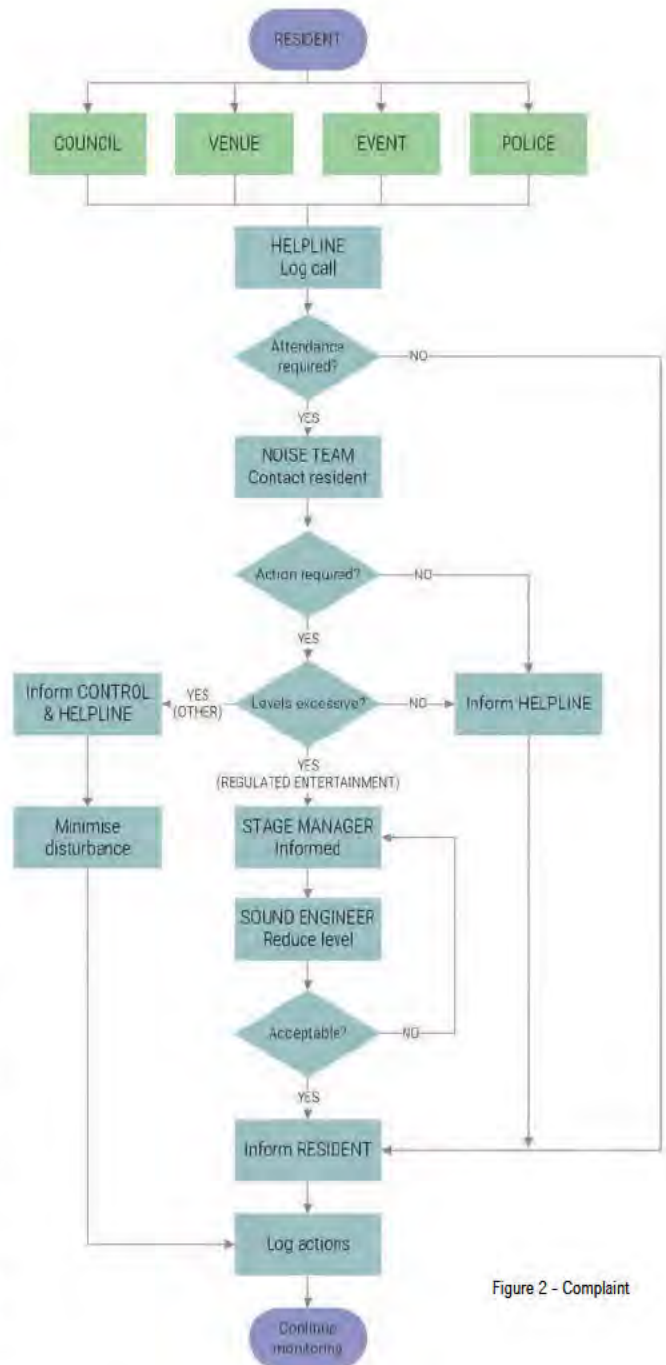
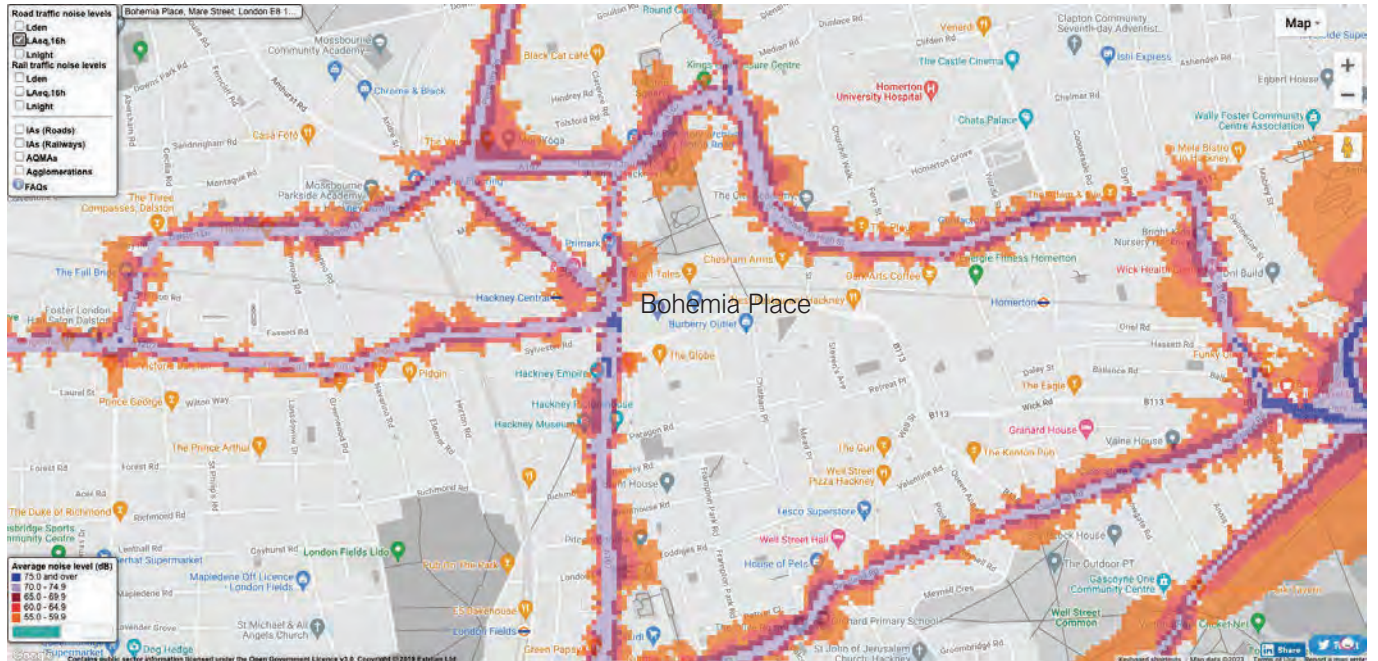


Figure 2 - Complaint

<sup>12</sup> The Noise Representative may be the Sound Consultant, a member of management team, or a Community Liaison representative.

<sup>13</sup> For DPA compliance callers will be asked if their personal information may be retained for the purposes of assessing disturbance and shared with the responsible authorities. In absence of clear and recordable authorisation any personal information shall not be stored or retained.

## F. Strategic Noise Map



<http://www.extrium.co.uk/noiseviewer.html>

Figure 3 –Road Day

## G. Terrain



<https://en-gb.topographic-map.com>

Figure 4 –Terrain

## H. Sound system

The proposed sound system comprises:

Main PA: Ground stack compact line array with cardioid sub-array & front fills

Delay 1: Compact line array with cardioid subs

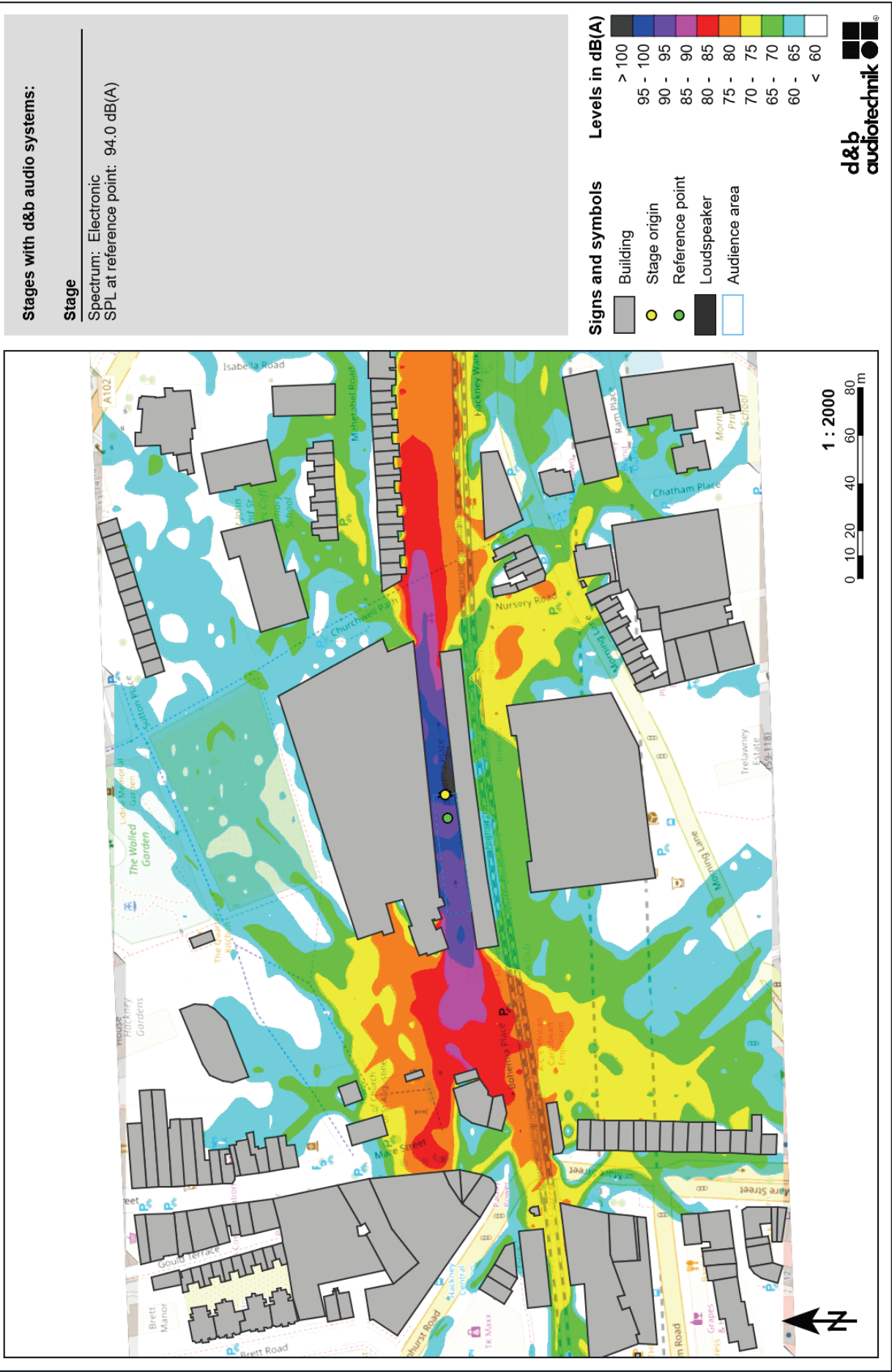
Delay 2: Point source cabinet with cardioid sub



# I. Prediction

NoizCalc 4.0 Project: Night Group Presents Location: Bohemia Pl Hackney Author: G Hance Date: 26/08/2023

Calculation standard: Nord2000 Height above ground: 2 m Meteorology: 15°C, Humidity 70%, Downwind 3 Bft (Gentle breeze), Temp.grad. 0.070 K/m



J. Map

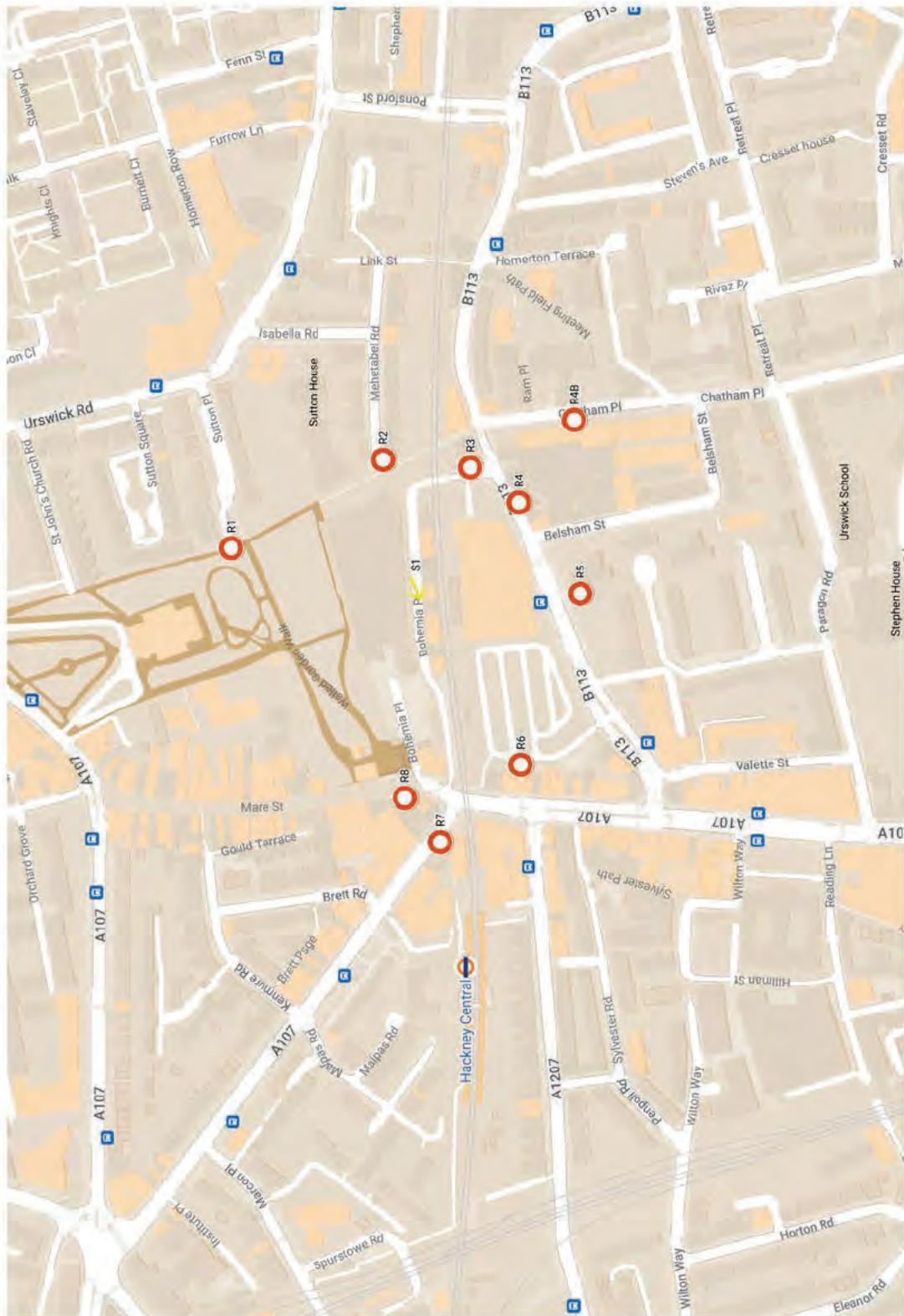
**NIGHT TALES**

**STAGE**  
 S1 Stage

**RECEPTOR**

- R1 Sutton Pl #1
- R2 Mehetabel Rd #47
- R3 Nursery Pl #99
- R4 Moring Ln #80
- R5 Trelawney Est
- R6 Mare St #330
- R7 Amhurst Rd #1
- R8 Mare St #345
- R48 Chatham Pl Textile Bld

Bohemia Pl E8 1DU



<https://tinyurl.com/NTHmap>





**INCIDENT OR ACCIDENT REPORT**

Ref: \_\_\_\_\_

Venue name

Venue address and telephone number  **Phone:**

Your name / Job Title / SIA Badge Number  Date and Time Incident Reported To You

Date and time of accident/incident

Where on the premises did the accident/incident happen

Status of person involved (please select as applicable)  
Customer  Employee  Member of public  Person on work experience   
Self-employed person at work  Person employed by someone else (contractor)

Details of person involved/injured  
Name:  Gender: Male  Female  DOB:   
Address:  Telephone number:   
Age:  IC Code:  Job title (if employee):

Witness details available? (please select as applicable)  
Yes  No  Give details of witness(es):  DOB:   
Gender: Male  Female  Telephone number:

Details of accident/incident including specific location (Break Down by Time)

Please continue writing the details of the accident/incident in the box below.

Details of accident/  
incident including  
specific location  
(continued...)

Was the person  
involved injured?  
If so, how?

Yes  No

Type of Injury:

If injured person is an  
Employee

Yes  No

Did the person go to  
hospital? \* (please  
select as applicable)

If the person went to hospital, what method of transport was used?

Ambulance  Taxi  Police  Other  Unknown

Were the police  
involved? \* (please  
select as applicable)

Yes  No

CAD #

Officer Badge #

If the police were involved, how were they alerted? Please ensure this section is completed accurately.

Called by venue  Called by security  Called by customer  Called by member of public

Passing by venue  Unknown  Other

**CAUSE:**

Aggression/Assault  Slip/Trip/Fall  Alcohol  Drugs  Complaint  Fire Officer Visit

General Accident  Struck by Object  Equipment Failure  Broken Glass  Other

Equipment Usage  Enforcement Visit  Licensing Visit  Police Visit  Theft  Medical

Chemical Related  False Alarm  Flood  Routine Visit  Loss of Utilities  Fire

Loss of Power  Structural Collapse  Pest Related

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Venue Capacity

Venue Name: \_\_\_\_\_ Date: \_\_\_\_\_

Head Doorman: \_\_\_\_\_

| <u>TIME</u> | <u>IN</u> | <u>OUT</u> | <u>Current Capacity</u> | <u>SIGN</u> | <u>TIME</u> | <u>IN</u> | <u>OUT</u> | <u>Current Capacity</u> | <u>SIGN</u> |
|-------------|-----------|------------|-------------------------|-------------|-------------|-----------|------------|-------------------------|-------------|
| <u>1600</u> |           |            |                         |             | <u>2230</u> |           |            |                         |             |
| <u>1630</u> |           |            |                         |             | <u>2300</u> |           |            |                         |             |
| <u>1700</u> |           |            |                         |             | <u>2330</u> |           |            |                         |             |
| <u>1730</u> |           |            |                         |             | <u>0000</u> |           |            |                         |             |
| <u>1800</u> |           |            |                         |             | <u>0030</u> |           |            |                         |             |
| <u>1830</u> |           |            |                         |             | <u>0130</u> |           |            |                         |             |
| <u>1900</u> |           |            |                         |             | <u>0200</u> |           |            |                         |             |
| <u>1930</u> |           |            |                         |             | <u>0230</u> |           |            |                         |             |
| <u>2000</u> |           |            |                         |             | <u>0300</u> |           |            |                         |             |
| <u>2030</u> |           |            |                         |             | <u>0330</u> |           |            |                         |             |
| <u>2100</u> |           |            |                         |             | <u>0400</u> |           |            |                         |             |
| <u>2130</u> |           |            |                         |             | <u>0430</u> |           |            |                         |             |
| <u>2200</u> |           |            |                         |             | <u>0500</u> |           |            |                         |             |



**VENUE ATTENDANCE RECORDS**

| DATE  | MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------|-----|------|-----|------|-----|-----|-----|
| 16:00 |     |      |     |      |     |     |     |
| 17:00 |     |      |     |      |     |     |     |
| 18:00 |     |      |     |      |     |     |     |
| 19:00 |     |      |     |      |     |     |     |
| 20:00 |     |      |     |      |     |     |     |
| 21:00 |     |      |     |      |     |     |     |
| 22:00 |     |      |     |      |     |     |     |
| 23:00 |     |      |     |      |     |     |     |
| 00:00 |     |      |     |      |     |     |     |
| 01:00 |     |      |     |      |     |     |     |
| 02:00 |     |      |     |      |     |     |     |
| 03:00 |     |      |     |      |     |     |     |
| 04:00 |     |      |     |      |     |     |     |
| 05:00 |     |      |     |      |     |     |     |
| 06:00 |     |      |     |      |     |     |     |
|       |     |      |     |      |     |     |     |
| DATE  | MON | TUES | WED | THUR | FRI | SAT | SUN |
| 16:00 |     |      |     |      |     |     |     |
| 17:00 |     |      |     |      |     |     |     |
| 18:00 |     |      |     |      |     |     |     |
| 19:00 |     |      |     |      |     |     |     |
| 20:00 |     |      |     |      |     |     |     |
| 21:00 |     |      |     |      |     |     |     |
| 22:00 |     |      |     |      |     |     |     |
| 23:00 |     |      |     |      |     |     |     |
| 00:00 |     |      |     |      |     |     |     |
| 01:00 |     |      |     |      |     |     |     |
| 02:00 |     |      |     |      |     |     |     |
| 03:00 |     |      |     |      |     |     |     |
| 04:00 |     |      |     |      |     |     |     |
| 05:00 |     |      |     |      |     |     |     |
| 06:00 |     |      |     |      |     |     |     |







## Seizure Form - Drugs / Weapons

**Venue:** \_\_\_\_\_

|                                    |  |                              |  |
|------------------------------------|--|------------------------------|--|
| <u>Date</u>                        |  | <u>Time</u>                  |  |
| <u>Operative Name</u>              |  | <u>SIA Badge Number</u>      |  |
| <u>Witness Name</u>                |  | <u>Number</u>                |  |
| <u>Description of Items Seized</u> |  |                              |  |
| <u>Evidence Bag Number</u>         |  | <u>Sealed by</u>             |  |
| <u>Action Taken</u>                |  |                              |  |
| <u>Managers Name</u>               |  | <u>Contact Number</u>        |  |
| <u>Managers Signature</u>          |  |                              |  |
| <u>Operative Signature</u>         |  |                              |  |
| <u>Follow Up</u>                   |  |                              |  |
| <u>CAD Number</u>                  |  | <u>Date Collected</u>        |  |
| <u>Police Officers Name</u>        |  | <u>Officers Badge Number</u> |  |



**SKYLARK SECURITY LOST PROPERTY FORM**

Venue: \_\_\_\_\_

|                           |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|
| <b>DATE</b>               |  |  |  |  |  |  |  |  |  |
| <b>TIME</b>               |  |  |  |  |  |  |  |  |  |
| <b>SIA OPERATIVE</b>      |  |  |  |  |  |  |  |  |  |
| <b>ITEM DESCRIPTION</b>   |  |  |  |  |  |  |  |  |  |
| <b>LOCATION FOUND</b>     |  |  |  |  |  |  |  |  |  |
| <b>WITNESS</b>            |  |  |  |  |  |  |  |  |  |
| <b>HANDED INTO</b>        |  |  |  |  |  |  |  |  |  |
| <b>COLLECTED BY</b>       |  |  |  |  |  |  |  |  |  |
| <b>DATE COLLECTED</b>     |  |  |  |  |  |  |  |  |  |
| <b>SIA SIGNATURE</b>      |  |  |  |  |  |  |  |  |  |
| <b>MANAGERS SIGNATURE</b> |  |  |  |  |  |  |  |  |  |
| <b>NOTES</b>              |  |  |  |  |  |  |  |  |  |



**FIRE SAFETY & TOILET CHECKLIST**

Venue Name: \_\_\_\_\_

| Week Start Date: _____                            | M | TU | W | TH | F | SA | SU |
|---|---|----|---|----|---|----|----|
| Fire Equipment in Place and Clearly Accessible    |   |    |   |    |   |    |    |
| Fire Equipment in Date and In Good Condition      |   |    |   |    |   |    |    |
| Fire Exit Signs and Lights in Working Order       |   |    |   |    |   |    |    |
| Fire Doors Closed Not Wedged Open                 |   |    |   |    |   |    |    |
| Fire Exits Clear of All Obstructions and Unlocked |   |    |   |    |   |    |    |
| Make Sure Assembly Points Are Clear               |   |    |   |    |   |    |    |
| Check First Aid Box Is in Place and Fully Stocked |   |    |   |    |   |    |    |
| Break Glass Panels All Intact                     |   |    |   |    |   |    |    |
| Chemicals Are All Stored Correctly                |   |    |   |    |   |    |    |
| No Obvious Overloaded Electrical Points           |   |    |   |    |   |    |    |
| Female Toilet Checked                             |   |    |   |    |   |    |    |
| Male Toilet Checked                               |   |    |   |    |   |    |    |
| Comments:   |   |    |   |    |   |    |    |
|   |   |    |   |    |   |    |    |
|   |   |    |   |    |   |    |    |
|   |   |    |   |    |   |    |    |
|   |   |    |   |    |   |    |    |
|   |   |    |   |    |   |    |    |



# *Night Tales*

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## **Security Operational Manual Night Tales**

### **Contents**

- Terms of Entry
- Refusal of entry
- Age Policy
- Customer Code of Conduct
- Drugs Policy
- Violence at the Entrance
- Ejection Policy
- Mass Violence
- Management of Outside
- Smoking

# DOOR POLICY

## Terms and Conditions of Entry

1. Guests must have a ticket for each event and day
2. Guests must have a valid ID for scanning on entry
3. No under 18 allowed access
4. Challenge 21 in operation
5. 100% bag search on all guests arriving

## Refusal of Entry

1. Any persons deemed by the Management or Security to be under the influence of alcohol or illegal drugs **will be refused entry**
2. Anyone believed to be wanting to disrupt activities or damage the reputation of Night Tales
3. Any persons carrying or thought to be carrying any form of offensive weapon **will be refused entry**
4. Any persons, who are known to have been involved in criminal activities or assaults on persons either within or in the areas surrounding the venue will be refused entry.
5. Management and Security retains the right to randomly bodily search customers to ensure the safety of both customers and staff.

## **AGE POLICY**

- We operate a challenge 21 only door policy, which will be enforced by the onsite security and the management
- All sales staff that comes into contact with customers may also question a customer's age if they feel that they may not be over 21.
- Guests under the age of 16 must be accompanied by an adult

## **CUSTOMER CODE OF CONDUCT**

1. Drunkenness will not be tolerated.
2. Being under the influence of, the selling of, or the taking of illegal drugs will not be tolerated.
3. More than one person in a toilet cubicle will not be tolerated.
4. Arguing, aggression or fighting will not be tolerated.
5. Acts of a lewd or sexual nature will not be tolerated.
6. Acts of racism or sexism will not be tolerated.
7. Causing damage to furniture or fixings will not be tolerated
8. Entering into the private areas will not be tolerated.
9. Wanton discharge of fire equipment will not be tolerated.
10. Endangering the personal safety of self or others in any way will not be tolerated.
11. Physical or verbal abuse directed at staff will not be tolerated.
12. Endangering the licence to sell alcohol or its ability to trade will not be tolerated
13. Wanting to disrupt speakers or live events will not be tolerated
14. Wanting to damage or disrupt Night Tales will not be tolerated

## **DRUGS POLICY**

We are committed to providing a drug free environment for the benefit of all its guests and employees.

It is required that: -

- If you suspect in any way that drugs are being taken or distributed by employees or guests, please inform the Manager on duty. Any information given will be treated in
- The possession, supply, distribution and even discussion of non-prescription drugs are absolutely prohibited on Company property. This includes inside the building and surrounding land.
- In connection with the problem of the supply and consumption of prescribed or controlled drugs or the misuse of alcohol, the employee agrees to:
  1. Remain vigilant at all times during the performance of their duties.
  2. Notify the company if it suspects that any person is using dealing or attempting to deal in drugs in the premises (whether such person is a customer or an employee of the company).
  3. Fully support the company in its drug vigilance programme.
  4. Produce to their manager any drugs or suspected drugs which the employee may find in the premises at any time.

**Please note that anyone in breach of the above points will be disciplined**

In addition, please be aware that all Managers are instructed to involve the Police in any case where drugs are involved or suspected.

1. In the event of seizure of drugs:
2. Ensure the process is witnessed.
3. Confiscate any drugs found.
4. Record and log details of drugs found
5. Call police and inform them of seizure.
6. In the event of a large quantity of drugs being found, call the police
7. Immediately.



### **Other Measures**

1. Toilet will be monitored on a regular basis by Management and security (whilst allowing the appropriate degree of privacy for patrons).
2. There will be signage at the entrance to the premises that clearly states "This premises has a zero tolerance policy on illegal drugs
3. Any person acting suspiciously, or who are believed to be in possession of drugs (or other contraband) will be subject to a search

## **VIOLENCE AT THE ENTRANCE**

Controlling entry into and exit from the venue

- The entrance can be a significant flash point for violence, leading to injury or trauma to door supervisors, other employees and members of the public while dealing with people entering or exiting the venue.

Potential threats include:

1. Threats and abuse from customers waiting to get into the venue
2. Persons attempting to queue jump
3. Barring entry of unsuitable customers
4. Dealing with people under the influence of alcohol or drugs
5. Breaking up of violent or aggressive confrontation between other parties
6. Reprimanding, and ejecting of unsuitable customers
7. Staff aggression or incorrect handling of the situation

Preventative and protective measures:

1. All door supervisors are required to be registered with the Security Industry Agency (SIA), to have undertaken an approved training scheme and to wear valid identification.
2. Door supervisors are required to sign in upon arrival at work (name, badge number, expiry date and contact number) and are not permitted to work without valid / current ID
3. Any door supervisors are instructed in the premises H&S policy and arrangements, and are subject to house safety rules. In-house procedures are in place for dealing with violent or aggressive customers, ejection policy etc.
4. Barriers / velvet ropes to divide entry / exit routes. Queuing customers kept informed of likely waiting times for entrance.
5. Door supervisor to maintain order outside the premises and prevent queue jumping.
6. One door supervisor and member of management (if required) at front door at all busy times to control queue.
7. Numbers entering premises at any one time are restricted in order to prevent overcrowding at reception and main entrance at busy times.
8. Access barred to those under the influence of alcohol or drugs.
9. Door supervisors to be accompanied at all times during evictions and witnessed by a member of management.
10. Nightly briefings for door supervisors re, special members and guests etc. and to exchange information on potential troublemakers

## EJECTION POLICY

We employ a strict 'Ejection of Persons Policy', which is set out to ensure safe ejection for both the Customer and Contracted Door Staff, whilst causing the minimum disruption to the business

ALWAYS USE THE FRONT ENTRANCE AND USE YOUR RADIO TO INFORM THE DOOR

### Hands Off Ejection

1. Wherever possible it is insisted upon that persons being ejected be not touched. Although, under law, reasonable force may be employed, a simple touch can be seen as an assault, and may result in the Authorities attending.
2. **Three Warning Rule**  
For minor misdemeanours, for example "refusing to move out of a designated fire exit", or "standing on a chair", it is our policy to issue a Three Phase Warning whereas in the final, fourth instance the persons may be ejected using the 'Hands Off Policy'. At any time the 'Customer Code of Conduct' may be quoted to help to stop further indiscretions.
3. Always take account of the whole situation, primarily that customers could possibly be inebriated. They may be with large groups of friends who may react badly.
4. **Confrontations Between Customers**  
In all instances of confrontation, violent or not, our Policy dictates that neither you nor any other member of staff, including Managers, are here to play 'Judge & Jury'. Any situation that disrupts the venue must lead to both parties being ejected. Always use more than one fire exit, or delay one party leaving, to avoid further confrontation outside of the venue.
5. **Other Ejections**  
In most cases, other than those of a minor nature, a written internal statement must follow up all ejections. If the Authorities require further statements and / or your attendance is required at a Police Station, this must be done immediately, or as the Police request.

## MASS VIOLENCE

The Managers decision on ejections is final. However, it is Policy that if a Manager decides to re-admit he /she will explain why to you.

### REMEMBER

- The Hands-Off Policy
- Your Valid SIA Door Supervisors Badge must be worn at all times
- If possible, get a Manager to every situation you are dealing with.
- CCTV is always in operation, and if required, DVDs will be handed over to the Police.
- We do not condone violence or the use of illegal weapons
- Write statements as quickly after any incident as possible
- The Managers decision is final

### STEPS TO PROTECT STAFF

- Contracted Security Staff are required, not only to ensure the safety of customers, but to do everything in their power to protect staff from any form of attack or abuse.
- Policy dictates that all staff have the right to go about their job without fear of physical or verbal abuse.
- **All Security personnel must read, understand and uphold the 'Customer Code of Conduct', in particular**

### DEALING WITH INCIDENTS OF MASS VIOLENCE

The following has been developed to deal with an incident of Mass Violence. An incident of Mass Violence is when more than 15 people are involved.

1. Managers to alert all security and each other
2. Most Senior Manager will 'Kill' the sound and up all lighting
3. Manager will use an agreed code word to affect a controlled evacuation, ensuring where possible to have witnesses and suspects are available to police on arrival.
4. Senior manager will tell a member of staff to telephone Police / Ambulance etc. 999.
5. Violent Subjects will be removed as soon as possible to minimize risk to staff and public.
6. All staff to write statements
7. All staff will attend Police station as witnesses as requested.

## **MANAGEMENT OF THE OUTSIDE**

It is crucial that we manage our guests and that on arriving there is a minimum of noise and nuisance caused to our neighbours and general public. Furthermore, when staff arrive and leave the premises they must be aware of the sensitivities of the local area and ensure that they leave quietly.

### **Queuing – Entry Control**

1. A queue system will be used to control the area where required
2. Barriers and / or ropes will be used to ensure the queue is orderly at all times when required
3. The queue will be supervised by a door supervisor.
4. Guests in the queue will be advised on likely waiting times.
5. If a guest needs the toilet they will be allowed entrance to do so.
6. If waiting times are excessive members and guests will be asked to leave
7. Any guests causing noise or disturbance or who appeared to be impaired / intoxicated through alcohol or drugs will be REFUSED ENTRY.
8. A manager will check the queue outside area regularly throughout the night.

### **DISPERSAL AND EXIT CONTROLS**

1. Security will hold guests at cloakroom / lobby to ensure a slow stream of members and guests leaving
2. Security will be proactive about dispersal of groups of people outside
3. Security will patrol outside the premises to ensure guests leave the area quietly. Any guests causing noise or disturbance will be asked to be quiet. Those that do not will be refused entry in the future.
4. Security will monitor activity in neighbouring streets to ensure no crime and disorder, noise or disturbance within a reasonable distance
5. A detail entry will be made in the incident book of any serious crime and disorder. The duty manager will decide as to whether to call police.
6. Door supervisors will vigilant and proactive in preventing crime and disorder. They will assist police to the best of their ability / powers / authority.
7. At the conclusion of business but prior to security staff finishing, two members of security are to check nearby doorways and recessed areas to a distance of at least 10 metres in all directions to ensure these areas are free of previous guests from the venue. Should previous guests be found they are to be offered assistance in the form use of a telephone or a taxi being called for them to enable them to leave the area safely

## **SMOKING**

1. Guests will be allowed to smoke outside the venue as long as this doesn't interfere with the safe running of the door or pedestrian access
2. Smoking Guests will be monitored and supervised by security.
3. Guests will not take drinks outside.
4. Smoking guests will be separated from the queue.

### Other Measures

- Music volume will be lowered gradually at the end of the night to reduce shouting and boisterous behaviour when people exit the venue.
- The brightness of the lighting inside the venue will be increased gradually as part of a 'cooling off' period.
- There will be litter patrols in the vicinity of the venue





**RESPONSIBLE AUTHORITY REPRESENTATION:  
APPLICATION UNDER THE LICENSING ACT 2003**

**RESPONSIBLE AUTHORITY DETAILS**

|                      |   |
|----------------------|---|
| NAME OF AUTHORITY    | London Borough of Hackney   |
| ADDRESS OF AUTHORITY | Community Safety & Business Regulation<br>First Floor Column P<br>Hackney Service Centre<br>1 Hillman Street<br>London E8 1DY |
| CONTACT NAME         | Patrizia Valpondi   |
| TELEPHONE NUMBER     | 0208 356 5252   |
| E-MAIL ADDRESS       | patrizia.valpondi@hackney.gov.uk  |

**APPLICATION PREMISES**

|                            |  |
|----------------------------|--|
| NAME & ADDRESS OF PREMISES | Blackground Clubs Ltd<br>13 Bohemia Place<br>Hackney<br>London<br>E8 1DU |
| NAME OF APPLICANT          | Fount London Ltd   |

**COMMENTS**

I make the following relevant representations in relation to the above application to vary the Premises Licence at the above address.

- |    |                                      |          |
|----|--------------------------------------|----------|
| 1) | the prevention of crime and disorder | •        |
| 2) | public safety                        | •        |
| 3) | the prevention of public nuisance    | <b>x</b> |
| 4) | the protection of children from harm | •        |

**Representation in relation to:**

**ENVIRONMENTAL LICENCE CONDITIONS IN RESPECT OF  
Blackground Clubs Ltd  
13 Bohemia Place  
Hackney  
London  
E8 1DU**

1. The Licensee shall ensure that all staff are fully trained and made aware of the legal requirement of businesses to comply with their responsibility as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.
2. The Licensee shall ensure that any contract for general and recyclable waste disposal shall be appropriate in size to the amount of waste produced by the business. The Licensee shall maintain an adequate supply of waste receptacles provided by his registered waste carrier (refuse sacks or commercial waste bins) in order to ensure all refuse emanating from the business is always presented for collection by his waste carrier and shall not use any plain black or unidentifiable refuse sacks or any other unidentifiable or unmarked waste receptacles.
3. A The Licensee's premises are situated in an area within which refuse may only be left on the public highway at certain times (time bands). If the Licensee's waste carrier cannot or does not comply by collecting the refuse within an hour after the close of any time band imposed by the waste authority, the Licensee must remove the refuse from the public highway and/or keep it within the premises until such time as their waste carrier arrives to collect the refuse.  
  
C. In streets or areas where the London Borough of Hackney imposes a requirement that refuse may only be left on the public highway at certain times the Licensee must ensure he complies with any orders or notices served by the Council AND if the Licensee's waste carrier cannot or does not comply by collecting the refuse within an hour after the close of any time band imposed by such order or notice, the Licensee must remove the refuse from the public highway and/or keep it within the premises until such time as his/her waste carrier arrives to collect the refuse).
4. The Licensee shall instruct members of staff to make regular checks of the area immediately outside the premises and remove any litter, bottles and glasses emanating from the premises. A final check should be made at close of business.
5. The Licensee shall provide a safe receptacle for cigarette ends to be placed outside for the use of customers, such receptacle being carefully placed so as not to cause an obstruction or trip.
6. The current trade waste agreement/duty of care waste transfer document shall be conspicuously displayed and maintained in the window of the premises where it can be conveniently seen and read by persons standing in the PREMISES (**Blackground Club Ltd**)  
. This should remain unobstructed at all times and should clearly identify:-  
the name of the registered waste carrier



the date of commencement of trade waste contract  
the date of expiry of trade waste contract  
the days and times of collection  
the type of waste including the European Waste Code

The above representations are supported by the following evidence and information.

**The business is located in an area where waste is not allowed to be stored on the public highway for any length of time. The applicant has not indicated any provisions of waste disposal and containment arrangement. I'm therefore concerned that waste will be disposed of illegally and also left on the public highway for a long time which may pollute the environment.**

**No previous complaint/problem received in relation to the business/premises, however experience has shown that there may be cigarettes, food waste/litter etc, outside these premises due to smoking ban and staff breaks. It's possible that cigarette butts, food waste and other litter will be thrown on the ground by customers or staff. Therefore, measures should be put in place to prevent littering to the detriment to the area.**

Are there any actions or measures that could be taken to allay concerns or objections? If so, please explain.

**Applicant should have a legal waste carrier or treatment in place and there should also be installation of cigarette/litter bin/s outside premises for disposal of litter or a member of staff should check outside premises regularly during trading hours to clear waste that will be left by patrons/staff and customers.**

**Name:** Patrizia Valpondi  
**Date:** 08 November 2023

## RESPONSIBLE AUTHORITY REPRESENTATION: APPLICATION UNDER THE LICENSING ACT 2003

### RESPONSIBLE AUTHORITY DETAILS

|                      |   |
|----------------------|---|
| NAME OF AUTHORITY    | Licensing Authority   |
| ADDRESS OF AUTHORITY | Licensing Service<br>Hackney Service Centre<br>1 Hillman Street<br>London<br>E8 1DY |
| CONTACT NAME         | David Tuitt   |
| TELEPHONE NUMBER     | 020 8356 4942   |
| E-MAIL ADDRESS       | david.tuitt@hackney.gov.uk  |

### APPLICATION PREMISES

|           |                                   |
|-----------|-----------------------------------|
| Premises  | Bohemia Place<br>London<br>E8 1DU |
| Applicant | Background Clubs Ltd              |

### COMMENTS

I make the following relevant representations in relation to the above application at the above address.

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance **x**
- 4) the protection of children from harm

Representations (which include comments and/or objections) in relation to:

I write to make a representation in response to this application. I am aware of general music noise concerns due to the activity in Bohemia Place and feel that these would be exacerbated if the licence is granted and the events were to proceed. This may then lead to the prevention of public nuisance objective being undermined

A number of the railway arches along Bohemia Place were refurbished and repurposed following approval of a major scheme approved by the Planning Service. Licence applications and subsequent grants soon followed. However, since those grants, the main concern that I have is persistent complaints of music noise outbreak since the various premises became operational.

The brick facades of the railway viaduct and Clapton Bus Garage appear to channel noise along the length of Bohemia Place and then impact the residential premises in the locality. I witnessed this myself during the afternoons of Saturday 23rd September and Saturday 7th October 2023 when I visited the area following complaints received by the Licensing Service. During the visit I could hear music noise whilst standing around 200 metres away at Churchwell Path/Mehetabel Street.

It is noted that section 4 (Conclusion) of the noise report submitted states "*Music noise levels in the wider community was found to be acceptable. No confirmed complaints received & minimal mitigation action required.*" I feel that the applicant should provide clarification around this statement as I am aware that complaints were received via 'NoiseWorks' on the days of the events held on 9th and 10th of September

The above representations are supported by the following evidence and information.

The Licensing Act 2003, guidance issued by the Home Office under s182 of the Licensing Act 2003

Are there any actions or measures that could be taken to allay concerns or objections? If so, please explain.

N/A

Name: **David Tuitt (Business Regulation Team Leader) - Licensing and Technical Support**

20 November 2023



# Appendix C1

Sanaria Hussain &lt;sanaria.hussain@hackney.gov.uk&gt;

## Fwd: re Background clubs/Bohemia place licensing request

1 message

Licensing (Shared Mailbox) <licensing@hackney.gov.uk>  
To: Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

2 November 2023 at 09:52

Kind Regards,

Licensing Service  
London Borough of Hackney  
Tel: 020 8356 2431  
Email: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)  
[www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing)

----- Forwarded message -----

From: [REDACTED]  
Date: Wed, 1 Nov 2023 at 14:00  
Subject: re Background clubs/Bohemia place licensing request  
To: <[licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)>

I am resident in Mehetabel Road, backing on to the railway arches further down from Bohemia place. There is already considerable noise from clubs and events on Bohemia place that often disturbs my young children trying to sleep in the back bedroom. I **object strongly to the new and any further license application**, especially as it also includes daytime weekends when we would be using our garden.

Thank you

[REDACTED] Mehetabel Rd, E9 [REDACTED]

Disclaimers apply, for full details see: <https://hackney.gov.uk/email-disclaimer>



# Appendix C2

Sanaria Hussain &lt;sanaria.hussain@hackney.gov.uk&gt;

---

## Fwd: Application

1 message

---

**Licensing (Shared Mailbox)** <licensing@hackney.gov.uk>  
To: Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

13 November 2023 at 12:13

Kind Regards,

Licensing Service  
London Borough of Hackney  
Tel: 020 8356 2431  
Email: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)  
[www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing)

----- Forwarded message -----

From: [REDACTED]  
Date: Mon, 13 Nov 2023 at 10:12  
Subject: Application  
To: Licensing (Shared Mailbox) <licensing@hackney.gov.uk>

I write to OBJECT to an application for a premises licence in the 6 October list.

The applicant is shown as Background Clubs Ltd on the street notice.

It is no longer appropriate to use Bohemia Place as a venue for loud outdoor music, even during the day, because this is now a residential area. My apartment is one of 60+ in a fairly new development – Prodigal Square - that is just 130 metres away at its nearest, partly across the open ground of St John’s Churchyard. I measured it carefully.

We should have the right to enjoy our outside space without the disturbance that this application would lead to, winter or summer.

People should have the right to use the churchyard too, without such noise. The council goes to a lot of trouble to keep it attractive. That work should not be spoiled by allowing loud outdoor music close by.

[REDACTED]

---

[REDACTED] Blackburn House

Prodigal Square

Page 189

London E8 [REDACTED]

[REDACTED]

[REDACTED]

Disclaimers apply, for full details see: <https://hackney.gov.uk/email-disclaimer>



# Appendix C3

Sanaria Hussain &lt;sanaria.hussain@hackney.gov.uk&gt;

## Fwd: Application from Backgrounds Clubs Ltd for license for Bohemia Place

1 message

Licensing (Shared Mailbox) <licensing@hackney.gov.uk>  
To: Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

15 November 2023 at 15:48

Kind Regards,

Licensing Service  
London Borough of Hackney  
Tel: 020 8356 2431  
Email: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)  
[www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing)

----- Forwarded message -----

From: [REDACTED]  
Date: Tue, 14 Nov 2023 at 11:45  
Subject: Application from Backgrounds Clubs Ltd for license for Bohemia Place  
To: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk) <[licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)>

I wish to object to this application to allow for the sale of alcohol and music and performance at Bohemia Place for 4 weekends ( 8 days – 10 hours - a year) dates not specified.

I object on the grounds that such activities will lead to crime and disorder and public nuisance as experienced when the similar happened earlier this year. The nature of the Arches in Bohemia Place is that they transmit noise down the 'tunnel' into neighbouring residential and peaceful community area,s causing disturbance and encouraging the massing of people and a propensity for ASB. This is an area where ASB is high and the police and local authority enforcers are constantly involved in marshalling protagonists including drug dealers/users, mobile phone theft and bicycle theft, all with harmful results on the victims of crime and on the residential taxpayers (at whose monetary expense the police etc enforcement is impacted).

[REDACTED]  
[REDACTED]  
St John's Church Road  
E9 [REDACTED]  
Sent from [Mail](#) for Windows

Disclaimers apply, for full details see: <https://hackney.gov.uk/email-disclaimer>

Mehetabel Road  
Hackney  
E9 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mob:

To: [planning@hackney.gov.uk](mailto:planning@hackney.gov.uk)  
22/11/23

Dear Sir/Madam

**Re: Application from Night Tales for events on 4 weekends**

We have lived at [REDACTED] Mehetabel Road since 1989. We have experienced many changes for the better in our local area. For example, the area has been improved environmentally and affords a green space for residents and visitors, it is well lit and clean. The schools are great (our daughter attended both primary and secondary schools in Hackney).

Our experience of the Night Tales all weekend event earlier in the year was of a lot of very loud noise which travelled down the arches into the back gardens on Mehetabel Road. It was like a music festival and we just had to put up with the noise. This can't be right for residents in a residential road who pay towards the amenities of the borough to have to put up with or, live with that amount of noise pollution? This stops us enjoying our gardens as the noise is intolerable. However, if this was to be an annual one off event then possibly residents could accept it as we know it is good for Hackney's economy. Now the idea that these events could happen for 4 weekends a year is truly upsetting as that is a huge increase in noise which will be detrimental to our enjoyment of our homes and gardens. Why should we have to put up with an increase in all music weekends when we live in a residential area not in a 'designated centre'? The noise travels out of Bohemia place (presumably a 'designated centre') into our road. If this scheme goes ahead it will honestly feel as though Hackney Council do not understand the environmental impact it will cause. Perhaps someone from the council should experience the noise for themselves by standing in one of our garden at the next Night Tales event.

In Hackney's Local Plan 2033 LP2 states: 'All new development must be appropriate to its location and should be designed to ensure there are no significant adverse impacts on the amenity of occupiers and neighbours...'

Amenity includes 'Vibration, noise, fumes and odour, and other forms of pollution' as 'microclimate'.

In LP38 of the Local Plan A. 'New evening and night time economy uses will be primarily located in the Borough's designated centres'



Our area (Mehetabel Road and the arches on Morning Lane) is not in a designated centre and therefore shouldn't be included in any future proposals from Night Tales to include Morning Lane arches.

We look forward to hearing from you about this and to receiving more detailed information about the plans being proposed.

Yours sincerely

[Redacted signature]

[Redacted contact information]



---

**Fwd: Night Tales application for license**

1 message

---

**Licensing (Shared Mailbox)** <licensing@hackney.gov.uk>  
To: Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

20 November 2023 at 15:23

Kind Regards,

Licensing Service  
London Borough of Hackney  
Tel: 020 8356 2431  
Email: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)  
[www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing)

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From: [REDACTED]  
Date: Mon, 20 Nov 2023 at 14:58  
Subject: Re: Night Tales application for license  
To: Licensing (Shared Mailbox) <[licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)>

Dear Licensing

I would like to object strongly to the granting of the permission for four special events licensing at Night Tales, for outdoor events, due to the significant public nuisance these events create and the impact on amenity in residential properties nearby. The special events held in 2023 have caused severe disturbance in the local area and to local residents. While events in 2023 have been taking place, the peaceful quiet of St John's Churchyard gardens has been disturbed. Residents have not been able to use the gardens on Mehetabel Road fully, nor any of the rooms to the rear of the houses. In our case, we have even decided against inviting guests to visit during these event periods, as conversation is impossible and enjoyment of our home is spoiled while they are going on. The noise from the events can be heard in every room in the house, even with all the windows closed. This impact means the Human Rights Act Protocol II, article 1, the right to peaceful enjoyment of our home, is contravened.

While special community events involving amplified music, for example Hackney Carnival, are very welcome, this is a different matter. We wholeheartedly support community events in Hackney. These, however, are commercial events, on a for-profit basis, and for a small section of the community only. They impact the wider community in a negative way due to nuisance and noise pollution. Four events a year is too many and the duration of the events is too long. The outdoor speakers are incredibly loud and the noise starts in the late morning or early afternoon and goes on until 10pm. In effect, the application, if permitted, would result in an outdoor nightclub operating at full volume, throughout the day and evening, in the historic and civic town centre of Hackney, next to one of the borough's most peaceful enclaves of St John's Churchyard Gardens. This does harm to residents, local businesses on the high street, and those seeking peace and community in Hackney Central. The impact on nature and biodiversity should also be considered; the green spaces around Hackney Central (private gardens and the churchyard garden) are critical to wildlife, including endangered species such as bats which roost in the railway arches; these are impacted by noise pollution.

There is increasing evidence of the effects of noise pollution on people's health, including children's health, and these should be taken into account by the licensing authority committee.

We also ask the committee to take into account the environmental health case files held by the borough on complaints made about Bohemia Place, in terms of noise and other types of pollution over recent years.

Please note that we have no objection to Night Tales operating as a nightclub, indoors, and with the appropriate licenses. The objection is solely focused on the additional special events.

I do note, however, that the Night Tales premises are not members of the Hackney Council *Hackney Nights* Accreditation Scheme, which means they have not signed up to the framework the borough sets to improved standards of licensed premises regarding crime prevention, safety, sustainability, and promoting inclusivity.

I trust these representations will be taken into account and request that you let me know of the date of the committee as I would like the opportunity to give representations verbally, at the meeting.

Yours,

[Redacted]

[Redacted]

**Fwd: Objection to Night Tales licensing application**

1 message

Licensing (Shared Mailbox) <licensing@hackney.gov.uk>  
To: Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

22 November 2023 at 17:42

Kind Regards,

Licensing Service  
London Borough of Hackney  
Tel: 020 8356 2431  
Email: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)  
[www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing)

[REDACTED]  
Date: Wed, 22 Nov 2023 at 15:01  
Subject: Objection to Night Tales licensing application  
To: Licensing (Shared Mailbox) <licensing@hackney.gov.uk>  
Cc: David Tuitt <david.tuitt@hackney.gov.uk>

Dear Hackney Licensing,

I write to object to the license which has been applied for in respect of outdoor events at Bohemia Place in 2024, which I understand would be implemented by Night Tales. I summarise my reasons below, but I ask that I be given notice of any meeting that will be convened to consider this application, as I am likely to send specialist lawyers to speak on my behalf against this application.

The night clubs on Bohemia Place have historically been unproblematic for residents of Mehetabel Road, where I live. However, in 2023, there was a very marked ramping up of outdoor events hosted on Bohemia Place, spanning the period April to early October. These tended to be some combination of: Friday evenings, all day Saturday, all day Sunday. They involved outdoor amplified music, including with external speakers and sound systems that I understand were not within the terms of any licences. The effect was seriously harmful to residents' amenity in 2023: we could not use our gardens or even the rear parts of our homes at weekends. That was a serious interference with our right to peaceful enjoyment of our homes. It was destructive of amenity here, and was contrary to our wellbeing – the stress of not being able to be at peace in one's own home at weekends is very considerable.

I refer by way of evidence of the above not only to my own testimony, but to (a) the records that will be held on the Council's environmental health/noise nuisance systems of repeated complaints made against those events over the course of 2023, and (b) the record of a site visit undertaken by David Tuitt of Hackney licensing, who witnessed the impact of those events and can speak to them. I ask that this evidence base be taken into account and presented to the licensing committee that will consider this application.

The specific events for which Night Tales now seeks a 2024 licence had one precursor, over the weekend of 9-10 September 2023. The effects of that were as described above, but amplified exponentially. I cannot overstate how destructive such an event is for amenity and wellbeing for residents of Mehetabel Road. The effect is of having a nightclub inserted into one's own home and garden. It is impossible to be at home. We had to cancel having guests, and indeed had to take our children away from home on the Sunday. These events effectively force residents to flee their homes over these periods, as we cannot occupy them without harm to wellbeing while these events are on (if they are allowed). I stress again: the impact of permitting these events would be extremely serious, and I am confident this would be unlawful.

I am not aware of any basis on which the Council could dispute my account of the impact of these events as summarised above. I am happy to speak about them further, if needed.

My view is that it would be fundamentally contrary to Hackney's environmental and licensing policies to permit events with such harmful consequences. It would be irrational and almost certainly unlawful for a licence to be granted for these events. As I indicate above, specialist lawyers will address these points on my behalf further in due course, if that is necessary. But my position is that it would be fundamentally wrong and harmful, as well as unlawful, for this application to be granted. The Council should not allow these events to proceed.

Thank you,

[Redacted]

[Redacted] Mehetabel Road, E9 [Redacted]

[Redacted]

[Redacted]

Disclaimers apply, for full details see: <https://hackney.gov.uk/email-disclaimer>



# Appendix C7

Sanaria Hussain &lt;sanaria.hussain@hackney.gov.uk&gt;

## Objection to Application for a Premises Licence at: Bohemia Place, E8 1DU

1 message

23 November 2023 at 13:02

to: sanaria.hussain@hackney.gov.uk

### Objection to Application for a Premises Licence at: Bohemia Place, E8 1DU.

**By Background Clubs Ltd (also operating as Night Talesat 13 Bohemia Place)**

To:  
Sanaria Hussain  
Senior Licensing Officer  
Climate, Homes and Economy  
Hackney Service Centre  
1 Hillman Street  
London E8 1DY

Email: [sanaria.hussain@hackney.gov.uk](mailto:sanaria.hussain@hackney.gov.uk)

#### Proposal

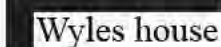
A weekend street festival in Bohemia Place, with 10 hours of music on both Saturday and Sunday, over four weekends a year.

In summary, the objection is based on grounds of Prevention of Public Nuisance:

- The events will lead to excessive levels of noise, disturbing us in our homes;
- Over too long a period (10 hours each day, over four weekends feels very excessive);
- Directly impacting the residents of Wyles House, to the north (22 flats);
- Wyles House was not identified as sensitive Receptor so no assessment of the noise impact; and
- With no actual noise levels from an event that took place in September in support of the application. Estimates related to a past event are not sufficient evidence.

Based on the above I object to the application and have serious concerns that Wyles house wasn't included.

Many thanks,

  
Wyles house  
Prodigal square  
London

E8



## Objection to Application for a Premises Licence at: Bohemia Place, E8 1DU. By Background Clubs Ltd (also operating as Night Tales, at 13 Bohemia Place)

1 message

23 November 2023 at 14:21

[REDACTED]  
to: sanaria.hussain@hackney.gov.uk

To:  
Sanaria Hussain  
Senior Licensing Officer  
Climate, Homes and Economy  
Hackney Service Centre  
1 Hillman Street  
London E8 1DY

Dear Ms Hussain

I am writing to object to the above license application for a street festival in Bohemia Place, with 10 hours of music on both Saturday and Sunday, over four weekends a year.

My objection is based on grounds of Prevention of Public Nuisance as:-

1. The events will lead to excessive levels of noise. We already have to deal with the street traders in the weekly markets playing loud music
2. The events are over too long a period (10 hours each day, over four weekends is excessive);
3. The noise will directly impact the residents of Wyles House, to the north (22 flats);
4. It seems that the license application has not even taken into account the impact on Wyles House at all as part of their application. The sound waves will hit the living rooms, balconies, terraces and gardens of most of these properties many of which face directly onto Bohemia Place
5. There is no supporting evidence to the application of actual noise levels from an event that took place in September. Estimates related to a past event are not sufficient evidence.

Many thanks

[REDACTED]  
Wyles House  
Prodigal Square, E8 [REDACTED]





# Appendix C9

Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

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## Objection to Application for a Premises Licence at: Bohemia Place, E8 1DU

1 message

---

[REDACTED]  
to: sanaria.hussain@hackney.gov.uk

23 November 2023 at 22:51

Dear Ms Hussain,

I'm writing you to formally object to the application for a Premise Licence at Bohemia Place, E8 1DU, for a weekend street festival in Bohemia Place, with 10 hours of music on both Saturday and Sunday, over four weekends a year.

My objection is based on grounds of prevention of Public Nuisance:

- The events will lead to excessive levels of noise, whose effects on the Hackney Gardens development (especially on Wyles House) have not been analysed nor its residents been consulted, i.e. no identification of Wyles House as sensitive Receptor so no assessment of the noise impact;
- The proposed duration is over too long a period: 10 hours each day, over four weekends is excessive;
- It will directly impact the residents of Wyles House, to the north (in total 22 flats); and
- With no actual noise levels from an event that took place in September in support of the application. Estimates related to a past event are not sufficient evidence.

Best regards,

[REDACTED]

**Objection to Application for a Premises Licence at: Bohemia Place, E8 1DU.  
By Background Clubs Ltd (also operating as Night Tales, at 13 Bohemia Place)**

To:  
Sanaria Hussain  
Senior Licensing Officer  
Climate, Homes and Economy  
Hackney Service Centre  
1 Hillman Street  
London E8 1DY

By email: [sanaria.hussain@hackney.gov.uk](mailto:sanaria.hussain@hackney.gov.uk)

Dear Ms Hussain

The application for a Premises Licence is contained in a 136-page application, including 12 appendices (a copy of which one needs to specifically ask for). Having examined the application form and supporting appendices, I am writing to **object** in the following terms:

## **1. Procedural/legal**

Under the Licensing Act a Licence needs to be granted in terms that are reasonably specific, both to enable the activities to be sufficiently identified - and therefore so the impact can be assessed – as well as controlled through relevant conditions. The application ticks several licensable activities, but one has to read a lot of this very long document to actually ascertain what is actually being proposed, which seems to be based on a previous weekend street festival, over 4 weekends next year. But in fact, the proposed events are nowhere described. Even the description of the premises on p 4 is vague.

## **2. Prevention of Public Nuisance**

The proposed events, to the extent that they can be described – and therefore the extent to which the applicant can respond in Part M (steps to be taken to promote the four licensing objectives) – will lead to a serious public nuisance.

In summary:

- The events will lead to excessive levels of noise;
- Over too long a period (10 hours each day, over four weekends is excessive);
- Directly impacting the residents of Wyles House, to the north (22 flats);
- With no identification of Wyles House as sensitive Receptor so no assessment of the noise impact; and
- With no actual noise levels from an event that took place in September in support of the application. Estimates related to a past event are not sufficient evidence.

To elaborate:

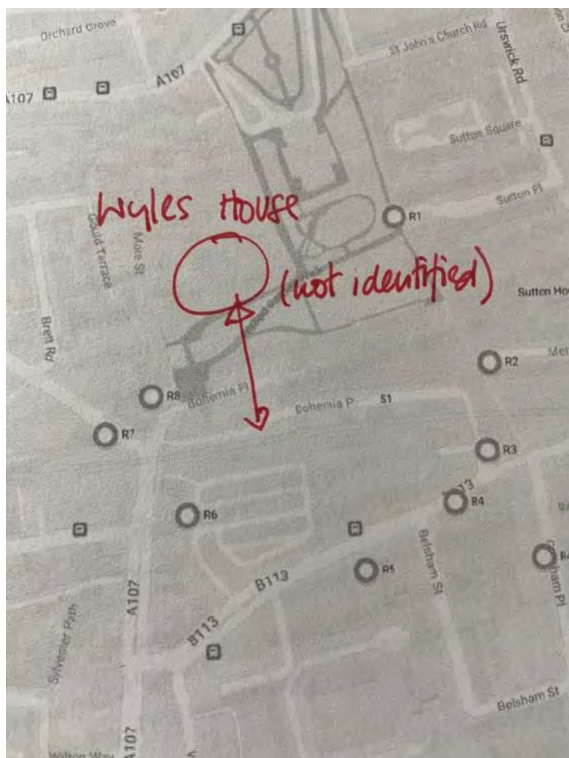
The noise from the proposed events - running for 10 hours on both a Saturday and Sunday – and for weekends - will create a public nuisance. This is because, if the event and its noise levels are anywhere similar to the event the applicant ran on 9<sup>th</sup>/10<sup>th</sup> September this year, it will be intolerable to local residents. 20 hours over a weekend is simply excessive.

Specifically, it will be intolerable to residents of **Wyles House**, which is part of the Prodigal Square development, and a building immediately to the north of Bohemia Place, comprising 22 apartments, many of which have only a southerly aspect. This is a significant residential building, which faces directly onto Bohemia Place. Wyles House is completely exposed to the western section of Bohemia Place which is not obscured by the bulk of the bus station, further east. Sound travels from Bohemia Place to Wyles House very directly.

These residents, like myself, had to put up with excessive levels of noise in September – and indeed on a number of occasions when outside music is played – so the playing of 10 hours a day (with not even restricted intervals) will mean 20 hours of very loud music over a weekend, the sound waves of which will hit the living rooms, balconies, terraces and gardens of local residents, many of which face directly onto Bohemia Place

Sundays offer a reasonable expectation that they will be quieter than other days; however, in this application there is no distinction.

Wyles House is not even identified in the applicant's Sound Management Plan – see Map J, for example. Wyles House is a significant, sensitive, major Receptor and needs to be both identified and the sound impacts assessed.



Extract from applicants' Map J, showing identified Receptors [shown as O]

The applicant has included many technical appendices. However, in relation to sound impact they are of very limited value as the calculations are *estimates* for an event last September. It seems extraordinary that no actual sound measurements related to the September event are set out! Surely that is the best proof that the proposed events will meet the requirements of the Act, fulfil Hackney's licensing policy and demonstrate they will promote the four licensing objectives.

**3. Failure to meet Hackney's 2023-2028 Licensing Policy, specifically:**

**LP1:** The applicant has failed to demonstrate an understanding of the nature of the locality – in not identifying a significant and sensitive local residential building.

**LP2:** The applicant has failed to address the potential for public nuisance arising from the characteristics and style of the proposed events – such as they can be ascertained from the application – in relation to 10 hours of potentially continuous loud music, without prescribed breaks, to be experienced *twice* over 4 weekends, including a Sunday.

**LP5:** The event will not be in a place that has a lawful planning use for the proposed activities.

There will also be a **cumulative** impact from the operation of Night Tales (at Arch 13) and the many other licensed premises in Bohemia Place, who piggy-back their activity on such events.

**In conclusion**

The application should be refused.

Alternately the application should be deferred to enable:

- Wyles House to be identified as a Receptor.
- Background sound levels to be taken at Wyles House
- The actual sound levels from the September event to be produced as supporting evidence.
- An appraisal of the sound effects on Wyles House to be calculated and submitted.

I would wish to be given the opportunity of addressing the Committee in person when they meet to determine this application.

██████████  
██████ Wyles House  
Prodigal Square  
E8 ██████

22 November 2023



## Fwd: Bohemia Place: licence application for Night Tales club

1 message

Licensing (Shared Mailbox) <licensing@hackney.gov.uk>  
To: Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

24 November 2023 at 14:04

Kind Regards,

Licensing Service  
London Borough of Hackney  
Tel: 020 8356 2431  
Email: [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)  
[www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing)

----- Forwarded message -----

From: [REDACTED]  
Date: Thu, 23 Nov 2023 at 20:32  
Subject: Bohemia Place: licence application for Night Tales club  
To: <[licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)>

I object to the application on the grounds of excessive, prolonged noise and a big influx of visitors in an area already bursting at the seams at weekends.

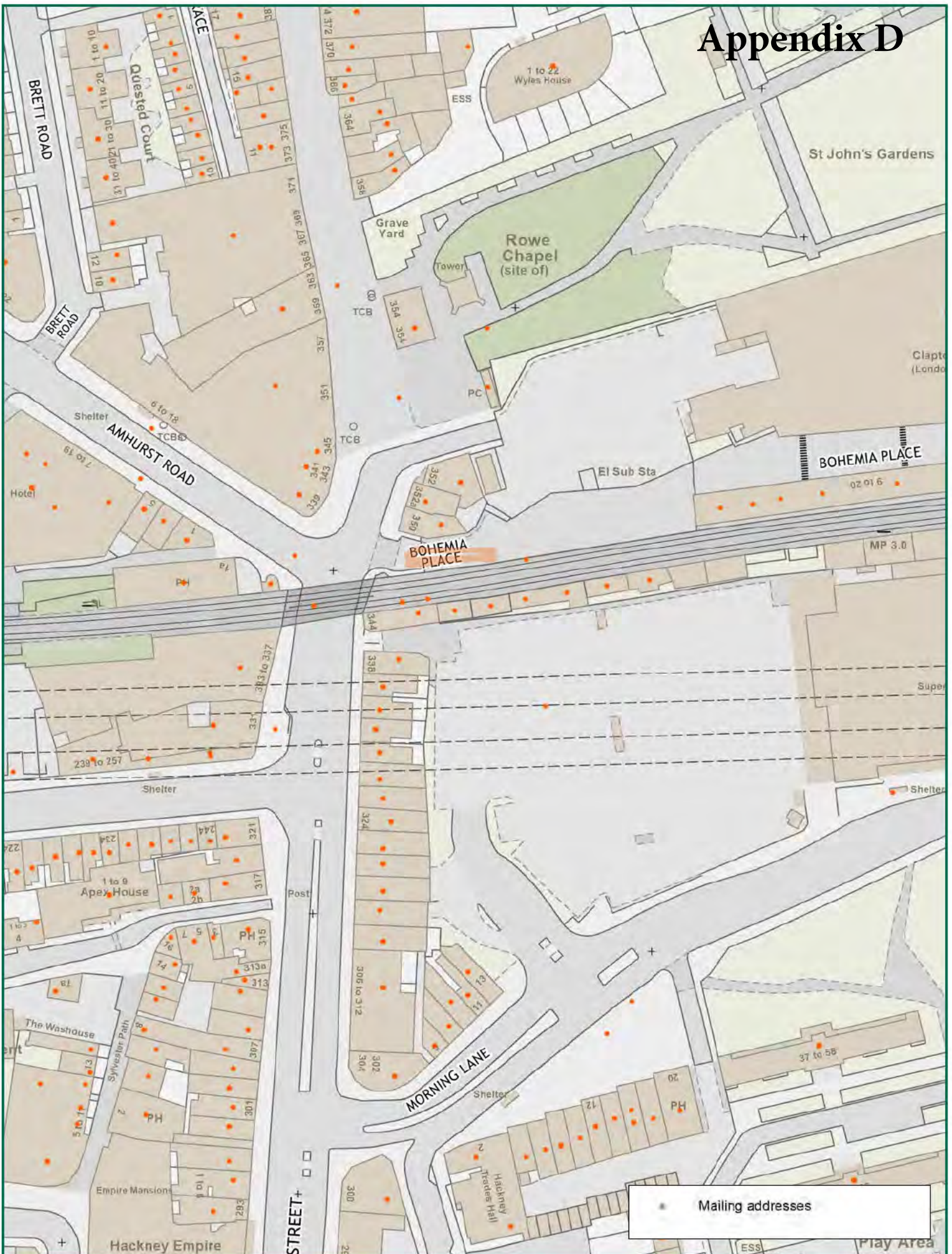
Many towns I know are trying to entice people to live in the centre but this would have the opposite effect. The noise would prevent residents enjoying their outside areas and be an unacceptable intrusion into the evening. The present level of music is often extremely loud - enough to penetrate good double glazing - but thankfully starts and stops at acceptable times.

There is already chaos at the Hackney Central busy junction and especially on Saturdays, The Narrow Way is already a place for religious ranting, dozens of delivery cyclists and people shopping. Adding to this will bring alcohol fuelled revellers into the mix and perhaps make the centre a less safe place to be - especially in the green spaces where intimidating groups already gather to drink and socialise. The council would need many more safety officers for longer hours to police the crowds.

[REDACTED]  
Wyles House  
Prodigal Square  
E8 [REDACTED]  
Sent from my iPhone

Disclaimers apply, for full details see: <https://hackney.gov.uk/email-disclaimer>

# Appendix D



● Mailing addresses



Scale: 1:1250 at A4



Ref: Wednesday, January 10, 2024

email:

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