

Conditions for Beckenham Place Park

Licensable hours:

Zones: **A, B, C, D & F** – Times until **22:00 Hours**

Zones: **E, L & M** – Times until **21:00 Hours** – **No amplified or recorded music**

Zones: **G & H** – Times until **21:00 Hours**

Zone: **I** – Times until **23:00 Hours Friday and Saturday 22:00 Hours** any other day

Zones: **J & K** – Times until **21:00 Hours**

Zone: **N** – Times until **22:00 Hours**

In these conditions:

An EVENT will be for **over** 500 persons to a **maximum** of 4,999 (as in 3. below)

An Activity will be for **under** 499 persons which number includes the paying Audience, guests and all staff or artistes

1. All conditions are subject to the Bye Laws agreed in 2015. Any conflicting conditions will be superseded by the Bye Laws.
2. The Premises Licence holder will notify the Licensing Authority and all Responsible Authorities of each proposed Event at least three months prior to the Event taking place. The premises Licence holder will notify the Licensing Authority and Met police of all activities with at least 14 days' notice.
3. There will be no more than **6** Events with a capacity of over **2,000** a year.
2 events over **4,000 to 4,999** – including all staff, artistes and guests
4 events over **2,000 to 3,999** – including all staff, artistes and guests
4. No Activity or Event shall take place within 75 meters of any residential boundaries.
5. Full and detailed consultation will be undertaken by the Premises Licence holder with each of the Responsible Authorities, and those persons/organisations referred to in the Event Safety Guide issued by the Health & Safety Executive. This consultation will take place through multi-agency or Safety Advisory Group meetings in the lead up to the Event and during the Event itself.
6. For each Event the Premises Licence holder will produce a final Event Management Plan (including the plan of the Site) which must be agreed by the Licensing Authority prior to the relevant Event taking place.
7. The nominated Event Organiser from the Premises Licence holder will be in overall charge of the Event and he/she or his/her nominated deputy shall be available on the Licensed Site throughout the Event.

8. The Premises Licence holder will include in the Event Management Plan details of the management team, including contractors, and their responsibilities. Details of communication systems (e.g. radio, telephones, etc.) will be provided in the Event Management Plan.
9. Authorised officers of the Licensing Authority and the Responsible Authorities who are in the course of their duties will be given access to all parts of the Licensed Site for the purposes of monitoring and enforcing the observance of any Conditions imposed and any other relevant legislation.
10. The Premises Licence holder will ensure that arrangements are made to provide information to persons attending the Event to include transport, access and egress arrangements, dealing with lost and found persons and property, emergency services, promoting responsible drinking and taking care of their hearing.

B The Prevention of Crime and Disorder

11. A promotion risk assessment form 696 will be completed and submitted to the Metropolitan Police for all Activities & Events involving DJ's no later than 14 days before the activity or event is due to take place.
12. The Premises Licence holder will appoint to the satisfaction of the Licensing Authority a competent security/stewarding provision.
13. The Premises Licence holder will supply a Crime Reduction Policy for each Event which will be included in the Event Management Plan.
14. A full Security/Stewarding Plan will be produced and contained within the Event Management Plan for each Event. All security/stewards will be easily identifiable, have the appropriate training and where appropriate, hold licences for their respective duties. The Plan will include details of numbers and deployment of security/stewards. A register will be maintained of all stewards/security staff.

C Public Safety

15. For each Event, the Premises Licence holder will appoint a health and safety lead and provide a detailed Risk Assessment for all Events at the Site. The Risk Assessment will be incorporated into the Event Management Plan. A Risk Assessment Plan will also be provided for all Activities.
16. For each Event, the Premises Licence holder will provide an Emergency Action Plan, which will provide appropriate plans to react to both major and minor incidents.

Capacity and Entry Control

17. The Licensed site capacity and attendance at the Event will not exceed 4,999 which number includes the paying audience and guests and all staff or artistes.

18. The Premises Licence holder will make adequate provisions for monitoring and controlling the number of persons entering the Licensed Site.
19. The occupancy of all temporary structures within the Licensed Site will be continuously monitored and the capacities agreed with the Responsible Authorities will not be exceeded.
20. Appropriate arrangements by way of fencing, gate systems and security will be made in agreement with the Responsible Authorities to prevent unauthorised access to the Site.
21. Entrances and exits to the Licensed Area, including roadways, pedestrian routes and emergency vehicle routes will be kept clear at all times.

Lighting and Electrical Installations

22. Entrances and exits to the Licensed Area, including roadways, pedestrian routes and emergency vehicle routes will be adequately illuminated during periods of darkness.
23. Adequate lighting levels will be maintained within temporary structures.

Fire Safety

24. Suitable and sufficient firefighting provision will be provided and maintained on the Site throughout the duration of each Event to the satisfaction of the Fire and Rescue Service.
25. The fire retardant characteristics of all tents, drapes, scenery etc. used on or in any temporary structures on the Site will be to the satisfaction of the Fire and Rescue Service.
26. The siting of vehicles, generators, tents, marquees, dressing rooms, etc. shall be arranged to as to provide fire breaks to the satisfaction of the Fire and Rescue service.
27. Concessions and traders with cooking facilities shall be positioned and spaced to the satisfaction of the Fire and Rescue Service.
28. No pyrotechnics, flame effects or fireworks are to be used without the consent of the Licensing Authority.

Medical and First Aid Provision

29. The Premises Licence holder will appoint a suitably competent organisation to manage and provide suitably manned and equipped medical/first aid facilities on Site to the satisfaction of the Responsible Authorities.

Sanitary Provisions

30. The Premises Licence holder will ensure that sufficient sanitary provision is provided to levels of at least those recommended in the Event Safety Guide issued by the Health & Safety Executive.

Drinking Water

31. Free drinking water will be provided within the site at locations agreed with the Responsible Authorities.

Staging and Structures

32. The Premises Licence holder shall take all reasonable steps to ensure that any enclosed temporary structure providing entertainment is not overcrowded.
33. The Premises Licence holder will ensure that its contractors are made aware of their responsibilities for ensuring that structures are safe and fit for their intended purpose, for ensuring safe working practices and for providing method statements and risk assessments.
34. All temporary structures must be signed off as fit for use by a competent, qualified person.

Vehicle Movement

35. Vehicle movements whilst the public are on the Licensed Site will be limited to those which are essential and will be controlled to ensure safety of the public.

Disabled Persons

36. The Premises Licence holder will ensure that the arrangements and special provisions for disabled persons, namely access and egress routes, car parking, sanitation facilities and viewing areas as agreed with the Responsible Authorities are provided and maintained for the duration of the event.

Refreshment and Trading Facilities

37. The Premises Licence holder will supply licence details of all food vendors and traders in advance of the Activity or Event to the food safety team.

D Prevention of Public Nuisance

Noise Control

38. The Premises Licence holder will take all reasonable steps to prevent persons in the neighbourhood being unreasonably disturbed by the Activity or Event.
39. The Premises Licence holder will instruct a competent noise control officer to produce a Noise Management Plan prior to each year's Activities and Events for the approval of the Licensing Authority and a Noise Control Report following each Event.

40. On each Event day, the noise control officer will continuously monitor noise levels, both on site and off site, at agreed monitoring positions, throughout the period that Regulated Entertainment is provided and liaise with the relevant Responsible Authority. Sound check times, show times and details of noise monitoring procedures will be included in the Noise Management Plan. The agreed Noise Management Plan will be incorporated into the Event Management Plan.
41. All events will comply with the relevant POP code set by the environmental protection team via ESAG

Transport Management

42. A Transport Management Plan ("TMP") will be prepared in consultation with the ESAG to ensure emergency services access and egress routes are maintained and to minimise unreasonable disruption to local residents. The TMP will form part of the Event Management Plan.
43. The TMP will set out details of any planned road closures and parking restrictions in the surrounding area.
44. The TMP will provide details of public transport available to attendees to provide transport links to the site on each day of the Event. It will also provide details for the dispersal of attendees from the site to public transport links on each day of the Event.

Local Residents Liaison

45. The Premises Licence holder will publish a schedule of Events no less than 3 months in advance on the Beckenham Place Park website, Lewisham Council's website and on all notice boards within the park.

Environmental Issues

46. The Premises Licence holder will produce a litter management plan. This will be produced to include details of the plan for the collection of litter during and after the licensed Activity or Event. The agreed Litter Management Plan will be incorporated into the Event Management Plan.
47. The Premises Licence holder will make arrangements for a dedicated telephone line to be made available and manned for the receipt of any complaints from the general public whilst the Event is in operation. The telephone number will be publicised locally and all complaints recorded.

E. The Protection of Children from Harm

48. All information given out in advance will say that no one under the age of 16 should attend the Activity or Event unless accompanied by an adult.
49. Appropriate signage will be in place warning of any age restrictions with regard to the showing of films.

Welfare

50. The Premises Licence holder will provide a welfare policy for each Activity or Event dealing with lost and found persons, including children, and the provision of information to persons attending the Activity or Event.

Incident/Refusal log

50. An incident log shall be kept at the premises, and made available on request to an authorised Local Authority or Police Officer, which will record the following:
 - a) All crimes reported to the venue
 - c) Any complaints received
 - d) Any incidents of disorder
 - e) Any visit by a relevant authority or emergency service
 - g) All ejections of patrons
 - h) Any seizures of drugs or offensive weapons